



MINUTES

Personnel and Veterans Service

May 28, 2013
County Board Conference Room C314
Third Floor, Courthouse

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari, Joe Policello and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Corporation Counsel Gale Mattison, County Administrator Ellen Sorensen, HHS Director Robin Elsner, Land Information Director John Lefebvre, Deputy County Clerk BobbieJean Borkowski, Supervisors Mike Behnke and Kathy Just

1. **Call to order**

Chair Seefeldt called the meeting to order at 8:30 a.m.

2. **Agenda**

Motion (Casper/Policello) to approve agenda. Motion carried.

3. **Public Comment – None**

4. **Zoning/Sanitary Technician I/II/III/IV Position**

Motion (Seefeldt/Keller) to recommend County Board approve eliminating the AIS Coordinator position immediately and to modify and title change the existing Zoning/Sanitary Technician I/II/III/IV positions effective June 3, 2013. Motion carried. Exhibit A

5. **Eliminate Receptionist/Billing Clerk in Public Health and Create Additional Receptionist Position**

Motion (Casper/Policello) to recommend County Board approve eliminating the Receptionist/Billing Clerk Position in Public Health and creating an additional Receptionist position effective immediately. Motion carried. Exhibit B

6. **Adjournment**

Motion (Lakari/Keller) to adjourn at 8:45 a.m. Motion carried.

Next meeting date: June 14, 2013 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 5/13/13
 Personnel Committee 5/28/13
 Finance Committee _____
 County Board 5/28/13

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Land Information
 Department Head: John Lefebvre
 Supervisor: John Lefebvre
 Position Title: Zoning-Sanitary Tech I/II/III/IV
 Old Position Title: AIS Coordinator (eliminated)/Zoning-Sanitary Tech (Changed)
 Hours per Week/Year: 40/2080
 Account Number(s): 100-33-56300-111

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input checked="" type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: 100-33-56300-111-84 (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale Courthouse
 Pay Rate/Salary: \$ _____
 Pay Level: J-K-M-N

Level pay grade starting
 I - J - 17.75 ✓
 II - K - 18.52 ✓
 III - M - 20.05 ✓
 IV - N - 20.85 ✓

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____

Total Cost: \$ SEE ATTACHED

Finance Initials: PK 5/6/2013

Approval*

Department Head: _____
 County Administrator: _____

4/26/13
5/6/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for the elimination of AIS Coordinator Position
&
The addition of two levels to the Zoning/Sanitary Technician Position

In April 2013 the Aquatic Invasive Species Coordinator position became vacant. This position is grant funded with approximately \$100,000 of grant money remaining. The County is obligated to fulfill the requirements of the grant thus the need to hire or assign these duties to another staff person.

The recommendation is to eliminate the AIS Coordinator position and modify the existing Zoning/Sanitary Technician position in a manner that will incorporate the AIS Coordinator duties into this position. Two additional levels are proposed to be added to the Zoning/Sanitary Technician position to recognize the additional responsibilities, knowledge, education and experience associated with the AIS program.

Benefits of utilizing existing staff:

- Utilization of unspent grant proceeds to fund a portion (approx 50%) of a Zoning/Sanitary Tech III position for approximately 3 years thus reducing County tax levy for 2013, 2014 and 2015.
- Utilization of existing staff on a part-time basis will allow the County to extend the grant funded AIS program.
- Utilization of current staff already familiar with the County and its resources will allow for greater productivity immediately and will eliminate any delays associated with hiring which is extremely important for this upcoming recreational season.
- Provide an opportunity for the County to retain the staff position that coordinates the AIS program once the grant funding ceases to exist thus allowing the ongoing coordination of the program in whatever fashion the County determines to be in its best interests.

The above recommendation is made possible by the State delays associated with the implementation of NR115, in addition to, the States recent action to postpone the deadline for Counties to inventory and require maintenance of all private onsite wastewater treatment systems. The County's AIS program is in a transition period between building an AIS program and maintaining an AIS program. This too provides a good opportunity for the County to switch from a fulltime AIS Coordinator position to utilization of existing staff to maintain the program and fulfill the grant requirements.

**2013 - POSITION REQUEST
ZONING - SANITARY TECH**

Includes Adjustments for:
Annual Hrs, 1% Increase, Retirement %
CURRENT BUDGET
Aquatic Invasive Species Coordinator
(April 15-Dec 2013 remaining salary/benefits)

	7.65%	6.65%	2.00%			
	SOCIAL	RETIREMENT	WORKER'S	Single H&D	COMP	TOTAL
	LONGEVITY	LIFE INS	COMP			
\$ 29,034	\$ 60	\$ 1,935	\$ 582	\$ 6,972	\$ 582	\$ 40,878

	SOCIAL	RETIREMENT	WORKER'S	Family H&D	COMP	TOTAL
	LONGEVITY	LIFE INS	COMP			
\$ 19,384	\$ -	\$ 1,289	\$ 388	\$ 15,705	\$ 388	\$ 38,249

POSITION MOVE
Zoning/Sanitary Tech Level III
(July-Dec)

\$ 20,531	\$ -	\$ 1,365	\$ 411	\$ 15,705	\$ 411	\$ 39,583
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Difference-Position move: \$ (1,334)

Overall Difference Grant vs Position move: \$ 39,544



Job Title: Zoning/Sanitary Technician I/II/III/IV

Department: Land Information

Position Reports to: Land Information Director

Pay Grade Level: I – J, II – K, III – M, IV - N

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

This position assists the Land Information Director with the administration of zoning/sanitary functions. This position administers the County Zoning, Shoreland/Wetland Zoning, Floodplain Zoning, Sanitary and Nonmetallic Mining Reclamation codes. In addition, this position will also work with the public, County lake organizations, municipalities and local resource management agencies to prevent future infestations of Aquatic Invasive Species (AIS), control existing infestations and respond to new AIS outbreaks.

ESSENTIAL JOB FUNCTIONS

Level I

- A. Perform inspections on newly installed Private Onsite Wastewater Treatment Systems (POWTS) including preparing and recording the inspection.
- B. Review permit applications for accuracy, completeness and compliance with various codes.
- C. Answer questions related to various codes or ordinances.
- D. Investigate violations of various codes and issue and document citations when necessary.
- E. Update, maintain and enter permits in the database.
- F. Assist applicants with completion of permit applications.
- G. Attend annual training sessions to maintain POWTS certification.
- H. Serve as back up to Landfill Operator and Scale Attendant.
- I. Administer various County codes under the authority of the Land Information Department.
- J. Operate handheld GPS unit to collect various data.
- K. Image, index and file various Land Information Department documents.
- L. Determine high water marks, floodplains and wetland boundaries.

Level II

- A. Perform all Essential Job Functions outlined for Level I.
- B. Verify Soil onsite for landowners, plumbers, realtors and state personnel to determine site suitability for POWTS.
- C. Review and approve POWTS plans associated with County Agent status.

Level III

- A. Perform all Essential Job Functions outlined for Level I.
- B. Document AIS infestation trends and characterize their impacts.
- C. Investigate AIS infestations and assist with and/or develop response and restoration plans.
- D. Utilize computer software (especially GIS) and models to predict AIS conditions and predict management needs.
- E. Work with external contractors to ensure cost effective control and eradication of AIS.
- F. Train and provide work direction to Clean Boats LTEs.
- G. Identify, inventory and monitor AIS for appropriate grant applications.
- H. Assist with and/or prepare contracts and cost share agreements with landowners, lake groups and municipalities as needed.
- I. Review, recommend and implement management practices to insure optimum use of county resources.
- J. Assist the Education Specialist with public information and education efforts including, but not limited to, news releases, articles, presentations, workshops and demonstrations.
- K. Respond to questions, complaints and information requests related to AIS.
- L. Assist with and/or review aquatic plan management plans.
- M. Collaborate with external agencies and groups to improve AIS control.
- N. Participate in the Wild Rivers Invasive Species Coalition.

Level IV

- A. Perform all Essential Job Functions outlined for Levels I, II and III.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Properly operate tools and machinery, including handheld GPS equipment.
- E. Properly operate power tools and machinery in a construction and/or logging environment.
- F. Read, understand and direct work according to blueprints.
- G. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- H. Communicate orally and in writing effectively.
- I. Present information to management, small groups and individuals.
- J. Respond to inquiries, complaints or questions from a group or individual setting.
- K. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- L. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- M. Apply excellent trouble shooting skills.
- N. Define problems, collect data, establish facts and draw valid conclusions.
- O. Add, subtract, divide and multiply.
- P. Process information derived from numbers.
- Q. Memorize and retain information over long and short periods of time.
- R. Apply attention to detail.
- S. Apply procedures and interpret instructions accurately.
- T. Plan and monitor assigned activities.
- U. Prioritize multiple tasks and meet scheduled deadlines.
- V. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- W. Work as team player in the absence of or with minimal supervision.
- X. Manage unexpected changes within job duties.
- Y. Work independently and exercise sound professional judgment.
- Z. Read and understand legal descriptions, topographic maps, wetland maps, floodplain maps, soil maps, aerial photos and plat books.
- AA. Requires a basic understanding/utilization of GIS software for Levels I/II.
- BB. Requires an extensive understanding/utilization of GIS software for Levels III/IV.

QUALIFICATIONS

Level I

- A. Requires a High School diploma or equivalent.
- B. Requires college credits or coursework in soils, land conservation, natural resources, GIS, surveying or plumbing field.
- C. Requires one year of experience in the soils, land conservation, natural resources, GIS, surveying or plumbing field.
- D. Possess and maintain an insurance acceptable driver's license.
- E. Requires an active WI POWTS Inspectors Certification/License.

Level II

- A. Requires a High School diploma or equivalent.
- B. Requires college credits or coursework in soils, land conservation, natural resources, GIS, surveying or plumbing field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires three years of experience in the soils, land conservation, natural resources, surveying, GIS or plumbing field.
- E. Requires an active WI POWTS Inspectors Certification/License , WI Certified Soil Tester Morphology (CSTM) Certification/License and POWTS Maintainer Registration.

Level III

- A. Requires a Bachelor's Degree from an accredited school in biological sciences, natural resources, land conservation, land use planning or related field.
- B. Possess and maintain an insurance acceptable driver's license.
- C. Requires three years of experience in biological sciences, natural resources, land conservation or land use planning.
- D. Requires an active WI POWTS Inspectors Certification/License.

Level IV

- A. Requires a Bachelor's Degree from an accredited school in biological sciences, natural resources, land conservation, land use planning or related field.
- B. Possess and maintain an insurance acceptable driver's license.
- C. Requires five years of experience in biological sciences, natural resources, land conservation, land use planning or GIS.
- D. Requires an active WI POWTS Inspectors Certification/License, WI Certified Soil Tester Morphology (CSTM) Certification/License and POWTS Maintainer Registration.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Work outdoors but in the confines of a vehicle.
- D. Work in wet or humid conditions.
- E. Deal with challenges and criticism on a regular basis.
- F. Work near moving mechanical parts on a regular basis.
- G. Subjected to fumes or airborne particles.
- H. Adapt to rapid changes in environmental conditions.
- I. Interact with abusive and/or difficult individuals occasionally.
- J. Work in fast-paced high-pressure situations.
- K. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Sit for long periods of time.
- B. Stand for long periods of time.
- C. Walk for long periods of time including rough and uneven terrain.
- D. Bend, squat, stretch, and twist frequently.
- E. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Maintain all required license/certifications.

NOTE: A Zoning/Sanitary Technician shall move to each level/pay and perform the Essential Job Functions of said level after completion of and providing proof of acquiring the Qualifications required for that level.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 10/05
Approved: 12/29/2005
Revised: 05/07
Approved: 05/23/2007 Administration & Human Resources
06/14/2007 Governing Committee

09/05/2007 Rated J by Position Evaluation Committee, effective 01/01/2008

Revised: 02/2012 – Zoning/Sanitary Technician I/II transition
Approved: 02/08/2012 – Human Resources Director and County Administrator
02/13/2012 – Governing Committee

02/28/2012 Positions approved by County Board
Revised: 04/2013 (to include AIS)
Approved: 04/30/2013

04/30/2013 Position pending Committees/County Board approvals.



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 5/8/13
 Personnel Committee 5/28/13
 Finance Committee _____
 County Board 5/28/13

Permission to proceed: JS
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner, MSW
 Supervisor: Robin Elsner, MSW OR PH OFFICER
 Position Title: Receptionist
 Old Position Title: Receptionist/Billing Clerk-Public Health
 Hours per Week/Year: 40
 Account Number(s): 38-54110-111

38-54110-111 50%
 Funding taken from: 54-54504-111 50% (i.e. salaries with or without fringes)

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE <u>KA</u>
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to	<input checked="" type="checkbox"/> Hours of Work
Existing:	<input checked="" type="checkbox"/> Title Change
	<input checked="" type="checkbox"/> Location Change

KA

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Courthouse
 Pay Rate/Salary: \$ 14.11
 Pay Level: F
 Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____

Total Cost: \$ N/A Funding from vacant Receptionist/Billing Clerk 2013 Budget for this position w/o health insurance was \$32,888. Finance Initials: PK 5/7/2013

Approval*
 Department Head: Robin Elsner
 County Administrator: Allen Or

5/3/13
5/7/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



Job Title: Receptionist

Department: Health and Human Services
Position Reports to: Director and/or Public Health Officer
Pay Grade Level: F
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

Responsibilities include a variety of general office clerical duties. This position also serves as the first contact for clients, employees and the general public.

ESSENTIAL JOB FUNCTIONS

- A. Answer and direct all incoming phone calls to the appropriate person.
- B. Take and forward messages to the appropriate person.
- C. Open and distribute incoming mail and prepare outgoing mail and deliveries.
- D. Receipt various payments to Health and Human Services and prepare deposits.
- E. Prepare transportation slips for clients on Medical Assistance (MA).
- F. Research MA eligibility for doctor's offices.
- G. Order and maintain office supplies inventory for Health and Human Services.
- H. Date stamp and file applicable time sheets.
- I. Serve as primary backup for entering Human Services Reporting System (HSRS) data and tracking motor pool.
- J. Prepare staff checkout sheets.
- K. Perform secretarial duties.
- L. Schedule appointments and answer routine questions.
- M. Process confidential records requests.
- N. Collect, verify and enter daily activity sheets.
- O. Enter information into the HHSD data collection systems.
- P. Monitor department records for confidentiality and security.
- Q. Collect data and prepare monthly reports.
- R. Prepare and release press releases when applicable.
- S. Provide clerical support for entire department.
- T. Create department displays.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Communicate orally and in writing effectively.
- C. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- D. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- E. Apply excellent trouble shooting skills.
- F. Respond effectively to the most sensitive inquires or complaints.
- G. Add, subtract, divide and multiply.
- H. Apply procedures and interpret instructions accurately.
- I. Prioritize multiple tasks and meet scheduled deadlines.
- J. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- K. Work as team player in the absence of or with minimal supervision.
- L. Manage unexpected changes within job duties.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent.
- B. Requires two years experience in the office occupations field with receptionist duties.

- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires basic tested proficiency in Microsoft Word 2000 – HHS Financial.
- E. Requires advanced tested proficiency in Spelling – General, Filing – Standard and Grammar – General.
- F. Requires intermediate tested proficiency in Typing and Data Entry – Alphanumeric.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Interact with abusive and/or difficult individuals occasionally.
- D. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Bend, squat, stretch and twist frequently.
- D. Lift and/or carry up to ten pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Serve as a back-up to other receptionist positions within the department.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

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Prepared: 08/05
 Approved: 11/21/2005
 Revised: 07/07
 Approved: 07/16/2007
 Revised: 12/09
 Approved: 01/08/2010
 Revised: 05/2012
 Approved: 05/31/2012
 Revised: 05/2013
 Approved: 05/07/2013 (Job Description)

05/07/2013 Eliminating/Creating pending Committee/County Board approvals