



## MINUTES

### Personnel and Veterans Service

July 23, 2012  
Jury Assembly Room  
Lower Level, Courthouse Annex

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

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human  
Resources Director Jennifer Holtger, Corporation Counsel  
Gale Mattison, Supervisors Melissa Christiansen, Kathy  
Just, Don Pazynski, Vilas Schroeder and Peshtigo Times

#### 1. Call to order

Chair Seefeldt called the meeting to order at 8:45 a.m.

#### 2. Agenda

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

#### 3. Public Comment

None

#### 4. Minutes

Motion (Lakari/Casper) to approve minutes of June 8<sup>th</sup> and 26<sup>th</sup>, 2012. Motion carried.

#### 5. Eliminate and Create IS Position

Motion (Lakari/Casper) to recommend County Board approve elimination of an IS programmer/analyst position and create a Network Coordinator position, pending Finance Committee approval. Motion carried. Exhibit A

#### 6. Future Agenda Items

WPPA Contracts

#### 7. Adjournment

Motion (Keller/Casper) to adjourn at 8:54 a.m. Motion carried.

Next meeting date: August 17, 2012 at 11:00 a.m.

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



# MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

### Steps to Be Completed

1. Begin job description process with Human Resources by March 15<sup>th</sup> to complete draft job description by March 31<sup>st</sup>. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15<sup>th</sup>.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1<sup>st</sup>. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

### Department Completes and submits to Human Resources by March 15<sup>th</sup>

Department: Information Services Position Type:  Permanent  
 Seasonal (14 wks max)  
 Department Head: Larry Schultz  Project (6 mos-2yrs)  
 Position Title: Network Coordinator  LTE (599 hours max)  
 Old Position Title: Programmer / Analyst *(Eliminate current vacant position)*  
 Justification for Position: See Reverse Side *KA 07/05/12*

### Human Resources Completes and submits to Finance

- AFSCME LOCAL 1752 (Courthouse) *X*
- AFSCME LOCAL 1752 (Library)
- WPPA (Deputies)
- AFSCME LOCAL 1752A (Professional)
- IUOE, Local 139 (Highway Union)
- Non-Union (Chapter 4, Code of Ordinance)

### Union Acknowledgement:

Name (Print): NA  
 Signature: \_\_\_\_\_  
 Date:    /   /   

### Position Status:

- New Position
- Modified Position
- Additional of Current Position

Hours per Week: 40  
 Hours per Year: 2080

Effective Start Date of Position: ASAP Human Resources Initials: KA

### Finance Completes and returns to Administration

Account Number: 702-20-51450-111  
 Funding taken from: Information Services Budget (Substitute for Programmen)

### Cost of Request:

Wages:	\$ <u>61,283 -</u>	Workers Comp:	\$ <u>104 -</u>
FICA:	\$ <u>4,688 -</u>	Life Insurance:	\$ <u>69 -</u>
Retirement:	\$ <u>3,616 -</u>	Longevity:	\$ _____
Other (explain):	<u>32,679 Family #+D</u>		

Total Cost: \$ 102,439 Starting GRADE 12 Finance Initials: PK 7/9/2012

### Approval

Department Head: Larry J. Schultz 7/11/12  
 County Administrator: Mark Smith 7/11/12  
 Committee of Jurisdiction Chair: \_\_\_\_\_    /   /     
 Personnel Committee Chair: \_\_\_\_\_    /   /     
 Finance Committee Chair: \_\_\_\_\_    /   /     
 County Board Chair: \_\_\_\_\_    /   /   

if applicable

**Justification for Position** (be specific)

This position would be created to lead in development of network policies, plans and procedures; ensuring maintenance of network devices, servers, firewalls as well as software applications. The monitoring and analysis of network and software information related to updates, connectivity and authorization are all vital in ensuring the integrity, confidentiality, and high availability of data in accordance with industry best practices and in conjunction with HIPAA regulations. This position will result in a significant reduction of contracting services and will allow the expertise to be in house and allow us to perform more timely to meet the needs of our users.

**2012 Information Services Funds Available  
Due to Vacant Programmer Position**

	Salary	Social Security	Retirement	Health & Dental	Life Ins	Workers Comp	Total
<b>2012 Budget</b>	\$ 61,283	\$ 4,688	\$ 3,616	\$ 32,679	\$ 69	\$ 104	\$ 102,439
<b>2012 Costs</b>	\$ 6,574	\$ 503	\$ 388	\$ 1,878	\$ -	\$ 11	\$ 9,354
<b>Available Funds</b>	<u>\$ 54,709</u>	<u>\$ 4,185</u>	<u>\$ 3,228</u>	<u>\$ 30,801</u>	<u>\$ 69</u>	<u>\$ 93</u>	<u>\$ 93,085</u>



## Job Title: Network Coordinator

**Department:** Information Services  
**Position Reports to:** Information Services Director  
**Pay Grade Level:** Network Coordinator  
**FLSA Status:** Exempt  
**Position Status:** Full Time

### JOB ANALYSIS

This position is responsible to design, support and trouble-shoot Marinette County's computer networks. Additional duties include, but are not limited to managing backups, licensing, archiving, working with vendors and providing back up to other positions within the department.

### ESSENTIAL JOB FUNCTIONS

- A. Coordinate the development and maintenance of computer networks.
- B. Design, support and trouble shoot for County-wide network.
- C. Review user requests and prepare cost estimates relative to network systems and/or computer hardware and software needs; recommend computer hardware/software.
- D. Repair/manage the repair of County computer hardware.
- E. Install personal computer hardware and software.
- F. Support all personal computer hardware and peripherals.
- G. Manage county backups, licensing, daily backup, archiving and vaulting.
- H. Develop, maintain and audit back-up and recovery methods for computer systems.
- I. Provide guidance and assistance in selection of personal computer application software.
- J. Train/coordinate training for packaged and personal computer software.
- K. Work with vendors in maximizing support services for computer network.
- L. Install and support systems emulation software and provide support for Internet connections.
- M. Manage virus protection including maintenance, updates, policies, and licensing.
- N. Manage installation of network system upgrades and preventive maintenance programs.
- O. Prepare and maintain documentation as it relates to the network.
- P. Provide back-up support for other information systems services personnel.
- Q. Perform related work as assigned.

### REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate modern office equipment.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate orally and in writing effectively.
- E. Write documents and/or articles using original or innovative techniques or styles.
- F. Present information to management, small groups and individuals.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- I. Apply excellent trouble shooting skills.
- J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- K. Interpret complex documents.
- L. Process information derived from numbers.
- M. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- N. Apply attention to detail.
- O. Apply procedures and interpret instructions accurately.
- P. Perform effectively under tight time frames and demanding schedules.
- Q. Prioritize multiple tasks and meet scheduled deadlines.

- R. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- S. Work as team player in the absence of or with minimal supervision.
- T. Manage unexpected changes within job duties.
- U. Work independently and exercise sound professional judgment.
- V. Plan, organize and direct the work of others.

## QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in the networking field.
- B. Requires three years of experience in the networking field.
- C. Possess and maintain an insurance acceptable driver's license.

## ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work in frequently quiet environment without significant interaction with others.
- C. Work with long periods of solitary work.
- D. Deal with challenges and criticism on a regular basis.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.

## PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch, and twist frequently.
- H. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- I. Lift and/or carry up to 50 pounds frequently, occasionally lifting in excess.

## ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary, including on call after hours.
- B. Perform additional duties as assigned.

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: 07/2012  
 Approved: 07/12/2012 Human Resources Director & County Administrator

07/12/2012 Job Description pending Governing Committee approval.  
 Position pending Governing Committee, Personnel Committee and County Board approval.