



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/21/16

Amended* Post Date: 06/29/16

The following documents are included in the packet for the Personnel Committee on June 23, 2016:

- 1) Agenda
- 2) Draft minutes from the 05/26/16 meeting
- 3) Letter WPPA
- 4) Limited Term Employee Highway Email
- 5) Code Enforcement Officer Job Description and Four Points
- 6) Substance Abuse Therapist Job Description and Four Points
- 7) Public Health Nurse/Health Educator Job Description and Four Points
- 8) Fox River Industries Lead Bus Driver Job Description and Four Points
- 9) Standard Measurement Period for Health Insurance Benefits
- 10) Wage Classification Study Update
- 11) ***Employee Recognition Policy**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: June 23, 2016 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AMENDED AGENDA****

Committee Members

Joe Gonyo,
Chairman
Paul Schwandt, Vice-Chair
Robert Lyon
Robert Schweder
Sue Wendt

Margaret R.
Bostelmann,
Secretary

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Appearances:
6. Minutes: 05/26/16
7. Correspondence
 - ****Letter from WPPA
8. Job Descriptions
9. **Limited Term Employee (LTE) for 2016 Bridge Inspections at Highway Department
10. Job Descriptions/Fill Vacant Positions
 - Code Enforcement Officer if Land Use Planning and Zoning Director is hired from within
 - *Substance Abuse Therapist
 - *Public Health Nurse/Health Educator
 - *Fox River Industries Lead Bus Driver
11. Standard Measurement Period for Health Insurance Benefits
12. Voluntary Unpaid Leave Request
13. Resolutions/Ordinances
14. ***Update Wage Classification Study – Benchmark Positions
15. Monthly Vouchers
16. Clerk's Report
 - Relating to agenda items
 - Employee Recognition Policy
17. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. § 19.85 (1)(c) to consider employment compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding employee departmental investigations – Highway employees; ****HHS employee.
 - ****Wis. Stat. § 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session is regarding an HHS employee's benefits.
18. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
19. Committee Discussion
 - Future Meeting Dates: Meeting July 21, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
20. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

PERSONNEL COMMITTEE MEETING

May 26, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, May 26, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Sue Wendt
Paul Schwandt (5:31)
Robert Lyon

Absent: Robert Schweder

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Sheriff Podoll
Lori Evans, Sheriff's Office
Shelby Jensen, Economic Support Unit
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel
Larry Jenkins, Supervisor
Mark Putzke, Chief Deputy
Jeanne Theune, Child Support
Andrew Christenson
Tony Daley, Berlin Journal

AGENDA

Motion/second (Wendt/Lyon) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Lyon/Wendt) to approve the minutes of April 28, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Legal Clerk – Job Description change. Christenson presented the job description and the need for the position to be filled.

Motion/second(Schwandt/Lyon) to approve the updated job description and filling the Legal Clerk position in the District Attorney's office. Motion carried.

HEALTH DEPARTMENT SUMMER INTERN

Traci Soda explained the summer intern position which is funded by the Preparedness Grant.

Motion/second(Wendt/Schwandt) to approve the summer intern position in the Health Department. Motion carried.

ANALYSIS TO PUT CHILD SUPPORT UNDER HEALTH AND HUMAN SERVICES

Information was distributed to the Committee from Green Lake County Child Support Agency, Calumet County, Sheboygan County and Outagamie County. The committee reviewed the information. Discussion was held. Jeanne Theune and Shelby Jensen presented information and answered questions. Supervisor Jenkins stated that based on the need of the 3rd position the department should stay alone. Harley Reabe stated that based on efficiencies and cost it should be combined with the Economic Support Unit. Discussion held.

Motion/second(Schwandt/Gonyo) for Corporation Counsel and the Clerk to draft a resolution to be sent to County Board to combine the Child Support Agency with the Economic Support Unit under Health and Human Services. Motion carried, 3 ayes, 1 nay (Wendt),

The committee will have a special meeting at 5:30 PM, June 21st prior to County Board meeting to approve the resolution.

SOIL CONSERVATION POSITION RE- CLASSIFICATION

Gunderson stated that the employee who recently resigned did so mainly because the new position was close to where she lived, but she also gave the reason that employees in Green Lake County are not able to advance within the Land Conservation Department. The Land Conservation Committee is proposing that the department be made up of three soil conservation positions a 1, 2, and 3. Gunderson stated that to move up from a Soil Conservationist 1 position to the 2nd and 3rd position the employee would have to be in the position a specific number of years and have USDA and Wisconsin DATCP “job approval” of at least 50% or 75% of the design of best management practices. These are measurable criteria.

Motion/second(Wendt/Schwandt) to approve the job descriptions and new structure for the Land Conservation Department. Motion carried.

60 DAY REVIEW – LAND CONSERVATION LTE

The LTE position was reviewed by the Committee. Gunderson explained that the LTE position will end as soon as a permanent employee is hired which should be within the next 2 weeks.

Motion/second(Schwandt/Lyon) approve the continuation of the LTE position. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

UPDATE WAGE CLASSIFICATION STUDY

Bostelmann presented a proposal from WIPFLI to update the wage classification study which was completed in 2013. WIPFLI will update 20 benchmark positions. Bostelmann stated she would like to meet with department heads to determine the benchmarks. Discussion was held. The Committee is in favor of the update and requested the job benchmark positions be presented at next month’s meeting.

MONTHLY VOUCHERS – None

LOSS CONTROL POLICIES

Three policies were presented to the committee from Loss Control; Career Shadow, Communication Policy and Near Miss Policy. The policies were discussed by the Committee.

Motion/second(Schwandt/Wendt) to send to the policies to the County Board as appendices to the Personnel Policies & Procedures Manual. Motion carried.

CLERK’S REPORT

HRA Policy Change

Bostelmann requested approval for three changes to the County HRA Policy:

1. Close the account after 5 years if inactivity for past employees regardless of the amount left in the balance.
2. Close the account after 1 year of inactivity for past employees with a balance of \$25.00 or less in the account.
3. Close the account of any current or former employee that are deceased and have no surviving dependents that can use the funds.

Motion/second(Lyon/Schwandt) to approve the changes to the HRA Policy. Motion carried.

Employee Recognition Policy

Bostelmann provided information on employee recognition policies from other counties. Discussion was held. Suggestions were made to recognize employment anniversaries and birthdays; provide a certificate of recognition for employee at 5 year increments beginning with 5 years of service; provide gift cards at five year increments starting at 10 years of service. A plaque will be provided to retiring employees of 20 years or more. Recognitions will be presented each year at the April County Board meeting. Bostelmann will provide a policy at the next meeting.

COMMITTEE DISCUSSION

- Future meeting date: Special meeting: June 21, 2016 at 5:30 PM. Regular meeting: June 23, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

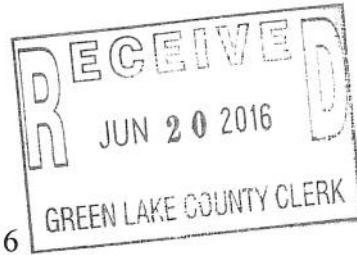
Gonyo adjourned the meeting at 6:57 PM.

Submitted by,

Marge Bostelmann
County Clerk

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employees Relations Division



June 17, 2016

CERTIFIED MAIL

County Clerk
Green Lake County
P.O. Box 3188
Green Lake, WI 54941-3188

Re: Opening of Contract Negotiations – Green Lake County Law Enforcement Association

Dear Clerk:

Pursuant to Wisconsin Statutes, Section 111.77(1)(a), the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of its affiliate local, wishes to commence bargaining for a successor agreement.

Sincerely,

Gary Wisbrocker LM

Gary Wisbrocker
Business Agent

cc: Local President

While we are aware the parties are actively bargaining a successor Agreement to the collective bargaining agreement which has expired, or are otherwise engaged in the Mediation/Arbitration process, the WPPA, as a matter of routine, does forward “reopener” notifications to employers with expired contracts, in addition to employers with contracts that will expire later this year.

Otto, Liz

From: Bostelmann, Marge
Sent: Wednesday, June 15, 2016 9:20 AM
To: Otto, Liz
Subject: FW: LTE - 2016 Bridge Inspections

For personnel

From: Pence, Becky
Sent: Wednesday, June 15, 2016 9:10 AM
To: Bostelmann, Marge
Subject: LTE - 2016 Bridge Inspections

Hi Marge -

Please add hiring a LTE for the 2016 Bridge Inspections to the Personnel Agenda for 6/23/16.

Bridge Inspections – Review Request for Proposal & LTE Costs

Two Bridge Inspection request for proposals were received as follows:

Jewell Associates Engineers, Inc. total price \$3,960, and CORRE, Inc. total price \$7,200.00

Discussion held on LTE costs. LTE costs would be \$33.33 per hour, not to exceed \$1,900.00.

Motion/second (Bernhagen/Moderow) to approve hiring a LTE for 2016 bridge inspections, and to forward to Personnel Committee for approval. Motion Carried.

Thank you,

Becky Pence
Administrative Assistant
Green Lake County
Highway Department
920-294-4060

Process for Filling Vacancies:

Position: Code Enforcement Officer

Department: Land Use Planning & Zoning

- **Job Description:** Each job description must be reviewed at the time of the vacancy. This should include a review of the job duties and responsibilities; a review of the educational requirements and/or experience required in order to accomplish the tasks; and a review of the number of hours necessary to complete the tasks. When the review is completed, the position description should be revised, if appropriate, to reflect any newly designated change.

A review of the Code Enforcement Officer's duties and responsibilities was performed. The position's supervisor would be changed from County Surveyor / Land Development Director to Land Use Planning & Zoning Director. There was no reason to change the position's duties and responsibilities. The "Education" requirement under "Qualifications" was changed so as to eliminate a high school diploma as an education requirement. This didn't make much sense as a Bachelor's degree in a closely related field is also required.

- **Job Designation:** The designated classification of the position must be reviewed. If changes made to the position description reflect the need for less education and/or experience, or decreased responsibilities, the possibility exists that the position may be more appropriately paid at a lower level, resulting in a lower pay scale.

There was no reason to reduce the responsibilities of this position. Rather, future ordinance changes as well as new ordinances that may be administered by this Department would indicate a need to add new duties and responsibilities. Consequently, there would be no reason to lower the job classification or pay scale.

- **Necessity:** The program or service provided by the position must be reviewed for continued need of that program or service. Usually, as time goes on, the need for the program or service provided by the position increases. However, occasionally, the demand for the service or program decreases or the service is provided through another source. It is imperative that the vacant position be justified in its continuance in terms of need, demand and the county's ability to continue to provide the service.

The Code Enforcement Officer position is vital for the Department's success. There needs to be an "initial contact person" in this Department that is responsible for explaining the ordinances to the customer. Without this level of customer service between the customer and the ordinance standards, the Department will be unsuccessful in fulfilling its purpose. This could lead to County being suspended from the National Flood Insurance Program (NFIP), WDNR enforcement of Shoreland Zoning regulations, elimination of grant funding for Department activities, abuse of the County Board adopted ordinances, etc. It is imperative that the taxpayer be assured that their property investments are secure (as can be) and, consequently, this position is highly valued.

- **Evaluation of Existing Staff: A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** In larger staffed departments, it may be possible the job duties could be distributed throughout the department, thus eliminating the need to re-fill the vacancy at a full-time level, but rather at a part-time level or not at all. In smaller staffed departments, the job duties might be able to be combined into another department with similar responsibilities, and required knowledge.

Based on this being a smaller department, it would be difficult to divide the duties of a Code Enforcement Officer amongst current staff. The current workload is significant and requires two, full-time Code Enforcement Officers. With the impervious surfaces requirements of the “to be adopted” Shoreland Protection Ordinance, both Code Enforcement Officers will be highly involved in the shoreland permitting process. The Land Use Planning & Zoning Department, in order to properly function under its current workload, needs to fill this vacancy as soon as possible.

This analysis does not include the added duties and responsibilities that would come from taking over the Construction Site Erosion Control and Stormwater Management Ordinance from Land Conservation. This idea has been evaluated and proposed by the County Conservationist and makes sense. However, the additional field and office staff time will be a drain on our Department which will need to be monitored and potentially resolved through additional staffing at a future date.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CODE ENFORCEMENT OFFICER

DEPARTMENT: LAND USE PLANNING AND ZONING

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY SURVEYOR / LAND DEVELOPMENT DIRECTOR
Land Use Planning & Zoning Director

SUMMARY:

Enforcement and administration of land use ordinances, regulations, and laws duly adopted within the jurisdiction of this department. This is a non-exempt 40 hour a week position

DUTIES AND RESPONSIBILITIES:

PRIMARY RELATING TO THE ADMINISTRATION AND ENFORCEMENT OF GENERAL ZONING, SHORELAND ZONING, AND FLOODPLAIN ZONING ORDINANCES:

- Accepts land use permit applications for review, conducts inspections and may issue certificates of compliance in accordance with applicable ordinance standards;
- Accepts and investigates complaints; conducts field inspections; issues violations orders when appropriate; maintains contact with alleged violator to effect compliance; issues citations as needed. Appears in court when necessary to represent the County in matters related to ordinance violations.
- Conducts field and/or office investigations of matters pertaining to ordinances for zoning, shoreland, and floodplain standards and other similar issues to assist in their administration and enforcement.
- Conducts the initial contact with applicants for variance, rezoning, conditional use permits and special exception permits; reviews requests and inspects the sites; prepares staff reports; represents department at Land Use Planning and Zoning Committee or Board of Adjustment public hearings.
- Evaluates, interprets and enforces ordinances, other laws and regulations related to General Zoning, Shoreland Zoning, and Floodplain Zoning control.
- Develops and maintains databases, as needed.
- Other duties as assigned by the director of the department.

BACK-UP RELATING TO THE ADMINISTRATION AND ENFORCEMENT OF NONMETALLIC MINING RECLAMATION, LAND DIVISION ORDINANCE AND PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS (POWTS) ORDINANCES; AND WISCONSIN FUND PROGRAM:

- As it relates to POWTS, Nonmetallic Mining Reclamation, and Land Division ordinances, shall perform duties and responsibilities of items listed as primary above.
- Performs necessary office and field work for the Wisconsin Fund program.
- Accepts and reviews sanitary permit applications, conducts inspections and may issue certificates of compliance, in accordance or violation orders to insure compliance with applicable ordinance standards

SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws, codes and regulations that pertain to the duties assigned, knowledge of environmental health and land use laws and principals
- ability to apply zoning/land use and sanitation codes to individual situations
- ability to obtain and interpret facts through inspection and investigation;
- ability to create accurate and well written reports that will be suitable for public record and as evidence in court actions
- ability to deal effectively with the public, other agencies and co-workers
- Familiarity with the use of Geographic Information Systems (GIS) is required.
- Skill in the use of general office equipment including but not limited to: computer workstation, calculator, drafting tools, measuring tools, digital camera, shovel, soil auger, bit driver, laser level, and grade rod, soil trowl, clinometers, telephone, fax machine, or similar machines necessary to perform essential functions.

QUALIFICATIONS:

EDUCATION: ~~A high school diploma is required.~~ A Bachelor degree in a closely related field to land use planning and zoning is required.

EXPERIENCE / JOB KNOWLEDGE: A minimum of 3 years working experience in zoning/land use, sanitation and code enforcement is required. Any combination of training, education and experience that prepares the individual for the responsibilities of this position will be considered. Must have a valid Wisconsin driver's license. Must be certified by the State of Wisconsin as a Soil Tester and POWTS Inspector, or obtains their certification within 6 months.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, and handling objects. Activities done 85% of the time include walking, sitting, using far and near vision. Activities done 20% of the time include stooping, kneeling, climbing, reaching, low to medium lifting and carrying (10 to 50 lbs.), Occasional lifting/sliding of 150 pounds is required. Crouching, balancing, bending or twisting, would be required.

ENVIRONMENTAL DEMANDS: 25% of time is spent indoors and 75% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2013

DRAFT

POSITION REVIEW

Dual Diagnosis Clinical Therapist/Substance Abuse Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Substance Abuse Therapist.
- b. **Job Designation.** This is a for Substance Abuse Therapist position. A Master's Degree (with CADC* certificate), LPC (Licensed Professional Counselor) or C.A.P.S.W. (Certified Advanced Practice Social Worker) - Preferred. Minimum of Bachelor's degrees with CSAC** certification. This position provides essential community based mental health services to persons with substance abuse issues that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$20.43 – 25.40 depending on qualifications.
- c. **Necessity.** This position primarily provides substance abuse counseling services to people with AODA issues that with treatment enables them to maintain sobriety and function successfully in the community.
- d. **Evaluation of Existing Staff.** There is insufficient staff to do the functions required of this position. The caseloads of the Behavioral Health Unit require this position to be filled to provide the AODA services.

* CADC (Certified Alcohol and Drug Counselor)

**CSAC Clinical Substance Abuse Counselor

Revised 6/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: SUBSTANCE ABUSE THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/CLINICAL SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLINICAL SERVICES UNIT MANAGER

SUMMARY:

To provide outpatient alcohol and drug abuse assessments, case management, group and individual counseling, education to individuals, groups and families. Provides crisis intervention and aftercare services.

DUTIES AND RESPONSIBILITIES:

- About 20% of the time is spent providing alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans
- Approximately 60% of this position's time is spent providing individual and group AODA counseling, aftercare programming, crisis intervention and community education. This includes functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations.
- Another 10% of this position's time is spent providing case management services to alcohol and other drug abuse clients and providing community education regarding AODA prevention and recovery.
- Remaining time will be spent attending clinic and crisis weekly staffing with the clinical manger, staff meetings and maintaining accurate and timely clinical records on client contacts and training.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of the principals and practices of counseling and recovery, crisis intervention and response;

ability to relate to and communicate effectively and in a professional and respectful manner with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, typewriter, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: Wisconsin Substance Abuse Counselor (SAC) or Certified Substance Abuse Counselor (CSAC) Certification, Master's degree in a behavioral science is preferred, however is not required.

Salary is based on experience and education. Benefits include Health Insurance, Retirement Plan, and Medical Flex Account, etc.

EXPERIENCE / JOB KNOWLEDGE: Must be licensed as a Substance Abuse Counselor in Wisconsin. Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

12/97

Revised 2015

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Public Health Nurse/Public Health Nurse/Health Educator

- a. **Each position description must be reviewed at the time of the vacancy.** The description was reviewed and the revised job description is attached.
- b. **The designated classification of the position must be reviewed.** The job description has been revised/changed to Public Health Nurse/Health Educator.

- c. **The program or service provided by the position must be reviewed for continued need of that program or service.**

The position that is open is a full-time position that is responsible for the Green Lake and Berlin area health issues including communicable disease follow-up, case management of certain clients which may include high-risk pregnant teens/women, TB cases, and school daycare monitoring in those areas. In addition, this position is critical to the public health preparedness program in training staff, assisting with disasters, and maintaining the Public Health Emergency Preparedness Plan. This position assures that all programmatic objectives are met for the Maternal Child Health grant funding. This includes doing education to day care providers and parents. This position also must assist with not only immunization clinics, but vaccine inventory, provider education on vaccine administration and compliance tracking. The state wants every health department to be accredited by 2020 so all staff is required to work towards that goal. One of the key functions is to provide population-based services regarding the key focus priorities of Healthy Growth and Development, Mental Health/AODA, Nutrition, and Physical Activity. This is done by developing and participating in many community events to improve the health of the county and working with key partners of the Green Lake County Wellness Coalition (GLCWC). This position leads the physical activity action team and is on the wellness committees for Berlin and Green Lake School Districts to assist them with policies related to health and wellness. The GLCWC works on the Community Health Improvement Plan which is a mandate and its efforts have already improved several outcomes in our county. Due to the current commitments of other staff, they could not absorb the duties of this position and serve our entire county.

- d. **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.**

I have reviewed this position and discussed options with staff. I currently have a part-time public health nurse and a part-time health educator; neither of them wants any more hours due to family or other reasons. Neither of them gets any benefits or insurance and wish to remain at their current status. We have discussed a change in the job description so that we can look at both nurses and health educators which may provide more flexibility for this position.

In the past we have had very few nurses apply for open positions since the pay is much lower than hospitals. Due to the fact that so many of our programs are population-based and require group education, a health educator may be a good fit. Both our health educator and public health nurse are at the same pay scale, so the cost for either would be equivalent.

Starting Wage \$23.62

6/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: To promote and protect the health of Green Lake County residents. This position includes assuming responsibility for staff and program supervision and the delegation of functions according to state statutes and administrative codes. Has the authority to act as the Health Officer in the absence of the Health Unit Manager. Position includes developing and implementing wellness/safety programs for Green Lake County which will address health behaviors associated with local, state and national health objectives through education, policy and program development. This position is responsible for establishing programs that address public health issues related to the Green Lake County Community Health Improvement Plan as well as worksite wellness, chronic disease prevention, communicable disease control, public health preparedness, accreditation, and miscellaneous health priority issues.

DUTIES AND RESPONSIBILITIES:

- Approximately 25% of the time is spent developing community and worksite wellness education, activities and policy. This position works with the Green Lake Area Health & Wellness Coalition, schools and other community public health partners in the development and implementation of local, state and federal health initiatives. This position will be expected to mentor and supervise other human services staff and interns.
- Approximately 25% is spent effectively assessing, investigating and controlling the spread of communicable diseases by utilizing prevention and risk reduction strategies
- Approximately 25% of the time is spent creating miscellaneous health educational materials, giving presentations, writing press releases, and assisting with the accreditation process including performance management tracking, Quality Improvement and working on the Community Health Assessment and Community Health Improvement Plan.
- Approximately 25% of the time is spent on miscellaneous public health duties including chronic disease prevention activities including assisting at clinics, public health preparedness events and grant writing.
- Assumes responsibility for professional development by participating in continuing education programs, classes, and trainings. All of the above essential functions include time spent attending workshops, community meetings and educational seminars, in

order to remain current in health education policies and practices. Time is also spent conducting program evaluation.

SKILLS AND ABILITIES:

Reading, writing and math skills are needed as is the ability to understand and follow directions. Must be able to work with other disciplines and have a valid Wisconsin Driver's license with access to an insured vehicle. Experience in grant writing, using Microsoft Office, Publisher and social media are necessary. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, computer, measuring devices, electronic test equipment, first aid equipment. Car is essential for transportation from base to sites of clinics or homes.

QUALIFICATIONS:

EDUCATION A Bachelor's degree in nursing with RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700 certification within six (6) months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience working in groups and with community programs. Must have excellent interpersonal and written communication skills and experience in program development and experience in giving presentations. A related four year degree in combination with training and/or experiences that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling, and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting (20-40 pounds), medium carrying (20-40 pounds), and low pushing/pulling. In unusual or non-routine situations, it may be required to use high to very high lifting (50 pounds and up), high carrying (50-80 pounds), and medium to very high pushing/pulling. vision and working inside. Must be able to be fitted and wear NIOSH 95 mask.

ENVIRONMENTAL DEMANDS: Over 95% of work done is inside. About 10% of the time is spent outside; with the possibility of contact with wet condition; noise; vibrations; hazards that may be mechanical, electrical, chemical; fast moving vehicles; fumes, and possible exposure to body fluids including, but not limited to needles. In unusual situations, this position may be exposed to cold and hot temperature changes; burns; heights (above 12 feet); noxious odors; odors; poor ventilation; and a physically confined

worksite. Always present is the danger of contracting blood from disease, antigens and fatal chronic diseases.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

4/05; 10/2012; 2/14; 01/2015; 06/2016

POSITION REVIEW

Lead Bus Driver

- a. **Job Description.** The Lead Bus Driver job description was reviewed and revised by FRI Unit Manager.
- b. **Job Designation.** The Lead Bus Driver position requires a CDL with a passenger and air brakes endorsement and proof of good driving record. Experience also preferred in working with people who have developmental disabilities. The starting wage is \$14.21.
- c. **Necessity.** This position is the primary position for maintenance of the Fox River Industries fleet of vehicles in addition to driving bus routes, and assisting with material handler and production aide duties as assigned.
- d. **Evaluation of Existing Staff.** The other bus driver and Unit Manager back up this position in absences but would not have the necessary time to take on the duties of this position on an ongoing basis.

Revised 6/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: LEAD BUS DRIVER

DEPARTMENT: HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER/PRODUCTION SUPERVISOR

SUMMARY:

This position is 40 hours per week. Daily duties are assigned based upon the programming needs in Production and/or Day Services as well and consumer routes as determined by management. Responsible for the safe and efficient operation of all buses and vans in the transportation of Fox River Industries' developmentally disabled clients, as well as all Human Service and Production vehicles. Maintenance record keeping must comply 100% with WisDOT regulations. Also responsible for planning and scheduling of bus routes; training of new drivers and volunteers; as well as participation in daily client programming as assigned by management. Also is responsible for custodial, maintenance, lawn care, and snow removal duties at Fox River Industries as assigned by management.

DUTIES AND RESPONSIBILITIES:

- About 40-45% of the time is spent transporting clients to and from their homes and Fox River Industries on daily assigned route.
- Approximately 10% of time is spent insuring all transportation vehicles are properly maintained through cleaning, maintenance and necessary repairs along with scheduling transportation vehicles with other agencies.
- About 25-30% of time will be spent covering in Production completing the duties of Production Aide and/or Material Handler to include supervising consumer groups, setting up jobs, making subcontract pickups/deliveries, and supervising mowing/moving crews.
- Approximately 5% of time is required for related record keeping for mileage logs, pre-trip inspections, maintenance records, and keeping current, accurate maintenance records per WisDOT regulations.
- About 10% of time is spent on maintenance, custodial, lawn care, and snow removal duties at Fox River Industries.
- The remaining time is spent keeping up-to-date with State safety requirements; attending staffings and in-services; training and supervising other bus drivers; substitute in Fox River Industries operations as needed.

SKILLS AND ABILITIES:

- Skill in the use of a telephone, calculator, copy machine, computer terminal, fax machine, automobile, bus, truck, shovels, brooms, first aid equipment, hearing and

eye protection, wheelchair lifts, and miscellaneous equipment including hand tools, lawn care and snow removal equipment.

QUALIFICATIONS:

EDUCATION: High school graduate and have the ability to provide CPR, first aid and proper use of crisis prevention techniques when needed (training will be provided). This position requires a current, valid Wisconsin driver's license, along with a CDL with a passenger endorsement.

EXPERIENCE / JOB KNOWLEDGE:

Experience in working with people who have developmental disabilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires sitting while enduring vibrations and movement to the lower lumbar regions of the back. Also frequent variations of far and near visions and able to distinguish between a variety of sounds. Approximately 50% of the time is using your hands and arms for grabbing, pushing, pulling, and steering for motor vehicles and wheelchairs. More than 25% of the time is bending, twisting of the back and torso, reaching for objects, and talking to clients, staff and general public. 10% of the time is spent standing, walking, stooping, and lifting and controlling people and objects weighing more than 100 lbs. In unusual situations, this position involves kneeling, crouching, crawling, running, swimming, climbing, balancing, and carrying objects over 100+ lbs. with assistance.

ENVIRONMENTAL DEMANDS: Approximately 50% of the time is spent working inside a vehicle or building along with enduring changes of temperature and weather conditions and tolerating noises of 90 decibels and vibrations due to vehicle operations. About 40% of the time is spent outside in varying degrees of weather conditions. 10% of the time is coping with hazards of mechanical problems, fast moving traffic, and disruptive clients during physical outbursts. In unusual situations may involve working with electrical equipment, chemicals, blood, body fluids, and burns.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

February 2007, January 2015, June 2016

Affordable Care Act (ACA) Compliance

Standard Measurement Period

Standard Measurement Period for health insurance purposes for ongoing employees will be December 1 – November 30 of each year. If an ongoing employee works 1,560 hours (average of 30 hours per week) or more in that time period, they are eligible to receive health insurance for the following year. Once an employee qualifies, we must provide them insurance for 1 full year even if they fall under the required hours in that year. We would not be able to change their insurance status until the following year.

The Standard Stability Period would then be used the following year (December 1 – December 1) to determine if that employee qualifies on an ongoing basis.

Initial Measurement Period for New Hires

The Initial Measurement Period for new hires would begin on his or her date of hire through 12 months of employment. If the employee works more than 1,560 hours in that year they are eligible to receive insurance for at least the full year after that.

New Hires Transitioning to Ongoing Employees

A new hire becomes an ongoing employee after he or she has been employed for at least one complete Standard Measurement Period (December 1 – November 30). So, new hire's hours of service must be tracked during both the Initial Measurement Period (hire date – anniversary date) plus a Standard Measurement Period before the employee is considered ongoing. These two periods will overlap.

Green Lake County

Preliminary Positions to Included in Update Analysis

As Identified by Green Lake County

Job Title

20 - Benchmark Positions

- 1 County Administrator
- 2 Maintenance Supervisor
- 3 Chief Deputy
- 4 ESU Manager
- 5 Land Use Planning & Zoning Director
- 6 Clinical Services Therapist
- 7 Register in Probate
- 8 Corrections Officer
- 9 Highway Laborer
- 10 Highway Mechanic II
- 11 Highway Mechanic/Part Forman
- 12 Executive Administrative Assistant
- 13 Deputy Register of Deed
- 14 HHS Receptionist/Data Entry
- 15 FRI Bus Drivers
- 16 Master Control
- 17 Corp Counsel Legal Secretary/Legal Clerk
- 18 Sheriff's Office Clerk
- 19 Sign man
- 20 UWEX Program Specialist

**GREEN LAKE COUNTY
EMPLOYEE RECOGNITION POLICY**

Birthdays:

Employee birthdays will be recognized by an email wishing them a happy birthday. All employees will be copied in the email and encouraged to wish the employee a happy birthday. Employees without email will be sent a birthday card interoffice; all other employees will receive an email encouraging them to wish the employee happy birthday.

Work Anniversaries:

Employee anniversaries will be recognized by an email. All employees will be copied in the email and encouraged to wish the employee a happy anniversary. Employees without email will be sent a card interoffice; all other employees will receive an email encouraging them to wish the employee happy anniversary.

Employees will receive a certificate of recognition beginning with their five year anniversary and each 5 years of service thereafter.

Employees will receive a \$25.00 gift/gas card on their 10 year anniversary and every five years thereafter.

Certificates and gift cards will be presented each year at the April County Board meeting for the prior calendar year.

Employees with 20 years of service or more will receive a plaque from the County. The plaque will be presented at a County Board Meeting at the time of retirement.

Veterans Day:

On Veterans Day, an email will be sent to all employees recognizing all County employees who are veterans.

Responsibility:

The County Clerk's Office will be responsible for the recognition policy.

Policy Drafted June 2016