



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/14/2016

Amended* Post Date: 10/18/2016

The following documents are included in the packet for the Personnel Committee on October 20, 2016:

- 1) Agenda
- 2) Draft minutes from the 08/18/2016, 08/30/2016, 09/20/2016
*10/11/16 meeting
- 3) Job Descriptions for multiple Health and Human Services Employees
- 4) Job Descriptions for the Chief Deputy
- 5) Job Descriptions for UW-Extension
- 6) Job Description and 4 Points for:
 - Detective – Sheriff’s Department
 - Deputy Sheriff- Sheriff’s Department
 - Communications Sergeant- Sheriff’s Department
 - Community Response Social Worker
 - Child Protective Intake Worker
- 7) Ordinance 1042-2012 Personnel Policy and Procedure Manual, Sick Leave, Vacation Schedule, and Appendix k-1 Public Safety Employee Health Benefit Coverage

8) Resolution Relating to Eliminating a Communications Officer Position and Eliminating the Communications Administrator Position and Creating Two Sergeant of Communications Positions in the Sheriff's Office



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: October 20, 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. Minutes: 08/18/2016, 08/30/2016, 9/20/2016 and 10/11/2016
6. Correspondence
7. *Go to meeting conference-WIPFLi-Wage Study Update
8. Job Descriptions
 - Health and Human Services Job Descriptions*
 - Sheriff's Department Job Descriptions*
 - UW-Extension Job Descriptions*
9. Fill Vacant Positions
 - Detective – Sheriff's Department*
 - Deputy Sheriff-Sheriff's Department*
 - Communications Sergeant-Sheriff's Department*
 - Community Response Social Worker-HHS*
 - Child Protection Intake Worker-HHS*
10. Voluntary Unpaid Leave Request
- ~~11. Employee Benefits~~ *Health Insurance Revisions
12. Resolutions/Ordinances
 - *Amend Ordinance 1042-2012 Personnel Policy and Procedure Manual Sick Leave, Vacation Schedule, and Appendix K-1 Public Safety Employee Health Benefit Coverage
 - *Resolution Related to Eliminating a Communications Officer Position, and Eliminating the Communications Administrator Position and Creating Two Sergeant of Communications Positions in the Sheriff's Office
13. *Consider motion to convene into closed session pursuant to:
 - *Wis. Stat. § 19.85 (1) (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to employee medical leave.
14. *Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
15. Monthly Vouchers
16. Clerk's Report
17. Committee Discussion
 - Future Meeting Dates: Meeting November 17, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
18. 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
August 18, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, August 18, 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
Robert Schweder
Sue Wendt
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Jon Vandeyacht, VSO
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Lind Van Ness, HHS Director

AGENDA

Motion/second (Schwandt/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Wendt/Schwandt) to approve the minutes of July 21, 2016 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCES – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

Intensive In-Home Clinical Therapist: Van Ness explained that this position is vacant because Jason Jerome has taken the position of HHS director. She explained the need for the position.
Motion/second(Schwandt/Lyon) to approve filling the position. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES

Resolution Relating to Creating the CLTS/CCS Service Facilitator position: Van Ness explained the need for the position and that the position is funded.
Motion/second(Lyon/Schweder) to approve the Resolution and send it on to the County Board.
Motion carried.

Resolution Relating to Increasing the Deputy Veteran’s Service Officer position in the Veteran’s Office up to 1500 hours per year: Vandeyacht appeared and explained how veteran claim requests have changed and required additional time by the Veteran Service Officer and the deputy to provide all needed paperwork for the claim to be processed by the Veteran’s

Administration.

Motion/second(Schwandt/Lyon) to approve the Resolution and send it on to the County Board.
Motion carried.

Ordinance Amending Ordinance 1042- 2012 Green Lake County Personnel Policies and Procedures Manual; Smoke Free Workplace and Appendix O, Green Lake County Employee Recognition Policy. Discussion held by the Committee.

Recognition policy will be changed by removing “county board meeting which follows the month of retirement”. A typographical error on the smoking policy will be corrected.

Motion/second(Wendt/Lyon) to approve the Ordinance with changes and send on to the County Board. Motion carried.

UPDATE WAGE CLASSIFICATION STUDY - WIPFLi

Bostelmann is waiting for the contract. It should be received next week.

PERFORMANCE MANAGEMENT POLICY

Bostelmann presented a draft to be discussed with Fauske at the special meeting on August 30th.

BASE WAGE INCREASE 2017

Bostelmann has received some information from WIPFLi on projected salary increases. More information will be obtained and more discussion will held on August 30th.

DEPARTMENT HEAD/EMPLOYEE TRAINING – RISE LEADERSHIP

Fauske will discuss training at the special meeting on August 30th.

MONTHLY VOUCHERS – None

CLERK’S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: Special meeting on August 30, at 6 PM; Regular meeting September 22, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Adjourned at 6:36 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING
August 30, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, August 30, 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
Robert Schweder
Sue Wendt
Robert Lyon

Absent: Paul Schwandt

Also Present: Marge Bostelmann, County Clerk
Jason Jerome, HHS
Paul Vander Sande, HHS
Amy Brooks, Highway

Sheriff Podoll
Mark Putzke, Chief Deputy
Lori Evans, Sheriff's Office
Ben Fauske, RISE Leadership

AGENDA

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

CORRESPONDENCE – None

APPEARANCES

- Ben Fauske – Rise Leadership

PERFORMANCE MANAGEMENT POLICY

Fauske presented a performance management policy for the Committee to review. There are 3 main components; one – evaluations, two – data analysis, and three – compensation. Discussion was held on criteria for evaluations. Fauske explained that he has implemented this system in other cities and counties. The data analysis will be in three categories, those who do not work to meet their goals, those who are good workers and provide great service and meet their goals and those who exceed their goals.

Motion/second(Schweder/Lyon) to send the policy to the county board for approval. Motion carried.

BASE WAGE INCREASE 2017

Bostelmann presented figures of the employees in the step which are 2.5% and the merit rate employees of a 1.5% increase and a 2% increase. Last year's merit was 1%. Discussion was held.

Motion/second(Schweder/Wendt) to recommend a base increase for those in the merit section of the wage scale of 3% for 2017. Motion carried.

DEPARTMENT HEAD/EMPLOYEE TRAINING – RISE LEADERSHIP

Fauske explained that he will come to the County Board to help explain the policy and wage increase. He will then have a meeting with directors/managers regarding evaluating and then have meetings with employees on specific competencies.

APPROVE COUNTY WIDE TRAINING BY AEGIS CORPORATION – JODI TRAAS

- Mitigating Sexual Harassment Liability; Diversity/Sensitivity: It’s About Respect; & Workplace Bullying: There is Power in One Voice.

Bostelmann explained that Jodi Traas of Aegis Corporation has recommended this training for all employees. She recommends that this training be mandatory for all employees.

Motion/second(Lyon/Schweder) to approve this as a mandatory training for all employees.

Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting September 21, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned at 7:11 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING
September 20, 2016

The Personnel Committee was called to order by Chair Joe Gonyo at 5:45 PM on Tuesday, September 20, 2016 in the Committee 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 – Absent (arrived at 5:52 PM)
Bob Lyon
Paul Schwandt
Bob Schweder

Also Present: Liz Otto, Deputy County Clerk Tony Daley, Berlin Journal
Jason Jerome, HHS Director Mark Podoll, Sheriff
Lori Evans, SO Administrative Asst.

AGENDA

Motion/second (Schwandt/Schweder) to approve the agenda. Motion carried.

RESOLUTIONS

Relating to Creating a Billing Specialist Position
Jason Jerome, HHS Director, explained the need for the position to ensure timely billing, increase revenue, and comply with more complex financial regulations.
Motion/second (Schwandt/Lyon) to approve the resolution and send it on to the September County Board. Motion carried.

Relating to Creating a Program Aide Position
Jason Jerome, HHS Director, stated the need for this position stems from the needs of a possible consumer for one on one services and increased job coaching. The position would be fully funded from outside resources.
Motion/second (Schwandt/Schweder) to approve the resolution and send it on to the September County Board. Motion carried.

Supervisor Wendt arrived at 5:52 PM.

Relating to Adoption of Green Lake County Performance Management policy and Base Wage Increase for 2017. Discussion held.
Motion/second (Schweder/Schwandt) to review this resolution at the next Personnel Committee meeting and not forward to County Board at this time. All ayes. Motion carried.

COMMITTEE DISCUSSION

- Future Meeting Date: the September 21, 2016 meeting has been canceled per Chairman Gonyo.
- Future items for action and Discussion:

ADJOURNMENT

Adjourn at 6:10 PM.

Submitted by,
/s/ Liz Otto
Liz Otto
Deputy County Clerk

PERSONNEL COMMITTEE MEETING
October 11, 2016

The Personnel Committee was called to order by Chair Joe Gonyo at 6:30 PM on Tuesday, October 11, 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
Bob Lyon
Paul Schwandt
Bob Schweder

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Harley Reabe, Board Chair Jason Jerome, HHS Director
Sheriff Podoll Lori Evans, Sheriff's
Chief Deputy Amy Brooks, Highway

AGENDA

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

FILL VACANT POSITION

Receptionist/Data Entry Specialist:

Motion/second(Schwandt/Schweder) to approve filling the position. Motion carried.

COUNTY PERFORMANCE MANAGEMENT POLICY

The committee discussed the performance management policy. The committee questioned the lump sum pay increases vs the increase on the base wage and lump sum for those who are over the market. Sheriff Podoll presented information/language on changing the policy so all employees received a base wage increase plus merit pay. Bostelmann stated that the policy was designed with the input from Ben Fauske to be general and reflect other similar policies used by other municipalities. The policy can be reviewed and adjusted next year by the county administrator and the Personnel Committee. Discussion was held.

RESOLUTIONS

- Relating to Adoption of Green Lake County Performance Management Policy and base Wage increase for 2017:

The Committee discussed changing the Resolution to add that the policy be reviewed in 2017 by the County Administrator and Personnel Committee.

Motion/second(Schweder/Schwandt) to send the Performance Management Policy to the County Board as originally drafted and amend the resolution to state the policy will be reviewed in 2017 by the Administrator and the Personnel Committee. Motion carried.

EMPLOYEE BENEFIT

Health Insurance – review and modifications:

Bostelmann stated the Health Insurance premium increased 7% this year. One change proposed by the Group Health Trust changed the cost of 90 day prescription drug copay if purchased retail rather than mail order. The cost

savings is 2% of the premium. Discussion was held. Bostelmann will ask for cost saving if the deductible is raised and if the office co-pay is increased and report back to the Committee. Discussion took place on the second tier health insurance coverage for public safety employee. Discussion held. Bostelmann will draft an ordinance change eliminate the second tier public safety health insurance.

- Sick Days and Sick Day accumulation and Maximum Accumulation of Sick Days:

Bostelmann stated that in the last two months four applicants for vacant positions in the county turned down the positions because of the benefits. She proposed to the Committee that the annual sick days be increased from 6 days to 12 days, up to 12 days annually be allowed to be carried forward into a sick bank to a maximum of 100 days. There will be no payout of the sick leave bank.

- Vacation Schedule: Bostelmann proposed the vacation schedule change from 40 hours to 80 hours of vacation after 1 year of employment, 120 hours of vacation after 5 years rather than 8 years and 160 hours after 10 rather than 15 year.

WIPFLI WAGE STUDY UPDATE

Bostelmann stated that she will have a phone conference regarding the update on October 12th and the draft will be discussed with the Personnel Committee at the October 20th Personnel Committee meeting.

COMMITTEE DISCUSSION

- Future Meeting Date: October 20, 2016 at 6:00 PM
- Future items for action and Discussion: Ordinance changing sick days, vacation schedule and health insurance. Wipfli GotoMeeting conference to discuss the wage scale update.

ADJOURNMENT

The meeting was adjourned at 7:41.

Submitted by,

Marge Bostelmann
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNT CLERK SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY:

This is a responsible clerical position involving account-keeping and related clerical tasks to include: Maintain all accounts payable and receivable for the Department of Health & Human Services. Perform back-up functions for accounts payable as needed. The Account Clerk Specialist is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

DUTIES AND RESPONSIBILITIES:

- ~~Accounts Payable~~ omitting and listed above as back-up!
 - ~~Preparing State reports;~~
 - ~~Preparing all reconciliations on all Units within the Agency.~~
 - ~~Coding bills/revenues for all Units for payment.~~
 - ~~Monitoring accounts and budgets for all the Units.~~
 - ~~Monitoring State/County contracts,~~
 - ~~Meeting with Unit Managers regarding their accounts and budgets~~
 - ~~Assists auditor in preparing the annual single audit~~

Accounts Receivable

- Establishing and maintaining the billing process so as to be done in a timely fashion which includes:
 - Sending statements, past due letters, etc. to clients and all potential third party payers
 - Submits insurance claims electronically and on paper accurately
 - Verifies and authorizes client insurances
 - Enters and verifies client information, EOBs and other billing data with accuracy to prevent reimbursement delays
 - Calls and fields calls from clients and insurers about coverage, charges and payments
 - Posts all payments accurately by line
 - Corrects client account errors and re-bills older claims
 - ~~Turns clients over for collection as policy dictates, including determining eligibility.~~
 - Determining which client accounts are sent to collections as policy dictates and which balances are written off

- Provides guidance to outside collection agencies
- Reviews daily insurance EOBs, checks, and other correspondence for action plans
- Conducts billing analysis to ensure high collection and low error rates
 - Receive and process daily cash/checks for deposit with the County Treasurer.
- Preparing financial reports as requested for management staff;
- Credentialing all staff in all insurances to ensure all revenues are captured;
- Keeping informed on the uniform fee system, Medicare, medical assistance policies, insurance company requirements, etc.
- Attending and participating in Administrative Unit team meetings, information-sharing, and special projects.
- Cross-training between Account Payable and Accounts Receivable functions.
- Other duties as needed and assigned.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, typewriter and fax machine
- Solid understanding of insurance principles, terminology and regulations that affect healthcare billing and coding
- Adherence to HIPAA regulations, medical law, and ethics
- Knowledge of ICD-10 coding
- Understanding of Medicare, Medicaid, and other government insurance programs
- Comprehensive skills in client and insurance billing, invoicing, and insurance claim processing
- Solid verbal and written communication skills with ability to communicate professionally with clients and others
- Critical thinking skills and ability to research and resolve financial problems
- Detail oriented and ability to prioritize work
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.
- Shows respect to others opinions and considers other options

QUALIFICATIONS:

EDUCATION: An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field

EXPERIENCE / JOB KNOWLEDGE: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling, and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting, and medium carrying.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work done by this position is inside.

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.

11/12 , 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/~~DEPUTY DIRECTOR~~

SUMMARY:

To oversee all secretarial operations of the agency including the **supervision/training** of 6 Administrative Unit staff and up to 2 Green Thumb workers. Coordinates clerical/secretarial positions in the Administrative Unit including work assignments, scheduling to include approval of time off and tracking of same and Human Services Board secretarial duties and transcription of **confidential** information. Position often involves working above and beyond regular work hours to accomplish the essential job functions.

DUTIES AND RESPONSIBILITIES:

- Administrative Secretary to the Director ~~and Deputy Director~~ to include assistance with proposals, budget preparation, maintenance of personnel records, etc.,.
- Works closely with County Clerk, Director, Unit Managers, etc. on the day-to-day operations within the Department of Health & Human Services
- Planning, organizing, and assigning staff functions in the Administrative Unit. Supervision, work assignment and input in evaluating of staff within the Administrative Unit.
- Supervise accounting staff – sign off on financial reports.
- Recording minutes and transcribing (including confidential information) for the Human Services Board and Advisory Committees and the Director/~~Deputy Director~~. Assisting in preparing Board and Committee agendas.
- Train of unit personnel in the software programs and other computer hardware and software system and related equipment upgrades. Oversight/trouble shoot any issues with AVATAR software program.
- Recruits, interviews, selects, and does any correspondence pertaining to all potential DHHS employees.
- Other duties (example only)
 - May be reproducing materials requested by other agencies
 - answering questions for individuals regarding supplies
 - attending and participating in Administrative Unit meetings,
 - doing special projects

SKILLS AND ABILITIES:

Skill in the use of general office equipment, including but not limited to: Typewriter, calculator, copying machine, computer terminal, fax machine, dictation/transcription equipment, printing equipment, telephone, transcriber, and shredder.

QUALIFICATIONS:

EDUCATION: An Associate's Degree is required with 1-2 years' experience.

EXPERIENCE / JOB KNOWLEDGE: Business/Secretarial and supervisory experience preferred. Basic everyday living skills, the ability to understand, follow and provide directions, supervision, reading, writing, adding and subtracting if necessary. Additionally, it is important to have necessary knowledge of office terminology, procedures and equipment as well as business, arithmetic and English. Some knowledge of bookkeeping, ability to type and transcribe dictation at a high rate of speed. Must be able to type 60 wpm. with accuracy. Additional knowledge of using Microsoft Word and other Microsoft Office products would be helpful to perform the duties of this position. Must be able to assume a flexible work schedule to perform the essential functions of this position. This includes computer programming to perform requests for budget preparation, forms, etc. The person in this position will be required to handle confidential information in a professional manner.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 70% of the time is spent doing keyboarding, and/or writing, sitting, talking, hearing, and using near vision. About 15% of the time may be spent walking, reaching, and using low handling, ie. picking up files, etc. Another 10% of the time may be spent standing, stooping, kneeling, crouching, bending or twisting, using low or medium lifting, low or medium carrying, low pushing and medium handling. In unusual or non-routine situations, it may be required to crawl, run, grapple, climb, feel, use far vision, use high lifting, high carrying, medium or high pushing or pulling, and high handling.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work is done inside the Human Services Center building

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.

8/98, 03/07, 11/12, 10/16

DRAFT

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: SECRETARY † (eliminate the "I")

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/~~DEPUTY DIRECTOR~~ ADMINISTRATIVE ASSISTANT

SUMMARY:

To provide clerical functions required by departmental personnel involving keyboarding, telephone, copier, and fax machines.

DUTIES AND RESPONSIBILITIES: (eliminated percentages)

- Types correspondence, dictation, reports, data inputting, copying records when directed, picking up and distributing Department mail, scheduling clinical appointments, etc.
- Files and assembles charts.
- Provides assistance to psychiatrist/psychiatric nurse for continuity of patient care.
- Performs receptionist duties as needed and handling other assignments required by department personnel.

SKILLS AND ABILITIES:

Skill in the use of general office equipment, including but not limited to, computer terminal, calculator, copying machine, Typewriter, fax machine, printing equipment, telephone, transcriber, and shredder.

QUALIFICATIONS:

EDUCATION: At minimum, a high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: Must be able to type 60 wpm. with accuracy. Knowledge of computers and software programs is also important, especially Microsoft Word. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Basic everyday living skills, as is the ability to understand, and follow directions. Reading, writing, adding and subtracting is needed for correspondence and reports.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent sitting, hearing, using near vision, and keyboarding. About 25% of the time may be spent talking, walking, reaching, and using low handling, ie. picking up files, etc. 10% of the time may be spent standing, stooping, climbing, low lifting and carrying, and low pushing/pulling. In unusual situations, kneeling, crouching, bending, twisting, reaching, feeling, low handling, and medium lifting, carrying and pushing is required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work is done inside the Human Services Center

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.

1/00, 04/07, 06/09, 11/12, 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ADRC (AGING & DISABILITY RESOURCE CENTER)
RESOURCE SPECIALIST

DEPARTMENT: HUMAN SERVICES/AGING/LTC

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING/LTC UNIT MANAGER
AGING & DISABILITY RESOURCE CENTER DIRECTOR

SUMMARY:

The Resource Specialist conducts Financial and Functional eligibility screenings; provides LTC Options Counseling and Short Term Care Coordination. Under general supervision, the Resource Specialist provides to the general public, but particularly adults who are elderly or have a disability, information and assistance to a wide range of community resources; helps inform and educate people about their options and assist in connecting and enrolling them into public and private programs and services. The Resource Specialist is involved in raising community awareness and promoting the Aging and Disability Resource Center through marketing and outreach activities. **The Resource Specialist position is operated through the quad-county Aging & Disability Resource Center and services Adams, Green Lake, Marquette and Waushara Counties.**

DUTIES AND RESPONSIBILITIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

- Fulfills a customer service role, ensuring that the consumer experiences a welcoming atmosphere and consumer satisfaction is achieved.
- Uses telephone skills (professional greeting, warm tone of voice, courteous and appropriate language) and interviewing techniques using active listening skills (over the phone, in person and via email), to build rapport with an unhurried attitude.
- Performs home visits at a time and place that best meets the consumer's schedule.
- Gathers sufficient information to accurately identify and clarify inquirer's problems and needs, explores needs beyond the presenting problem, looking at short and long term solutions, checking in with the inquirer and summarizing what they are requesting.
- Searches through the Information and Assistance resource database, as well as other written and computer-based information resources to identify, evaluate and suggest potential programs and services.

- Is creative in finding options, provides inquirer several options but helps to prioritize instead of overwhelm, gives specifics on eligibility and process to apply for services and resources.
- If appropriate, assists individual in connecting with a resource if they are unable; provides advocacy. As needed, researches additional or alternative resources.
- Provide information about programs, services (public and private) and public benefits, make referrals and, when needed, helps consumer get connected to appropriate services.
- Provides short-term service coordination according to ADRC contract.
- Provides follow up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
- Provides information about publicly funded long-term care and assists consumers throughout the eligibility determination and enrollment process.
- Assists individual in completing Medicaid application and other public benefit programs (e.g., Foodshare), if needed.
- Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.
- Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
- Participates in program development, marketing and outreach activities including representing the ADRC at public information fairs.
- Maintains accurate and complete documentation in a timely fashion with complete notes in the I&A database that contain accurate information without judgment.
- Administers the Long Term Care Functional Screen to determine functional eligibility.
- Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner.
- Participates in Quality Assurance/Quality Improvement projects and activities.
- Arranges work schedule as necessary or directed to meet the program and consumer service needs.
- Participates in staff meetings and training activities.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Adheres to the AIRS national standards.
- Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
- Performs other duties as assigned by the Director, Long Term Support Manager, or ADRC Coordinator.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to, telephone, typewriter, calculator, copy machine, computer terminal, fax machine, camera, measuring devices, shovels, brooms, first aid equipment, cooking utensils, ovens, food warmers, and an automobile.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, or a closely related professional field is required. .

EXPERIENCE / JOB KNOWLEDGE: Minimally a Bachelor's Degree in Social Work or closely related professional field is required with at least 2 years experience working with the elderly and/or disabled is preferred. Must be certified/certifiable as a Social Worker in Wisconsin. Must be certified in AIRS (Alliance of Information and Referral System) or be willing to obtain certification within one year. Must be eligible for certification as an adult functional screener. Must be able to work under timelines and complete reports and tasks on time. Follow basic everyday directions; reading writing (reports) is necessary. Additionally, it is important to have comprehensive knowledge of the needs of the elderly, developmentally disabled, and/or physically disabled; ability to relate to the general public.

Must have a valid Wisconsin Driver's License, access to an insured vehicle and ability to work flexible hours.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent talking, hearing (listening), use of near vision, low handling and low fingering skills. 50% of the time is spent sitting. Approximately 25% of the time is spent in low carrying skills. About 10% of the time is spent standing, walking, stooping, climbing, bending/twisting, feeling, use of far vision, low to medium lifting (up to 40 pounds), medium carrying (20-40 pounds), low to medium pushing/pulling fingering, medium handling, and medium fingering. In unusual or non-routine situations, it may be required to kneel, crouch, run, grapple, climb, balance, high to very high lifting (over 100 pounds), high to very high carrying, and high to very high pushing/pulling.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside with poor ventilation. About 10% of the time there may be exposure to outside conditions, humid conditions, fast moving vehicles, and dust. In unusual situations, there may be a threat of physical attack or injury from clientele, exposure to electrical hazards, extreme cold/heat, wet conditions, noise and vibrations

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.

3/94 Revised 4/07, 5/08, 12/08, 9/1/11, 2/16, 8/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ADULT PROTECTIVE SERVICES WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/AGING/LTC

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING/LTC UNIT MANAGER

SUMMARY:

100% of this position assesses and provides case management services to adults who are elderly, physically disabled, developmentally disabled or chronically mentally ill that come to the attention of the department that may require guardianship and/or protective placement.

DUTIES AND RESPONSIBILITIES:

- About 45% of this position's time is spent participating in Chapter 55 and 54 Court proceedings, including WATTS hearings. This includes assisting petitioner and the corporation counsel in the preparation of petitions including interviewing adults, collateral contacts and locating prospective guardians as needed. This also includes referring and arranging services that will enable the individual to remain in his/her own home if possible and if not, to arrange for services to be provided in other settings; provides case management services to clients in the community who are at risk of protective placements or who have been protectively placed. This includes follow-along/discharge planning to ensure that the individual is in the least restrictive setting possible with necessary services.
- 45% of time is spent doing elder abuse and neglect investigations/assessments. This is usually done in conjunction with the ADRC Social Workers or Aging/LTC Unit Manager. This includes verifying if elder abuse or neglect has occurred and assessing as to what services are available to reduce the risk of any future abuse or neglect. This includes facilitating the I Team meetings for consultative purposes as well as coordinating existing service providers in the development of a comprehensive treatment plan if indicated by the assessment; provides education and consultation to the community, guardians, family members, and other agencies within the county as to what protective services does for the community and in particular for the adults who are referred for elder abuse. This also includes coordinating the Alzheimer's Family Caregiver Support Program and Supportive Home Care Program.
- 10% of this position is spent coordinating the Alzheimer's Family Caregiver Support Program. This includes assessments, eligible determination, case planning and case management. This also includes coordinating the Alzheimer's Coalition meetings.
- Also other administrative functions are performed within this category such as unit staff meetings and individual supervision, training, etc.

SKILLS AND ABILITIES:

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 and/or regular camera may be used in performing adult protective service investigations.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, or a closely related professional field is required

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience working with the elderly. Experience working with developmentally disabled, physically disabled and/or chronically mentally ill is preferred. Must be certified/certifiable as a Social Worker in Wisconsin. Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is important to have comprehensive knowledge of the needs of individuals who are elderly, chronically mentally ill, developmentally disabled, and/or physically disabled; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening). 15% of the time is spent talking, sitting, using low fingering (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, crouch, run, grapple, and lift/carry objects weighing up to 40 pounds

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

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. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

05/03, 07/09, 10/09, 11/10, 9/11, 4/12, 3/13, 8/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: AGING/LONG TERM CARE UNIT MANAGER

DEPARTMENT: GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES/AGING/LONG TERM CARE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

Responsible for the development, implementation, and administration of all **Aging and ADRC** ~~LTG~~ services for the elderly, developmentally disabled and physically disabled. Responsible for the administration, development, planning and evaluation of community-based programs including but not limited to **COP**, Supportive Home Care, **Senior Farmer Market Nutrition Program**, Alzheimer's Caregiver's Support, and Vulnerable Adult and Elder Abuse, (Adult Protective Services). Responsible for the oversight and administration of Green Lake County Aging and Disability Resource Center (ADRC). Responsible for oversight and implementation of the intent of the Older Americans Act and State Aging Services. **Participates in hiring of, employee discipline of, and** directly supervises all ~~Unit long-term support~~ **Aging and ADRC** related staff, nutrition sites and site managers. Also responsible for oversight of **the Green Lake County Food pantry** and volunteers.

DUTIES AND RESPONSIBILITIES:

- Approximately ~~40~~ **50**% of this position's time is spent supervising and administering State Aging ~~and Long Term Care~~ programs and related staff including but not limited to the: Alzheimer's Family and Caregiver Support Program, **Community Options Program**, Supportive Home Care, **Vulnerable Adult Services** and the Federal Older Americans Act Title III programs including: **Elder-Benefit Specialist**, Transportation, Supportive Home Care, ~~Health Services, Adult Daycare,~~ Elder Abuse, Telephone Reassurance, Advocacy and Information and Referral, National Family Caregiver Program, **Peer Counseling Program** and **Elder Nutrition Program**. **Coordinates the Aging Advisory Committee. Coordinates Senior Farmer Market Nutrition Program.**
- Approximately ~~30~~ **25**% of this position's time is spent supervising the ADRC and staff (I&A, DBS, Social Workers). Prepares the local ADRC budget, does annual reporting and administration of the local ADRC.
- ~~15~~ **10**% of the time is oversight of the County-wide transportation system including **85.21 transportation volunteer driver program for elderly and handicapped persons, Medical Assistance, and Department of Health & Human Services transportation,** as

well as, coordination with transportation providers in local communities such as taxi and van services. **Is a member of the Transportation Coordinating Committee.**

- **4510%** of the time: Responsible for preparing of the annual Aging/Long Term Care Unit budget. Responsible for development of the County Plan for Older Adults and preparation of reports as required by the Area Agency on Aging, Bureau on Aging and Long Term Support and other State, Federal or contracted agencies. Responsible for development and monitoring of all provider contracts for Long-Term Care services. Coordinates with other Health & Human Services Units and community programs and resources that enhance the well-being of older or disabled persons.
- **5% of time:** Responsible for oversight of the Food Pantry and volunteers working there. Includes writing grants to secure funds to support the pantry.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to: Calculator, computer, copying machine, camera, fax machine, typewriter, telephone, and automobile.

QUALIFICATIONS:

EDUCATION: Minimum of a Bachelor's Degree from an accredited college or university specializing in public administration, planning, social work, sociology, or gerontology

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with older adults is required. Three to five years of supervisory and four years of case management experience within the target populations is required. Basic everyday living skills are needed, as is the ability to understand and follow directions. Reading, writing, adding and subtracting is required. Thorough knowledge of the problems facing the elderly, the developmentally disabled, the physically disabled and of available programs and resources; good knowledge of administrative methods and procedures as they relate to the aging; ability to work effectively with the elderly, older adult organizations, and the general public as well as good organizational planning skills are necessary. Must have a valid Wisconsin Driver's license and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 50% of the time requires sitting. Another 25% of the time is spent talking and using near vision. Approximately 10% of time is spent standing, hearing, or using far vision. The remaining time is used walking, stooping, climbing, bending/twisting, reaching, doing low lifting or carrying.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside a heated and air conditioned building. In unusual situations, there may be a risk of physical attack or injury from clientele.

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.

3/99

8/2008

8/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BENEFIT SPECIALIST

DEPARTMENT: HUMAN SERVICES/AGING UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING UNIT MANAGER

SUMMARY: This is a ~~para~~-professional position which provides individuals 60 years of age and older with information, assistance and ~~representation~~ advocacy, in the three main priority areas of public benefits, housing and consumer issues. The EBS is also responsible for coordinating outreach and education to older persons, service providers and professionals in the community. The EBS acts as a consultant to other service providers and professionals. The EBS provides these services under the direction of a regional legal assistance and the Aging Unit Manager.

DUTIES AND RESPONSIBILITIES:

- 80%~~60~~ of this position's time is spent providing information/referral and counseling regarding public benefit programs to all clients 60 years and older regardless of financial status. Provides direct application assistance for obtaining and maintaining all public programs and private health insurance benefits. Under the supervision of the contracted Elder Law Attorney, provides (legal) advocacy and representation in matters that require review, waiver, reconsideration and/or hearings before administrative agencies. Provides Information and Assistance to clients age 60 and older on all services available in the County. Makes referrals to other agencies and services when appropriate. Does Outreach twice per year to all senior centers and groups to update them on current issues and benefit changes. Makes related public presentations as requested. Maintains confidential case records, reports statistics on SHIP and SAMS.
- 10%~~30~~ of the time is spent assisting the Unit Manager in compiling statistics and information for monthly, quarterly and yearly reports which include: Title III-B, Commission on Aging Advisory, the Emergency Food Assistance Program (Commodities), Annual reports, and Human Service Reports. Includes preparing monthly bills for vouchering.
- 10%, is spent fulfilling miscellaneous duties related to Aging programs within the Department. May include the Senior Wellness, Senior Picnic, **Senior Farmer's Market Nutrition Program**, and other unit programs

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to: typewriter, calculator, copy machine, computer terminal, fax machine, camera, and automobile

QUALIFICATIONS:

EDUCATION: ~~High School Diploma.~~ Must meet State certification criteria; have a Bachelor of Arts or Science degree preferably in Social Work or a closely related health or human services field; or be approved to hold the position by Waiver from BADR based on education and experience.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience working with the elderly. Additionally, prior experience with Public Benefits/Entitlements is desirable. The Benefit Specialist must be knowledgeable in the areas of Medicare and Medicaid, Medical Insurance, Income Maintenance Programs, Social Security, Community Options Program, housing and utilities, consumer disputes and elder law areas as needed. Understanding of computer-software related to Benefit Specialist reporting, inputting data; preparing reports and sending to State agencies is required. Must be "Bonded". Basic everyday living skills; the ability to understand, follow and provide directions, reading, typing (reports) is necessary. Knowledge of business machines. The ability to relate to and communicate effectively with elderly persons, the legal system, with staff, community professionals, agencies and the general public. Good verbal and written skills including ability to do public speaking. Must be a team player. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 50% of the time is spent sitting and talking. 25% of the time is spent using near vision and medium fingering. 10% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds), low carrying and low fingering. In unusual or non-routine situations, there may be times where it is required to stand, climb, balance, bend/twist, reach, feel, low pushing/pulling, and low handling.

ENVIRONMENTAL DEMANDS: Over 75% of the work is spent inside. 10% of the time there may be exposure to dust and working in a physically confined worksite.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: **DISABILITY BENEFITS SPECIALIST**

DEPARTMENT: HEALTH & HUMAN SERVICES/AGING/LTC UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING\LONG TERM CARE UNIT MANAGER
AGING & DISABILITY RESOURCE CENTER COORDINATOR

SUMMARY:

The Disability Benefit Specialist (DBS) will provide benefits counseling and advocacy to individuals between the ages of 18 and 59 years who have a physical disability, developmental disability and/or mental illness, in order to assure that people in these target groups receive information about, and assistance in, accessing the public and private benefits for which they qualify.

The Disability Benefits Specialist position is operated through the triquad-county Aging & Disability Resource Center and serves Adams, Green Lake, Marquette, and Waushara Counties

DUTIES AND RESPONSIBILITIES:

100% of the time is focused as the Disability Benefits Specialist. This position may also provide backup DBS duties for Adams, Marquette & Waushara Counties. Disability Benefit Specialists perform a wide variety of duties, including but not limited to the following.

- Provide accurate and current information on all public disability benefits programs and private services available within the service area.
- Provide technical assistance to individuals to access programs and services.
- Assist and advise individuals with locating and gathering the necessary information for application to programs and services, both financial and non-financial.
- Provide information regarding, and assistance with, consumer rights issues, complaints, grievances and appeals processes.
- Adherence to all privacy laws and confidentiality standards.
- Read, interpret, and apply regulations governing eligibility for benefits
- Work with the DBS program attorneys for clarification.
- Provide representation and advocacy on behalf of individuals with disabilities, including ALJ hearings, when necessary and appropriate.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to: calculator, copy machine, and computer terminal, fax machine, camera, and automobile.

QUALIFICATIONS:

EDUCATION: A BA or BS degree in Social Work, Human Services, or related program area is required.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience working with disabled adults. Must be certified/certifiable as a Social Worker in Wisconsin. ~~Must be able to be certified as a Long Term Care Functional Screener.~~ Prior experience with Public Benefits/Entitlements is desirable; experience with long term care / disabilities is necessary. Must have a valid Wisconsin Driver's License, access to an insured vehicle and ability to work a flexible schedule. The ability to relate to and communicate effectively with elderly and / or disabled persons, the legal system, with staff, community professionals, agencies and the general public is necessary. Must have good verbal and written skills. Must be a team player. Must be able to organize the workload to meet deadlines and requests.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 50% of the time is spent sitting and talking. 25% of the time is spent using near vision and medium fingering. 10% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds), low carrying and low fingering. In unusual or non-routine situations, there may be times where it is required to stand, climb, balance, bend/twist, reach, feel, low pushing/pulling, and low handling.

ENVIRONMENTAL DEMANDS: Over 75% of the work is spent inside. 10% of the time there may be exposure to dust and working in a physically confined work site

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

Revised 02/20/07, 9/1/11, 3/13, 8/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: NUTRITION/VOLUNTEER COORDINATOR/AGING SOCIAL WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/AGING/LTC UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING\LONG TERM CARE UNIT MANAGER

SUMMARY:

This position is responsible for the Elderly Nutrition Program including congregate and homebound meal services and reporting and oversight of the Green Lake Food Pantry. Coordinates the Family Caregiver Program, and Volunteers for the Aging Programs. Is responsible for the recruitment, training and oversight of volunteers in the food pantry, nutrition and peer counseling programs. ~~Assists with Health Promotion/Prevention programming.~~ Assists with the Senior Farmer Market Nutrition Program. Responsible for coordinating the bi-monthly Senior Sentinel Newsletter.

DUTIES AND RESPONSIBILITIES:

- Family Caregiver Support Program. (15-10% of time). This may involve developing, coordinating and facilitating the monthly Caregiver Support Group, peer counseling program, and other trainings in collaboration with other agency units, organizations or prevention grants. This includes providing caregiver case management services to assess and link caregivers to other supportive services.
- Approximately 50-60% of this position's time is spent ensuring, in coordination with contracted dietary staff, that the congregate and home delivered meals meet Title III nutritional standards, including provision of nutrition education. This includes time spent monitoring meals prepared to insure good quality and presentation; monitoring and training the meal site managers (3); monitoring safe food handling. Trains drivers and meal program volunteers, fills in for meal site managers when necessary. Orders supplies for the meal program. Performs Home Bound Meals and nutrition assessments. Coordinates and facilitates the Nutrition Advisory Council.
- Approximately 10-5% of this positions time is spent training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Organizing recognition activities. Assists Aging Unit staff with coordination of the Senior Picnic and ~~Senior Wellness Day programs.~~ Volunteer Appreciation Event. Compiles the bi-monthly newsletter.

- Approximately ~~20~~ 15% of this position time is spent coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions. Writing grants for funding for Food Pantry activity. Coordinating and facilitating bi-monthly food pantry committee meetings. Writing newspaper articles promoting food pantry activities and fundraisers.
- Approximately 15-10% of the time is spent assisting the Unit Manager in compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, Title III-B, Commission on Aging Advisory, and annual NAPIS reports. Maintains the SAMS reporting database for Title III. Assisting with Health Promotion/Prevention activities/classes the Senior Farmer Market Nutrition Program. Doing outreach to the community.
- Other duties include fulfilling miscellaneous duties related to Aging/LTS programs within the Department.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to: calculator, copy machine, and computer terminal, fax machine, camera, thermometer, scale and automobile .

QUALIFICATIONS:

EDUCATION: A BA or BS degree in Social Work, Human Services, or related program area is required.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience. Must attain an applied food service sanitation certification within the first 6 months. Must be certified/certiiable as a Social Worker in Wisconsin. Must demonstrate good basic everyday living skills; the ability to understand, follow and provide directions, reading, typing (reports) is necessary. Knowledge of computers and ability to learn specific software programs is necessary. The ability to relate to and communicate effectively with elderly persons, the legal system, with staff, community professionals, agencies and the general public is necessary. Must have good verbal and written skills including the ability to do public speaking. Must be a team player. Must be able to organize the workload to meet deadlines and requests. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 50% of the time is spent sitting and talking. 25% of the time is spent using near vision and typing. 10% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds). In unusual or non-routine situations, there may be times where it is required to stand, bend/twist, reach, low pushing/pulling, and low handling.

ENVIRONMENTAL DEMANDS: Over 75% of the work is spent inside. 10% of the time there may be exposure to dust and working in a physically confined work site.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

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.

7/01 (Revised)
11/04 (Revised)
3/07 (Revised)
11/12 (revised)
3/13 (Revised)
2/16 (Revised)
8/16 (Revised)

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BEHAVIORAL HEALTH UNIT MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY: Overall responsibility for and direct supervision of the client treatment services and supervision of clinical staff per Wisconsin Administrative Code HFS 34, 35, 36, 63 and 75. . Responsible for the administration, development, planning and evaluation of the community-based program - Children's Long Term Support Medicaid Waivers (CLTS),

DUTIES AND RESPONSIBILITIES:

- Work in cooperation with the Director/Deputy Director of the Department to validate or update current professional practices and to assess program performance.
- Knowledge and leadership regarding relevant DHS mental health service regulations and initiatives, including clinical aspects and Medical Assistance, Medicaid and private insurance payment regulations.
- Provide ongoing support, training and clinical supervision to mental health therapists and intensive service specialists.
- Coordinating the development of cost-effective care alternatives for high-need clientele.
- Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- Serve on pertinent local, regional, or state planning and study committees.
- Review payment for psychiatric hospitalization for uninsured/underinsured county residents along with Director/Deputy Director to manage costs.
- Serve on agency management team: attend management meetings, serve on agency committees or work groups, represent agency at meetings as requested.
- Perform or oversee State-Required Clinical and CCS Supervision for intensive service specialists, psychotherapists, Community Support Services (CSP), Comprehensive Community Services (CCS), Children's Long-Term Support Waivers (CLTS) and 24 hr. mobile Crisis
- Provide backup supervision for after hour crisis
- Provides supervision, evaluates department staff, provides disciplinary actions when required while fostering growth in professional practice for unit staff
- Facilitate hiring process including: creating job description, recruiting, scheduling interviews, interviewing and choosing appropriate candidate.
- Oversees and creates Intercounty Agreements and Memorandum of Understanding/ Contracts of Service with other institutions, writes and maintains Service Agreements with other agencies for purposes of stabilization and recovery

- Oversees the Unit's Budget by writing annual plans, developing and monitoring day to day approval of expenditures, purchases, and reports as well as making budget recommendations to the Director.
- All other duties as assigned by the Director/Deputy Director.

SKILLS AND ABILITIES: The ability to understand, follow and provide directions; reading, writing (reports) is necessary and skill in the use of office equipment. Must have a valid Wisconsin Driver's License and access to an insured vehicle. **Understanding of staff development, change management, and conflict resolution.**

QUALIFICATIONS:

EDUCATION:

- A Master's Degree in Social Work, Clinical Psychology or Relevant Field is required. Certification in HIPPA Compliance training is required. Certification in Suicide Assessment and Risk Management in a program accredited by the Commission for Accreditation of Counseling is recommended. Chpt 51, 55 and 54 training and experience recommended.
- Wisconsin Licensure to Perform Clinical duties as a Professional Counselor, Marriage and Family Counselor or Clinical Social Worker Certification is required.

EXPERIENCE / JOB KNOWLEDGE:

- A minimum of three years direct service experience in the area of clinical services is required.
- A minimum of three years of additional experience in administration, management, staff development and supervision is preferable.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- Must be licensed as a Professional Counselor or Independent Clinical Social Worker (or equivalent) in Wisconsin and shall have 3,000 hours of supervised clinical experience in a practice where the majority of clients are adults with a severe and persistent mental illness or 1,500 hours of supervised clinical experience in a CSP.
- Knowledge of the needs of individuals with severe and persistent mental illness, the CSP and CCS programs, comprehensive knowledge of the principals and practices of counseling and clinical supervision; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Knowledge and adherence to state regulations regarding clinic operations.
- Knowledge of team work and systems approach.
- Knowledge and administrative skills to assess programs designed to maintain or improve the conditions of those we serve while maximizing reimbursement rates.
- The ability to collaborate and communicate with a diverse staff within the department, county, regional and State partners.
- The ability to manage community relations and provider agency relations in a manner that reflects positively on the county.
- Knowledge of the principles/theories of mental health, AODA, social work practice, family systems, human development, and crisis intervention.
- The ability, experience, and performance record to demonstrate the ability to function independently with minimal supervision and support.

- Skills in professional and community relations, including the ability to interact with insurance companies and service providers to negotiate or clarify reimbursement rates for programs provided to our clientele.
- The skill and knowledge to interface with State/Federal funding streams such as Medicaid/Medical Assistance to establish or negotiate reimbursement rates.
- Basic computer skills including word processing e-mail and internet functions.

RESPONSIBILITY AND AUTHORITY:

- An administrative position that reports directly to the Director.
- Responsible for oversight of all clinic related revenue streams and providing evaluations and recommendations.
- Responsible for revenue tracking systems, reports, and provision of specific feedback to the department.

WORKING CONDITIONS:

- Will involve some evening and weekend hours. Will involve some travel to client location and work with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others.
- Time lines have to be met in regards to reviews, reports and other program requirements. Paper work/documentation is extensive in order to meet state certified program requirements and requirements of other funders.
- Community relations may require contending with public perceptions regarding safety and risk of danger within the community.
- Office work involves sitting, negotiating stairs and working at a computer station for long time periods. Movement is required between offices and other Department buildings.

PHYSICAL DEMANDS: Over 75% of the time is spent listening. 15% of the time is spent talking, sitting, using writing/keyboarding, 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, crouch, run, grapple, and lift/carry objects weighing up to 40 pounds.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. About 10% of the time situations develop where there is a threat of physical aggression or injury from clients. As well as heavy exposure to second hand smoke and situations where universal precautions must be taken due to the physical condition of some clients and their abodes.

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.

1/94, 1/2000, 9/2005, 03/07, 9/11 (revised, 11/12), 3/13, 12/15, 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

OLD

DUTIES AND RESPONSIBILITIES:

- About 60% of the time is spent providing psychiatric counseling and case management to the Community Support Program (CSP)/Comprehensive Community Services (CCS)/Crisis programs and other clients, their families, and significant others. This includes providing supportive counseling, education, advice, encouragement, facilitating conflict resolution and problem-solving. Additionally, this includes crisis counseling/crisis intervention/aftercare services and outpatient counseling.
- Approximately 10% of this position's time is spent conducting initial mental health and/or substance abuse assessments of individuals referred to the CSP/CCS/Crisis or Outpatient counseling and develop initial treatment plans. This also includes conducting an in-depth assessment of a referred client within one month after admission to the CSP/CCS to determine functioning and areas of service needs. This includes coordinating services collaborating with the other staff, service providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Another 15% of this position's time is spent meeting regularly with clinical staffings for the purpose of supervision and case management coordination. Additionally, assists with client contacts in the community such as home visits, team meetings, group activities, daily living skills, training; attending and participating in unit meetings, staffing, as well as being part of the 24 hour on-call crisis team.

END

NEW

DUTIES AND RESPONSIBILITIES:

- Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information (i.e., individual, family, referral source, community agencies, etc.). This may include being part of a Coordinated Services Team either as a Team Leader or Team Member providing mental health services either at the office or in-home.
- Coordination of services within the Department of Health & Human Services and with outside agencies/supports.
- Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team
- Maintains mental health charts. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, et.).
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings.
- May assist with client contacts in the community such as home visits, team meetings, and group activities.

END

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, practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively 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, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor, C.A.P.S.W. (Certified Advanced Practice Social Worker), etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Listening, talking, sitting, writing, reading or visually observing. Some 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.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

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 2013
Revised 7/20/15, 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PSYCHIATRIC NURSE

DEPARTMENT: HEALTH & HUMAN SERVICES/CLINICAL SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLINICAL SERVICES UNIT MANAGER/MEDICAL DIRECTOR

SUMMARY:

Administering and monitoring medications prescribed by the Medical Director to patients of the clinic as well as providing case management to individuals with a mental illness

DUTIES AND RESPONSIBILITIES:

- Schedules office appointments for medication checks and facilitating communication between psychiatrists, pharmacies and clients.
- Gives injections for clients, filling med sets, and re-ordering medications
- Ensures that clients are seen in a timely manner and assisting the psychiatrist in serving clients in the most efficient time available, ensuring paperwork meets federal guidelines. This includes crisis intervention and aftercare services.
- Facilitates advocacy contacts and ensuring quality care is given.
- Assists clients in problem solving, explaining medication benefits, side effects, monitoring for adverse reactions, tracking blood pressure, weight, blood sugars, etc.
- Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team.
- Meets regularly for clinical staffings and case management coordination

SKILLS AND ABILITIES:

Basic everyday living skills are needed as is the ability to understand and follow directions. Reading, writing and all match skills are needed (patient charts, conversions, etc.). 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, fax machine, camera, typewriter, computer terminal, measuring devices, first aid equipment, electronic testing equipment, general medical equipment (needles, bandages, etc.), hearing and eye protection and gloves for personal protection. An automobile is also required.

QUALIFICATIONS:

EDUCATION Bachelor of Science Degree in Nursing

EXPERIENCE / JOB KNOWLEDGE: Registered as a Nurse in the State of Wisconsin, and have at least 3 years full-time employment in psychiatric mental health nursing

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 50% of the time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 40 lbs.), carrying and low pushing (10 lb. Objects). In unusual or non-routine situations, crouching, crawling, running, grappling, balancing, bending or twisting, medium carrying (20-40 lbs) and medium pushing (60-80 lbs.) would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is spent inside. Physical attacks from patients only happen in unusual situations. The danger of contracting bloodborne diseases, antigens, and fatal chronic diseases is always present.

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.

5/96 (re-typed 2/02); Revised 11/07; Revised 5/08; Revised 11/12, Revised 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD PROTECTION INTAKE WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

To assess incoming child abuse/neglect reports and incoming child welfare reports using the Wisconsin Model when appropriate; interview children, family members and collateral contacts; develop protective and safety plan for children including providing voluntary and/or involuntary services to the family to ensure protection of the child(ren); conducts home studies, custody studies and step-parent adoptions.

DUTIES AND RESPONSIBILITIES:

- Assess and provide services to children and their families - doing home visits, interviewing children, caretakers, collateral contacts, transporting children, making referrals for services, deciding validity of child abuse/neglect and child welfare reports and developing protective and safety plans. Writing initial assessments, service documentations, protective plans, safety plans, making telephone calls, and making collateral contacts.
- Court functions including on-call juvenile court intake, court appearances on Child in Need of Protection and/or Service (CHIPS) petitions to remove children and/or provide service to families; conducting custody studies, home studies and step-parent adoptions.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child abuse/neglect and child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS: EDUCATION: Bachelor's degree in Social Work or closely related field that allows for certification.

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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 2004; 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILDREN & FAMILY SERVICES CASE MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

To provide strength & community-based, case management and service facilitation to individuals and families, covering a wide range of **child protection**, child welfare and juvenile justice issues.

DUTIES AND RESPONSIBILITIES:

- Providing case management and coordination of services for children and their families in the Targeted Case Management program. This includes intake and performing functional screens, assessment, care planning and service arranging, advocating on behalf of the participant to secure the resources needed to obtain the services identified in care planning, and ongoing monitoring.
- This time also includes being a Team Leader or Team Member providing child welfare, child protection or juvenile justice either in the office or in-home. The applicant will be expected to follow legal, organizational and contractual requirements, laws and policies, prepare, complete and submit required items by due dates and required timelines, establish and maintain good communication, collaboration, and cooperation with all stakeholders, and perform other duties as assigned.
- Provide backup to Community Response and child welfare/juvenile justice staff.
- Maintain child welfare records. This would include completing necessary forms and following procedures for Medicaid case management billing.
- Attend and participate in staffings, in-services, supervision and trainings.
- Co-facilitate parenting groups, assist with summer youth program or other duties as assigned.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is important to have comprehensive knowledge and skills of person centered approaches; the ability to work in and with teams; understand the needs of individuals with mental illness, comprehensive knowledge of the principals and practices of person centered care; ability to relate to and communicate effectively 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, fax machine, dictation equipment, and a paging device.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, Psychology or related field

EXPERIENCE / JOB KNOWLEDGE: One year experience working with mental health and developmental disability populations.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

10/09, 3/13, 9/16

DRAFT

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILDREN & FAMILY SERVICES UNIT MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

Responsible for guiding and supervising the social work staff and evaluating their performance, with supervision/consultations from the Agency Director. Coordinates the delivery of a variety of child protective services, child welfare, **coordinated services teams** and juvenile justice services.

DUTIES AND RESPONSIBILITIES:

- Assures that all unit referrals are responded to appropriately and in a timely fashion. Makes appropriate case assignments according to case requirement and worker availability assuring caseload coverage. Makes screening decisions on all Child Protection referrals, evaluates for present and impending dangers/threats and assigns timeframe for worker response. Assures that the client initial assessments and family assessments are completed and that the **safety-protective plans and safety plans** are followed through as stated. **Assures that Juvenile Court Intake cases are assigned and responded to in a timely fashion per Wisconsin State Statutes.**
- Coordinates, participates, collaborates, monitors and evaluates workers in **risk assessments**—other casework performance and case conferences. It includes completing reviews on each case which involves potential child removal, potential reunification or case closure.
- **Recruits, interviews, selects, trains, supervises, disciplines and evaluates Unit staff while fostering growth in professional practice.**
- **Ensures a current, innovative, and collaborative practice environment for staff.**
- Assesses and evaluates staff knowledge, skill and performance in risk assessment and other casework performance through staff interaction, record reviews and providing feedback. It includes building staff competencies through continuing education, staff in-services, consultation, direction, general supervision to all social work unit staff. It includes all supervisory approvals necessary to comply with Child Protective Services standards **as well as Juvenile Justice and Child Welfare Standards.**
- **Ensures and controls compliances with related program policies, State Standards, legal and agency procedures. It includes establishing practice standards, developing new programs, policies and procedures.**

- Maintaining a caseload, preparing case histories, preparing Court reports, writing letters, making referrals, and keeping records as necessary. It also includes filling in for unit vacancies assuring caseload coverage.
- Develop, monitor and overseeing the Children & Family Services Unit budget. This includes day-to-day approval of expenditures, purchases, setting up service contracts, doing annual plans and reports as required by DHS/DCP and making recommendations to the Director.
- Attending and/or facilitate meetings with staff and Department heads. It includes collaborating with community agencies and groups and providing in-services. Assists in grant writing and reporting. Rotates in the after hour on-call system for juvenile intake/CPS access and being available for consultation for staff after hours.
- Act as records administrator for the Unit, as well as the Clients Rights Specialist which includes facilitation of the informal resolution of concerns where requested and conduct program level reviews of grievances in accordance with HFS 94.
- Maintain the agency Random Moment Time Study roster, act as the Unit foster care rate setter as well as act as the agency security officer for the State Automated Child Welfare Information System.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including but not limited to: typewriter, calculator, copy machine, computer terminal, fax machine, dictation equipment, camera, video recording equipment, and automobile.

QUALIFICATIONS:

EDUCATION: Master's Degree in Social Work or related field with ability to meet Wisconsin State certification requirements for a "Social Worker"

EXPERIENCE / JOB KNOWLEDGE: 3 to 5 years of supervisory experience. Basic juvenile court intake training and certification. Basic everyday living skills, and the ability to understand and follow directions. Additionally, ability to read, interpret and understand statutory language, HFS rules and regulations. Also, ability to read, write, add, subtract, multiply and divide. In addition, typing and research principles would be a benefit. It is important to have advanced knowledge of issues in alcohol and drug, mental health, child development, and Wisconsin State Statutes, Chapters 46, 48, 51, 54, 767, 800, 938, 948 and 49. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 50% of the time is spent balancing, feeling, talking, hearing (listening), and use of far and near vision. 25% of the time is spent standing, walking sitting. 10% of the time is spent in low lifting activities (up to 10 pounds). Around 5% of the time is spent kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 50% of the time is spent balancing, feeling, talking, hearing (listening), and use of far and near vision. 25% of the time is spent standing, walking sitting. 10% of the time is spent in low lifting activities (up to 10 pounds). Around 5% of the time is spent kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

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.

03/07, Revised 1/2013. Revised 09/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: JUVENILE COURT INTAKE SOCIAL WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

Performs Juvenile Court Intake Services and case management per Wisconsin Statutes for alleged/adjudicated juvenile offenders and juveniles alleged to be in need of protection and services and their families for referrals received from parents, law enforcement agencies, and area schools. Provides child protective services for children & families as necessary.

DUTIES AND RESPONSIBILITIES:

- Conducts juvenile intake conferences on juveniles with youth and their families - conduct the required assessments and planning services prescribed by Statute and make recommendations for disposition to the District Attorney's Office; includes doing home visits, interviewing juveniles, victims, collateral contacts, transporting juveniles, making referrals for services, and providing case management services/supervision. Documenting case activity in eSACWIS and any other data system as required.
- Conducting family assessments/treatment plans and developing client goals, service documentation, and making telephone calls.
- Interviewing Juveniles and caretakers of families their parents/guardian for Court functions. This includes on-call juvenile court intake services, court appearances on Child in Need of Protection and/or Service (CHIPS), Juvenile in Need of Protection and/or Services (JIPS) and delinquency petitions to remove children and/or provide service to families.
- Performing access responsibilities for the Unit including documentation in eSACWIS.
- Develop and maintain community service work sites; matching juveniles up to community service work sites, coordinating and/or supervising the activities the juveniles are to perform. This includes time spent tracking and monitoring juveniles who have been matched to work sites to ensure attendance and compliance. This includes reporting to the Court the number of hours each juvenile has completed and the work performance of each juvenile.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

A valid Wisconsin Driver's License and basic computer skills are required. Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, federal and state policy and procedures especially as it relates to the Wisconsin Model for Child Protective Services. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS:

EDUCATION Bachelor's degree in Social Work or closely related field that meets the certification requirements for a "Social Worker" .:

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using writing and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients. There may be exposure to hazardous materials including bodily fluids.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

October 1999, revised May 2007, 9/16

DRAFT

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ECONOMIC / CHILD SUPPORT UNIT MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES - ECONOMIC / CHILD SUPPORT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

Serves as manager of the Economic/Child Support Unit. Directs, coordinates and monitors the operations of the unit. Plans, organizes and directs the work of the Economic/Child Support Unit staff.

OLD – ESU MANAGER

DUTIES AND RESPONSIBILITIES:

- Approximately 45% of this position's time is spent managing a Unit of Economic Support staff, which is responsible for the accurate and timely determination and issuance of benefits for state/federal medical assistance, food stamps, Interim Assistance Program, Low Income Childcare, Energy Assistance, etc. Key responsibilities include planning, organizing, coordinating, assigning and evaluating the work of the Economic Support staff.
- Approximately 20% of this position's time is spent providing direct client services to include all program areas which the position supervises. This position is responsible for the Interim Assistance Program including oversight, implementation, case management, reporting, etc. Provides coverage in absence of workers.
- Approximately 5% of this position's time will be spent coordinating and monitoring services currently contracted including Fraud/Front End Verification via a 13 county consortium operated by O'Brien and Associates . Responsible for administering M.A. transportation, M.A. burial, refugee assistance and doing in-house quality assurance reviews.
- Approximately 5% of the position's time will be spent in administrative and collateral functions such as input into preparation of Economic Support Unit annual budget and year-long monitoring of same; participation in Unit Manager meetings including participation in collaborative agency-wide activities. Also responsible for writing the programmatic side of all of FSET, Childcare, and Fraud plans as well as responding to all State inquiries regarding customer complaints, and adherence to program guidelines for all programs administered in the Economic Support unit.

END

NEW – ESU/CHILD SUPPORT MANAGER

DUTIES AND RESPONSIBILITIES:

- Directly supervises staff in Economic/Child Support. Carries out supervisory responsibilities in accordance with the County's policies. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance and disciplining employees; addressing complaints and resolving problems.
- Develops and oversees the administration of child and spousal support programs, enforcement of support orders, establishment of paternity and medical support liability programs, eligibility for Medical Assistance, Food Share, Child Care, and WHEAP.
- Part of a nine county Consortia for Economic Support. Represents Green Lake County in Operational and Steering Committee Meetings. Appointed to represent the Consortia in State meetings; training and process support.
- Develops and maintains the budget for all Economic and Child Support programs.
- Develops, evaluates, and monitor programs for the purpose of compliance with appropriate County, State and Federal rules and regulations, quality assurance requirements and State performance standards.
- Researches, interprets and explains Federal, State and local policies governing Economic Support, Child Support and WHEAP.
- Develops and monitors policies and procedures for internal administration of Economic Support, Child Support and WHEAP.
- Provides education, information and interprets agency programs to the community.
- Coordinates and monitors Agency's Fraud investigation and Front End Investigation Program. Serves as the Agency's Fraud Investigator for Economic Support.
- Coordinator for Green Lake County's back to school program, Operation Backpack.
- Provides coverage in absence of employees.
- Responsible for completing and writing; programmatic plans, reports and contracts for Economic Support, Child Support, Child Care, and WHEAP.
- Coordinates and administers Green Lake County's indigent burial program.

END

SKILLS AND ABILITIES:

Skill in the use of general office equipment, including but not limited to: typewriter, calculator, copy machine, computer terminal, fax machine, telephone.

QUALIFICATIONS:

EDUCATION Bachelor's Degree.

EXPERIENCE / JOB KNOWLEDGE: 3–5 years employment as a Resource Specialist or Financial Employment Planner requiring thorough knowledge of the programs and CARES. Basic everyday living skills are needed, as is the ability to understand and follow directions. Reading, writing, adding and subtracting is needed for correspondence and reports. Keyboarding skills are needed. Knowledge of computers and some accounting is also important. Must have a valid Wisconsin Driver's license and access to an automobile.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent sitting, hearing, talking and using medium to heavy fingering for writing or typing. Approximately 25% of time is used walking, standing, stooping (for filing), climbing, low (10 lbs. or less) lifting and carrying (files) and low pushing/pulling. In unusual conditions, kneeling, crouching, bending, twisting, reaching, feeling, and medium (20-40 lbs.) lifting, carrying and pushing is required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside.

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.

Approved by Green Lake County Personnel 2/11/93
Revised 7/96, 11/96 & 2/00, 03/07, 10/10, 09/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ECONOMIC SUPPORT WORKER (ES)

DEPARTMENT: HEALTH & HUMAN SERVICES/ECONOMIC SUPPORT UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: ECONOMIC / CHILD SUPPORT UNIT MANAGER

SUMMARY:

The individual in this position develops knowledge and skills to assess and issue public assistance benefits to eligible clients. Determines eligibility for Medicaid, Child Care, Food Share, Long Term Care services, and Energy Assistance.

DUTIES AND RESPONSIBILITIES:

- Meet with potential applicants to assess current situation, gather information, examine available resources, and explain program requirements.
- Work with consortium of 9 40 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.
- Perform eligibility determinations, redeterminations and changes for applicants/recipients of Food Stamps, Medical Assistance, Child Care, Caretaker Supplement, Long Term Care, Energy Assistance, and other supportive services as directed by the Unit Manager.
- Make referrals to various agencies and community resources.
- Maintain case records and case data for entry into Economic Support Systems (CARES) and other software and internet-based eligibility systems (CWW) in an accurate and timely manner.
- Research interpret, and explain federal, state and local policies governing eligibility, legal rights, and responsibilities of applicants and participants.
- Collect, investigate and verify data regarding applicants/recipients financial and non-financial situations.
- Ensures that client confidentiality is maintained at all times.
- Perform other job duties as assigned; Child Care authorization/payments, fraud prevention, program overpayments, Energy Assistance Emergency Crisis, Pro-Active Energy Assistance, and Child Support court orders and adjustments.
- Attend staff meetings and county and state training.

SKILLS AND ABILITIES:

- Must complete DWD training and complete certification standards for Economic Support. This may require attending training out of the area
- Ability to function under pressure from clients and deadlines
- Ability to conduct formal interview and informal discussion
- Ability to relate warmly and sensitively to client's needs
- Ability to use mathematics accurately and keep accurate records
- Ability to communicate effectively in written and oral format
- Ability to follow and effectively carry out verbal and written instructions
- Ability to maintain customer and program confidentiality
- Ability to reach, interpret and absorb complex manual material
- Ability to make decisions in accordance with laws, regulations and established policies
- Ability to use CARES and other computer and internet-based systems related to eligibility determination not required, but preferred
- Ability to establish and maintain effective working relationship with co-workers, customers, other agencies and the general public
- Comprehensive knowledge of community programs and case management practices
- Basic budgeting and personal finance assessment skills
- Valid Wisconsin Driver's License
- Access to an insured vehicle
- Material and equipment used:
 - -General office equipment
 - -Computer
- Must pass written math test and typing test of 30 WPM

QUALIFICATIONS:

EDUCATION: High School diploma

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is sitting, hearing (listening), using near vision activities and medium handling. 15% of the time is spent feeling, low level lifting (10 pounds or less) and keyboarding. 10% of the time is spent walking, sitting, low carrying, low pushing/pulling activities and low handling. In unusual or non-routine situations, this position may be required to stoop, reach, low to medium lifting (20-40 pounds), and high pushing/pulling.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside. In some instances, this position may be at risk of physical attack or injury from clients. In unusual situations, situations of temperature changes, noxious odors and poor ventilation may exist.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

2/98

Revised 4/07, 09/11, 2/12, 11/12, 3/13, 8/16, 9/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BIRTH TO 3 SERVICES/CHILDREN'S COMMUNITY OPTIONS PROGRAM FAMILY SUPPORT COORDINATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH AND HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY:

Responsible for the coordination of Green Lake County's Birth to 3 & The Children's Community Option's (CCOP) Family Support Programs coordinating with staff and families for the screening and evaluation of children ages birth through age 21 who may have disabilities and/or delays, coordinates the development of an Individualized Family Service Plans and/ or CCOP Family Support Plans and assists and enables eligible children and their families to receive early intervention, needed services/materials Family Support and case management services as appropriate. Supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease.

DUTIES AND RESPONSIBILITIES:

Birth to 3 Program Coordinator and Service Coordinator

1. Program Coordination involves the completion of referral forms, case rosters, Program Participation System (PPS) data collection and reports required by the State.
2. Coordinates and assures timely and accurate data collection and reporting of Federal Indicators to evaluate program effectiveness and compliance with the Individuals with Disabilities Education ACT (IDEA) as required by the Office of Special Education Programs (OSEP).
3. Attends state/regional networking meetings throughout the year.
4. Develops and maintains systems and procedures to fulfill the requirements of DHS 90 state statutes of The Wisconsin Administrative Code (Wisconsin's Birth to 3 Program).
5. Works directly with contracted providers of service to assure access and implementation of required early intervention services. Provides supervision and evaluates effectiveness of contracted staff services.
6. Establishes and maintains a child find system (DHS 90.07) through relationships with an informed referral network of community partners including: daycares, school districts, Headstart, Family Resource Council and a variety of medical personnel.
7. Authorizes monthly bills from contracted providers and bills for parental cost share when appropriate.
8. Provides Service Coordination, including working directly with families and children in promoting the development of children during home visits.
9. Serves as a resource for promoting parent to parent contacts, assists with insurance and Medicaid benefits and makes referrals to other appropriate services.

10. Assesses client and family needs, coordinating the screening, evaluation, assessment and Early Intervention Team meetings.
11. Coordinates appropriate methods in the development and monitoring of Individualized Family Service Plans for clients from diverse cultures, socioeconomic backgrounds, education levels, races, ethnic backgrounds, sexual orientations, lifestyles and physical disabilities and completes appropriate case notes (for MA billing), plans and records.
12. A considerable amount of time is spent with collateral contacts face to face or by telephone, travel to client's homes and the completion of required correspondence.

Birth to 3 Special Educator

13. Evaluates and assesses development of children Birth to age 3 for enrollment.
14. Coaches caregivers on strategies Designing learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas including cognitive processes, communication, motor skills and social interaction.
15. Collaborates with other Birth to 3 Team members on ideas to support families Curriculum planning, including the planned interaction of personnel, materials and time and space, that leads to achieve the outcomes in the child's Individualized Family Service Plan.
16. Provides families with information, skills and support related to enhancing the skill development of the child.
17. Works with children to enhance the child's development.
18. Works with other providers to develop an understanding of the child's disability and the impact of that disability on the child's development.
19. Provides support and consultation to child care providers and others in integrated child care settings.
20. Provision of consultation to and training of parents, other service providers and community agencies in regard to special instruction services.

Children's Community Options Program (CCOP) Coordinator (replacing Family Support)

21. Develops and maintains systems and procedures to fulfill the requirements with section 46.272, Children's Community Options Program, of the Wisconsin Statutes.
22. Completes functional screens for applicants to determine eligibility status, the assessment of needs and the development and implementation of CCOP Plans.
23. Coordinates and authorizes payment of approved services and materials.
24. Determines parental cost shares, providing care management, monitoring wait-lists if needed, preparing budget figures, completing the annual Reconciliation fiscal reports.
25. Develops policies to administer the program.
26. Provides community outreach and training as requested and reports to the Family Resource Council for approval of the program plan.
27. Collaborates with the (Children's Long Term Support) CLTS Waiver Case Managers to assure that shared clients' needs are being met.
28. Attends/participates in teleconferences and regional meetings related to program requirements.

Public Health Support

29. Contributes to a comprehensive health improvement plan by attending health unit meetings, collecting and maintaining reliable data to assist with Performance Management and Quality Improvement plan and accreditation goals.
30. Utilizes the health unit organizational strategic plan to implement policies, programs and services including, but not limited to, immunizations, WIC and dental clinics; Maternal Child Health, Accreditation and Preparedness Activities.
31. Maintains Incident Command System training to perform emergency preparedness duties as the Operations Section Chief.

SKILLS AND ABILITIES:

Must have a valid Wisconsin Driver's License. Ability to establish and maintain effective working relationships with community agencies and contracted providers of early intervention services. Ability to assign, supervise and review the work of others and work independently achieving results with minimal supervision. Effective personal, oral and written communication and mathematical skills. Must have the ability to organize and use data for planning and implementing services. Ability in networking and collaboration and in creatively responding to child, family and community needs. Basic everyday living skills, the ability to understand and follow directions; reading, writing (reports) is necessary. Interviewing, counseling, and communication skills are needed. Skill in the use of general office equipment, including, but not limited to: telephone, copy machine, calculator, computer, typewriter, measuring devices, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: Must possess a bachelor's degree in a human services-related field for the service coordination and program coordination roles of this position. Must hold a Wisconsin Department of Public Instruction Early Childhood Exceptional Education License (DPI License 808 or 809) to allow for special instruction services as detailed under Duties and Responsibilities. Must have CPR certification and National Incident Management System (NIMS) Incident Command System 100, 200, 700 certification within six months of employment.

EXPERIENCE / JOB KNOWLEDGE: Two years of supervised experience with developmentally disabled children and their families. Possess knowledge regarding the service delivery system, the needs of developmentally disabled children and their families, the need for integrated services and the resources available or needing to be developed. Demonstrates knowledge and understanding of infants and toddlers who have delays and/or disabilities of child development and of family structure/dynamics. Knowledge of Wisconsin Administrative Code Department of Health Services Chapter 90, Part C of the Individuals with Disabilities Education Act and Section 46.272, Children's Community Options Program, of the Wisconsin Statutes. Knowledge of the nature and effects of development disabilities and of appropriate services for the care, treatment and support of children with disabilities and their families. Knowledge of service coordination methods and responsibilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 70% of the time is spent talking, hearing, visually observing and sitting. Approximately 30% of the time is spent using manual dexterity, reaching, standing, walking, stooping, kneeling, crouching, climbing (stairs), and providing low to medium lifting. In unusual circumstances, it may be necessary to grapple, crawl, and run.

ENVIRONMENTAL DEMANDS: Over 85% of work done is inside. Since numerous home visits are done, in unusual situations, there may be exposure to fumes, odors, dust, or poor ventilation. Work is done outside about 10% of the time in order to get to and from client's home, workshops, etc. Therefore, there will be exposure at times to extreme cold or extreme heat and wet or humid conditions. In unusual situations 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.

2/05

Revised 4/07, 9/11, 10/12, 1/15, 9/16

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

TITLE: HEALTH OFFICER/HEALTH UNIT MANAGER

DEPARTMENT/UNIT: HEALTH AND HUMAN SERVICES/HEALTH UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH AND HUMAN SERVICES DIRECTOR

SUMMARY:

This position serves as County Health Officer and provides countywide leadership to protect and promote the health of the public through population-based services by implementing core functions of public health (assessment, policy development and assurance). It ensures that all programs are in compliance with local, state and federal regulations. Must be available to work extra hours, be available 24/7 on call for emergencies and have flexible scheduling. This position requires certification in the National Incident Management System (NIMS) up to and including ICS 400 training in order to act as the Incident Commander and/or Public Information Officer for Public Health Emergencies. This position is responsible for the development, administration and clinical Coordination of the activities and programs of the ~~nursing, environmental and reproductive health services~~ of the health unit in accordance with Chapters 251 and 252 of the Wisconsin Statutes, Administrative Code 139 & 140 along with Green Lake County Human Health Hazard Ordinance and codes adopted by the County Board. Develops key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management/Quality Improvement Plan and Policy and Procedure manual) to drive daily activities within the framework of the Health Unit's provision of core functions and essential services of public health. ~~The position required a wide range of both administration and clinical skills. Responsible for the administration, development, planning and evaluation of community-based program — Family Support.~~

OLD

DUTIES AND RESPONSIBILITIES:

- Serves as the Local Health Officer in accordance with SS Chapter 251.06(3).
- Investigates, prevents and suppresses and controls communicable diseases within Green Lake County in accordance with SS Chapter 252.03.
- Develops and maintains a patient health care records system in accordance with SS Chapter 146.82 and 146.83.
- Plans and administers department activities for all public health programs and services assigned to the department by county, state and federal mandates.
- Plans, directs and implements internal and external strategies for the provision of population-based health services.
- Develops and implements administrative and program policies and procedures in consultation with the Department of Health and Human Services Board and Health Advisory Board. Interprets department policy to Department personnel and the general public.
- Develops, implements, and monitors the annual department operating budget.
- Prepares and/or oversees grant applications and awards, and insures third party

reimbursements.

- Plans, directs and implements periodic and systematic assessment of community health needs, in accordance with State Statutes, including collection, assembly and analysis of information on the health of the community containing statistics on health status, health indicators, and epidemiologic studies of health problems.
- Provides leadership for a Community Health Improvement process which is re-evaluated at least every 5 years.
- Develops and implements health programs/services as determined by population-based health priorities followed by evaluation of the quality, effectiveness and accessibility of these programs/services.
- Plans, coordinates and cooperates with local, state and federal services to assure emergency public health service preparedness in the event of natural, chemical or biological events.
- Provides leadership in developing policies that foster collaboration and a public/private partnership in meeting the health needs of the community.
- Recruits, selects, and supervises department staff.
- Fosters growth in professional practice to ensure a current, innovative, and collaborative practice environment.
- Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities.
- Serves on various agency, community, regional and/or state committees.
- Maintains membership and participates in professional organizations.
- Maintains knowledge of current public health issues, best practices and accreditation standards through attendance at seminars, public meetings, conferences, and workshops. Reviews professional and other publications.
- Develops and implements program evaluation procedures and a Quality Improvement Plan

END

NEW

DUTIES AND RESPONSIBILITIES:

A. ESSENTIAL FUNCTIONS:

Acts as County Health Officer with statutory authority per HSS 251.06.

Conducts epidemiological investigations and follow-up for communicable disease cases and outbreaks to determine source and prevent spread of infection. This may include executing orders for quarantine or other restrictions based on the disease type. Prepares reports and makes recommendations regarding control within Green Lake County in accordance with SS Chapter 252.03-252.06. Provides support services in animal bite prevention.

Develops and maintains a patient health care records system in accordance with State Statutes 146.82 and 146.83.

Develops and implements culturally-sensitive internal and external health programs/services as determined by population-based health priorities followed by evaluation of the quality, effectiveness and accessibility of these programs/services.

Develops and implements administrative and program policies and procedures in consultation with the Department of Health and Human Services Board and Health Advisory Board. Interprets department policy to department personnel and the general public.

Develops implements and monitors the annual Health Unit operating budget and negotiates contracts/agreements for provision of services for reimbursement of grant applications and awards, and insures third party reimbursements.

Plans, directs and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes, including collection, assembly and analysis of information on the health of the community containing statistics on health status, health indicators, and epidemiologic studies of health problems.

Provides leadership for a Community Health Improvement process which is re-evaluated at least every 5 years based on the Community Health Assessment.

Presents public health educational information to the media, general public and other groups, including information on wellness and safety, communicable disease, immunizations, nutrition, preparedness and other emerging health topics.

Plans, coordinates and cooperates with local, state and federal services to assure emergency public health service preparedness in the event of natural, chemical or biological events. Trains other Health and Human Services staff on emergency preparedness roles such as opening a shelter and mass fatality incident response.

Acts as the Incident Commander and/or Public Information Officer in the event of Public Health Emergencies.

Recruits, interviews, selects, trains, supervises, disciplines and evaluates department staff while fostering growth in professional practice. Ensures a current, innovative, and collaborative practice environment for staff. Maintains a Workforce Development Plan that evaluates staff foundational skills and provides opportunities for improvement.

Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities.

Serves on various agency, community, regional and/or state committees.

Acts as a liaison with other professional organizations that interface with the department.

Maintains professional knowledge and skills of current public health issues, best practices and accreditation standards through active participation at seminars, public meetings, conferences, and workshops. Reviews professional and other publications and incorporates evidence based practice and scientific research.

Participates in agency strategic plan and implements program evaluation procedures and Quality Improvement Plan.

Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.

END

SKILLS AND ABILITIES:

EDUCATION: Bachelor of Science Degree in Nursing, licensed as a Nurse in the State of Wisconsin

EXPERIENCE AND KNOWLEDGE: Must have at least 3 years of full-time employment with a public health agency and CPR certified. Requires qualification as a Health Officer according to Chapter 251.06. Basic everyday living skills are needed, as is the ability to understand and follow directions. Ability to communicate effectively with clients, families, school staff, Division of Public Health and other community resource personnel, medical personnel and the general public, verbally and in writing. Ability to keep accurate records and prepare detailed reports of patient care, general public health and communicable disease control. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) Ability to deal with a variety of abstract and concrete variables. Ability to operate audiometer, glucose meter, immunization, and other medical equipment. Ability to use advanced hardware/software/applications. Ability to utilize critical thinking skills and prioritization. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, is used 50% of time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 40 lbs.), carrying and low pushing (10 lb. objects). In unusual or non-routine situations, crouching, running, bending or twisting, medium carrying (20-40 lbs.) and medium pushing (60-80 lbs.) would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

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.

12/99

Revised 4/07

10/12

Reviewed 8/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ PUBLIC HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

OLD

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.

END

NEW

SUMMARY: The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

END

OLD

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.

END

NEW

DUTIES AND RESPONSIBILITIES:

Analytical/Assessment Skills:

1. Ability to collect and maintain reliable, comparable and valid data sources that provide information on conditions of public health importance and on the health status of the population.
2. Participates in the analysis of public health data to identify trends in health hazards, and social and economic factors that adversely affect the public's health.

Policy Development/Program Planning Skills:

3. Contribute to a comprehensive health improvement assessment, planning and development of program goals.
4. Utilize the health department's organizational strategic plan to implement policies, programs and services.
5. Participates in evaluation of programs by using the agency's performance management and quality improvement strategies to drive health department services.

Communication Skills:

6. Ability to identify literacy of populations served.
7. Utilize appropriate methods for interacting effectively and professionally with people of all ages from diverse cultural, socioeconomic, education, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
8. Capability to use a variety of approaches to convey public health information and data to individuals, groups and organizations.

Cultural Competency Skills:

9. Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
10. Utilize strategies to assure health equity and cultural sensitivity in all public health services.
11. Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

12. Collaborate with community partners, support relationships and engage community members to improve health in the county.
13. Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
14. Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

15. Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the 10 essential public health services.
16. Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

17. Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
18. Utilize good stewardship of all resources.
19. Adhere to organizational policies and procedures.
20. Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

21. Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
22. Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
23. Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.

END

OLD

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.

END

NEW

SKILLS AND ABILITIES:

Ability to read, write and have mathematical skills. Must have valid Wisconsin Driver's license, vehicle and proof of insurance that satisfies Green Lake County requirements. Skill in using computer and office equipment including but not limited to personal computer, telephone, fax machine, copy machine and calculator. Ability to assign, supervise and review the work of others and work independently achieving results with minimal supervision. Ability to interact positively with others individually and in a group setting. Specific program responsibilities will vary based upon state mandates, department need, experience, state licensure scope of practice and national certification guidelines, as determined by the Health Officer.

END

QUALIFICATIONS:

EDUCATION: A Bachelor's degree in nursing with a **current Wisconsin** 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 months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience **participating working** in community partnerships **such as coalitions, task force groups and committees**. Must have excellent interpersonal and written communication skills with experience giving presentations. **Ability to coordinate, develop and organize public health programs**. A related four year degree in combination with training and/or experience 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 and carrying (20-40 pounds) and low pushing/pulling. In unusual situations may be required to use high to very high lifting and high carrying (50-80 pounds) and medium to very high pushing/pulling. Must be able to be fitted and wear NIOSH 95 mask. If unable to demonstrate these abilities based upon a standardized objective assessment, all reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 95% of work done is inside. About 10% of the time is spent outside with the possibility of exposure to wet conditions, noise, vibrations, fumes, fast moving vehicles and hazards that may be mechanical, electrical, and chemical with possible exposure to body fluids. In unusual situations, this position may be exposed to cold and hot temperatures, burns, heights (above 12 feet), noxious odors, poor ventilation and a physically confined worksite. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHIEF DEPUTY

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under the supervision of the Sheriff, serves as the Chief Administrative Officer of the Sheriff's Office in policy and personnel matters, working a schedule in accordance with the needs of the Sheriff's Office. Acts as the Sheriff in his/her absence. Works a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Supervises and assists in the planning and direction of all office activities, evaluates operations, recommends and implements improvements.
- As required, serves on various Committees and Boards such as County and State Traffic Highway Safety Committees, County Loss Control Committee, Crime-Stoppers, acts as Infectious Control officer for the Sheriff's Office.
- Assists in the development of the Sheriff's Office budget, monitors expenditures and revenues and initiates budget transfers as needed; prepares applications for grants.
- Serves as the Sheriff's Office Public Information Officer.
- Oversees the administration of employee discipline; investigates and provides responses to employee grievances and complaints.
- Coordinates safety and law-enforcement efforts with other agencies both locally and regionally.
- Assists in all internal personnel matters ranging from interviewing to termination.
- Conducts performance evaluations of all direct subordinates in the detective, patrol, communications divisions and supervisory staff positions (delete this line -and reviews performance evaluations of all supervisory staff)
- Prepares and, in the absence of the Sheriff, presents reports about the Sheriff's Office to the County Board, the Committee of Jurisdiction and the public.
- Oversees office purchasing and contracting activities involving capital outlays and professional services, responsible for equipment and assets of the Sheriff's Office.
- Addresses all Departmental citizen complaints and internal affairs cases.
- Serves as the immediate supervisor of the Detective Division.
- Supervises the Sergeants of the Patrol and Communications Division.
- Creates and maintains Office Policy and Procedures.

- Works cooperatively with other offices within County government.
- Creates and maintains Communications Division Policy and Procedures.
- Participates in the recruitment, hiring and termination process for all divisions in the department.
- Oversees short and long range planning for the Communications Center
- Administers employee discipline and investigates and provides responses to staff related complaints in all divisions.
- Oversees all Office certified instructors.
- In the absence of the Sheriff, serves as the Critical Incident Commander at emergency events.
- Performs other related duties as assigned.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Skill to ensure that subordinate personnel are effectively motivated, supervised, counseled and managed, that effective and consistent discipline is administered, that management rights are preserved, and that effective intradepartmental communication is maintained.
- Ability to apply effective problem-solving techniques such as conflict resolution.
- Skill to ensure that long range plans for the Sheriff's Office kept current and that these plans are implemented, as scheduled.
- Knowledge of budget preparation, administration, purchasing and contracting practices.
- Knowledge to ensure the department's pursuit of effective budgetary revenue enhancements, as well as ability to ensure the anticipation of problems regarding budgets and resource allocation and, when not anticipated, handle and resolve issues in a timely manner.
- Broad knowledge of civil and criminal law, effective law enforcement practices, citizen rights and community relations and skill in their application.
- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution.
- Ability to ensure harmonious employee relations are maintained between management and bargaining-unit and non-bargaining unit employees,

- Knowledge to ensure that emergency planning is coordinated with appropriate agencies.
- Knowledge to make recommendations and takes active part in contract negotiations with departmental bargaining units.
- Ability to meet Sheriff's Office standards of physical condition.
- Skill in the use of Police vehicles, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flashlight, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. Required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent. Bachelor's degree in criminal justice, criminal justice administration, public administration, business administration or a related field; Wisconsin Law Enforcement Board certification

EXPERIENCE / JOB KNOWLEDGE: seven or more years full time experience as a sworn Law Enforcement Officer, including supervisory experience OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must obtain CPR, AED, TIME System certifications retain said certifications for term in position; must qualify annually in DAAT with Sheriff's Office issued weapons. Visual acuity must be correctable to 20/20. Must possess and maintain a valid Wisconsin driver's License.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 95% or more of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping, and crouching are done about 5% of the time Other actions may be required in unusual or non-regular situations. Ability to perform most work from a sedentary position. Ability to function primarily in situations encountered in a normal office setting. However, may occasionally perform usual law-enforcement fieldwork under variable climatic conditions and may engage in citizen contact situations requiring physical strength, agility, and endurance. The Sheriff's Office reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: Frequently works under distractions and time pressure. Occasionally works in adverse interpersonal situations. Sometimes works in temperature variations, odors, toxic agents, violence, noise, disease, and/or dust and under unsafe and uncomfortable positions. 90% of the time will be inside a climate

controlled building or vehicle. 10% of the time could be spent outside of the building while conducting transports or field work.

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.

October 2016

(additions are highlighted)

Updated draft

GREEN LAKE COUNTY Position Description

Title: Program Specialist (Family Living Program Support, and Community Resource Development Program Support, County Fair Coordination)

Department: UW-Extension

Location: UW-Extension Office

Reports to: UW-Extension Department Head

Purpose of Position: Under general supervision, primarily provide secretarial/clerical support to the Family Living Program, and the Community Resource Development Program, and provides a high level of County Fair Coordination. Additional responsibilities may include providing support to the Agricultural Program, and 4-H & Youth Development Program, as well as Office Administration Coordination.

Essential Job Duties and Responsibilities: (Illustrative, not inclusive)

- Prepare meeting agendas, notices of committee meetings and notifies media of public announcements, and/or news releases pertaining to programmatic support and coordination responsibilities.
- Designs and compiles newsletters, brochures, fact sheets, and handbooks for Faculty, County Fair, and UWEX Office.
- Maintains scheduling of the Training Room and UWEX Conference Room.
- Maintains office equipment inventory; monitor office electronic equipment.
- Serve as receptionist, representing the UWEX office, by respectfully communicating to the public with the telephone, computer, and in person.
- Develops and maintains several computer databases for the Educators.
- Attends and participates in professional development training opportunities.
- Participates in Agriculture, Extension Education & Fair Committee meetings may serve as recording secretary.
- Under the supervision of the UW-Extension Educators maintain volunteer records, program clientele, rosters, program registrations, and mailing lists for UW-Extension programs.
- Maintains the UWEX website for areas of: Family Living, Community Resources and County Fair. Posts pertinent information and events on social media.
- Under supervision of the Department Head, County Fair coordination budgeting responsibilities include budget planning, along with meeting anticipated projected revenue. Meeting budget goals may be accomplished by reducing costs and by seeing external funding sources.
- County Fair coordination responsibilities include recruiting, retaining and communicating with Fair volunteers.
- Develops and presents the Green Lake County Fair Annual Report.
- Responsible for operational oversight of the Fair which may include coordination of exhibitors, vendors, entertainment, education, carnival and other contracted services.
- Responsible for preparation, distribution and suggestions/changes of the Fair's Premium Book with knowledge of DATCP rules and regulations.

Physical Demands of Essential Functions: At least 65% of your time is viewing a computer screen, talking, hearing, handling objects, or fingering, which includes typing and writing. Walking, sitting, using far and near vision is used 35% of the time including stooping, kneeling, crouching, climbing, and reaching. Five percent of time may be use for high-level activity, such as heavy lifting up to 50 pounds, running, and grappling, pulling, pushing, or moving heavy equipment.

Working Conditions while Performing Essential Functions: Ninety-five percent of your time is indoors; 5% is outdoors, the majority of outdoor time is at the Green Lake County Fair.

Equipment Used to Perform Essential Functions: Computer, scanner, digital camera, calculator, telephone, copy machine, fax machine, collator, folding machine, typewriter, laminating machine, WISLINE (teleconference), and other equipment as it comes available.

Knowledge, Skills and Abilities:

- Maintains productivity in spite of change. Accepts and embraces shifts in responsibilities.
- Build positive relationships and deliver excellent customer service.
- Provides consistent productivity and demonstrates consistent productivity and a drive to add value and provide quality service.
- Understands personal communication style and adjusts based on the needs of others to ensure shared meaning.
- Develops constructive and cooperative relationships and successfully manages emotions during stressful situations.
- Dependable, punctual and efficient in streamlining projects.
- Thorough knowledge (or ability to quickly learn) of several computer programs including but not limited to, WordPress, Blue Ribbon, Microsoft Office, Word, Excel, Publisher and PowerPoint, and other software as required in the department.
- Ability and skill in the operation of a variety of office equipment; knowledge and skill in the application of desktop publishing and presentation software, word processing and spreadsheets.
- The ability and desire to learn and improve your ability with existing and new computer software programs preferred.
- Knowledge of the UW-Extension programs.
- Must be able to type 60 wpm with accuracy, multi-tasking experience, and have strong communication and organizational skills.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents using a calculator.
- Ability to establish and maintain all required accounting records according to generally accepted accounting principles and procedures.
- Ability to communicate effectively, both orally and in writing with a diverse group of people; ability to prepare agendas, take, and transcribe minutes of meetings.
- Ability to work independently with a high level of confidentiality.

Qualifications Required: Graduation from High School with advanced training in an Administrative Assistance program; six years high level secretarial experience, or any equivalent combination of education and training that provides the essential knowledge, skills, and activities.

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 right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves the right to change, modify, amend, and to or delete from, any section of this document as it deems, in its judgment to be proper.

Equal Opportunity:

UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.

Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.

Draft version: 05 OCT 2016

DRAFT

Updated draft

GREEN LAKE COUNTY Position Description

Title: Program Specialist (Agriculture Program Support, 4-H Youth Development Program Support, Office Administration Coordination)

Department: UW-Extension

Location: UW-Extension Office

Reports to: UW-Extension Department Head

Purpose of Position: Under general supervision, primarily provides secretarial/clerical support to the Agricultural Program, and the 4-H & Youth Development Programs, and provides a high level of Office Administration Coordination. Additional responsibilities may include providing support to the Family Living Program, and the Community Resource Development Program, as well as County Fair Coordination.

Essential Job Duties and Responsibilities: (Illustrative, not inclusive)

- Prepare meeting agendas, notices of committee meetings and notifies media of public announcements for the office, and/or news releases pertaining to programmatic support and coordination responsibilities.
- Designs and compiles newsletters, brochures, fact sheets, and handbooks for Faculty, County Fair, and UWEX Office.
- Maintains scheduling of the Training Room and UWEX Conference Room..
- Maintains office equipment inventory; monitor office electronic equipment.
- Serve as receptionist, representing the UWEX office, by respectfully communicating to the public with the telephone, computer, and in person.
- Develops and maintains several computer databases for the Educators.
- Attends and participates in professional development training opportunities.
- Participates in Agriculture, Extension Education & Fair Committee meetings and serves as recording secretary.
- Under the supervision of the UW-Extension Educators maintain volunteer records, program clientele, rosters, program registrations, and mailing lists for UW-Extension programs.
- Maintains records, budget, and accounts for UWEX office as determined by the UWEX Department Head.
- Maintains the UWEX website for areas of: 4-H, Agriculture and general Office. Posts pertinent information and events on social media.
- Under supervision of the Department Head, assists with office budget planning, records and deposits receipts, prepares County and UW-Extension expense accounts.
- Prepares meeting online packet with Department Head and Committee Chair, ensuring that Open Meeting Law requirements are met for all pertinent meetings.
- Maintain postage budget records and payments by University of Wisconsin Extension and supports the office USPS bulk mailing process.
- County Fair livestock duties include coordination and support of livestock tagging and identification forms, livestock weigh in, auction, and trucking.
- County Fair other duties include coordination and support of the Fairest of the Fair banquet and promotion, livestock shows/contests such as Half Pint Dairy Show.

Physical Demands of Essential Functions: At least 65% of your time is viewing a computer screen, talking, hearing, handling objects, or fingering, which includes typing and writing. Walking, sitting, using far and near vision is used 35% of the time including stooping, kneeling, crouching, climbing, and reaching. Five percent of time may be use for high-level activity, such as heavy lifting up to 50 pounds, running, and grappling, pulling, pushing, or moving heavy equipment.

Working Conditions while Performing Essential Functions: Ninety-five percent of your time is indoors; 5% is outdoors, the majority of outdoor time is at the Green Lake County Fair.

Equipment Used to Perform Essential Functions: Computer, scanner, digital camera, calculator, telephone, copy machine, fax machine, collator, folding machine, typewriter, laminating machine, WISLINE (teleconference), and other equipment as it comes available.

Knowledge, Skills and Abilities:

- Maintains productivity in spite of change. Accepts and embraces shifts in responsibilities.
- Build positive relationships and deliver excellent customer service.
- Provides consistent productivity and demonstrates consistent productivity and a drive to add value and provide quality service.
- Understands personal communication style and adjusts based on the needs of others to ensure shared meaning.
- Develops constructive and cooperative relationships and successfully manages emotions during stressful situations.
- Dependable, punctual and efficient in streamlining projects.
- Thorough knowledge (or ability to quickly learn) of several computer programs including but not limited to, 4HOnline, WordPress, Blue Ribbon, Microsoft Office, Word, Excel, Publisher and PowerPoint, and other software as required in the department.
- Ability and skill in the operation of a variety of office equipment; knowledge and skill in the application of desktop publishing and presentation software, word processing and spreadsheets.
- The ability and desire to learn and improve your ability with existing and new computer software programs preferred.
- Knowledge of the UW-Extension programs.
- Must be able to type 60 wpm with accuracy, multi-tasking experience, and have strong communication and organizational skills.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents using a calculator.
- Ability to establish and maintain all required accounting records according to generally accepted accounting principles and procedures.
- Ability to communicate effectively, both orally and in writing with a diverse group of people; ability to prepare agendas, take, and transcribe minutes of meetings.
- Ability to work independently with a high level of confidentiality.

Qualifications Required Graduation from High School with advanced training in an Administrative Assistance program; six years high level secretarial experience, or any equivalent combination of education and training that provides the essential knowledge, skills, and activities.

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 right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves the right to change, modify, amend, and to or delete from, any section of this document as it deems, in its judgment to be proper.

Equal Opportunity:

UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.

Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.

Draft version: 05 OCT 2016

DRAFT

Process for Filling Vacancies:

Position: Detective

Department: Sheriff's Office

- **Each position 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.

The Job Description was reviewed, no revisions were needed.

- **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.

Job duties were not changed, pay grade remains the same.

- **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.

Part of our Mission at the Sheriff's Office is to prevent crime, enforce laws and resolve conflicts. With society views the way they are and with the large increase in crimes, especially those associated with drugs, severity of offenses, and requests for law enforcement services in our County, for the safety of the staff, residents, and visitors to our County it is essential that this position be refilled.

- **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.

This position is a clearly defined law enforcement position with significant and distinct responsibilities that cannot be redistributed.

Approved by the Administrative Coordinator

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DETECTIVE

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Chief Deputy, serves and protects the citizenry, maintains law and order, investigates and solves crimes, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Investigates crimes against property and people.
- Collects and preserves evidence in accordance with appropriate procedures; appears as witness in court, provides clear and accurate testimony.
- Conducts interviews.
- Dictates and/or prepares detailed reports of arrests and investigations according to Department policy.
- As directed by the Sheriff or Chief Deputy, communicates with the news media.
- Coordinates safety and law-enforcement efforts with other agencies.
- Makes arrests, referrals and transports inmates.
- Performs other related duties as assigned

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations.

- Knowledge to ensure the efficient and effective operation of the Detective Division at all times.
- Skill to ensure that effective rapport is maintained between the Sheriff's Office City, County, State, and other agencies.
- Knowledgeable in the methods and practices employed in the detection and apprehension of criminals.
- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Skill in the use of firearms and defense and arrest tactics.
- Ability to be well organized.
- Broad knowledge of civil and criminal law, effective law-enforcement practices, powers of the Office of Sheriff, citizen rights and community relations.
- Skill in typing and the use of computers and appropriate computer software is essential.
- Ability to meet department standards of physical condition.
- Skill in the use of a Police vehicle, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flash light, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, Defibrillator and CPR mask. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent with 60 post-high school credits or an Associate's Degree is required. Wisconsin Law Enforcement Standards Board (LESB) certification.

EXPERIENCE / JOB KNOWLEDGE: Two or more year's equivalent full time experience as a sworn law enforcement officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must obtain CPR/AED and "TIME" certifications within the probationary period and retain said certifications for term of employment in position; must qualify annually or as required by LESB Unified Tactical Concepts. Must possess and retain a valid Wisconsin Driver's License with visual acuity correctable to 20/20.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% or more of the time is spent sitting, walking, standing, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 20% of

the time. Other actions may be required in unusual or non-regular situations. Ability to perform most work from a sedentary position. Ability to function primarily in situations encountered in a normal office setting. However, may occasionally perform usual law-enforcement fieldwork under variable climatic conditions and may engage in citizen contact situations requiring physical strength, agility, and endurance. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: 75% of the time is spent inside or in a climate controlled vehicle and will involve contact with other workers, the general public and inmates. 25% of the time could be spent outside in possibly adverse weather conditions while traveling or in the field. It may be necessary to traverse uneven and hilly terrain while in the field.

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.

October 2016

Process for Filling Vacancies:

Position: Deputy Sheriff

Department: Sheriff's Office

- **Each position 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.

The Job Description was reviewed, no revisions were needed.

- **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.

Job duties were not changed, pay grade remains the same.

- **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.

Part of our Mission at the Sheriff's Office is to prevent crime, enforce laws and resolve conflicts. With society views the way they are and with the large increase in crimes, especially those associated with drugs, severity of offenses, and requests for law enforcement services in our County, for the safety of the staff, residents, and visitors to our County it is essential that this position be refilled.

- **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.

This position is a clearly defined law enforcement position with significant and distinct responsibilities that cannot be redistributed.

Approved by the Administrative Coordinator

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY SHERIFF

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under the general supervision of the Sheriff, serves and protects the citizenry by maintaining law and order, preventing crime, preserving the peace, controlling traffic, and by making arrests, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Responds to and conducts initial felony, misdemeanor, forfeiture, ordinance and accident investigations, interrogates individuals, issues warnings and citations, and conducts arrests when appropriate.
- Dictates and/or prepares detailed reports of arrests and investigations according to department policy.
- Responds to incidents and complaints from citizens, acting as First Responder when necessary.
- Collects and preserves evidence in accordance with appropriate procedures; appears as witness in court, providing clear and accurate testimony.
- Delivers and serves warrants on individuals, transporting individuals to jail as directed by the warrant.
- Provides search and rescue operations, as needed; responds to emergency situations and major disasters.
- Transports prisoners, serves civil process and provides safety escorts on public roadways.
- Performs other related duties, as assigned.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.

- Ability to apply effective problem-solving techniques such as conflict resolution.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations.
- Considerable knowledge of and ability to explain and enforce federal, state and county laws, ordinances and regulations; knowledge of civil and criminal law.
- Knowledge, skill and ability to appropriately engage the methods and practices employed in the detection and apprehension of criminals.
- Ability to maintain composure and exercise sound judgment, especially in emergency situations.
- Ability and skill in the use of firearms and defense and arrest tactics; demonstrated ability to comply with defined safety regulations.
- Ability to add, subtract, multiply, divide and complete simple mathematical calculations.
- Ability to budget time and schedule work to efficiently complete assigned tasks.
- Ability to meet department standards of physical condition.
- Skill in the use of a Police vehicle, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flash light, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, Defibrillator and CPR mask. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent with 60 post-high school credits required.

EXPERIENCE / JOB KNOWLEDGE: Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities.

At the time of hire, requirements include Wisconsin Law Enforcement Standards Board (LESB) Basic Police Certification with arrest powers. Must qualify annually or as required by LESB Unified Tactical Concepts Must possess and maintain a valid Wisconsin Driver's License with visual acuity correctable to 20/20 Must obtain CPR/AED and TIME certifications within the probationary period and retain those certifications for term of employment in the position.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 90% of the time is spent walking, standing, sitting, talking, hearing, using near and far vision and low to medium fingering for typing. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% may be spent outside in possibly adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

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.

October 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: SERGEANT OF COMMUNICATIONS

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF AND/OR CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Sheriff and/or Chief Deputy, assists in supervising and directing the activities of the Communications Division, provides shift supervision, develops and implements policies and procedures, and responds to incidents and emergencies working a schedule in accordance with the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises assigned staff; oversees shift operations.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Oversees the operation of the Communications Field Training Program.
- Assists in coordinating Communications programs including education and certification and attending staff meetings.
- Assists in coordinating department activities and services with other divisions, and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Manages the routine and emergency operations of the Communications Division.
- Maintains a high level of confidentiality in all aspects of job functions.
- Counsels and coaches employees and refers employees for disciplinary action.
- Supervises and assists in the planning and direction of all Communications Division activities, insures the maintenance and accuracy of Communications records, evaluates operations, recommends and implements improvements.
- Assists in short and long range planning for the Communications Center.
- Oversees the training of new Communications Officers, including developing, implementing and utilizing training practices and procedures.
- Assists in performing all tasks pertaining to the scheduling of Communications Officers, which encompasses developing, posting, and adjusting the monthly work schedule, adjusting staffing levels, granting or denying leave of any type, posting and assigning shifts, including overtime; monitors attendance and divisional training.
- Participates in the recruitment and hiring process
- Oversees fire and panic alarms; and maintains TIME system.
- Supervises and monitors TIME entries; oversees monthly TIME validations.

- Responsible for accuracy and completeness of in-house warrant and restraining order files.
- Responds appropriately to citizen concerns.
- Develops a close working relationship with all police, fire, emergency management, and EMS agencies to insure needs are met and concerns are addressed.
- Attends the majority of the Fire Department joint meetings, attends a minimum of one EMS and Emergency Management meeting per Department on a quarterly basis.
- Responsible for the maintenance of E911 Communications and phone equipment, fire and duress alarms.
- Performs dispatch duties.
- Performs any others duties as may be assigned.

SKILLS AND ABILITIES:

- Ability to comprehend and interpret a variety of documents including court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident reports, schedules, and attendance records.
- Ability to establish and maintain effective working relationships with various officials, agencies, inmates and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.
- Ability to react quickly efficiently and calmly in an emergency situation and adopt an effective course of action.
- Broad knowledge of civil and criminal law, effective law enforcement practices, citizen rights and community relations and skill in their application
- Knowledge of and skill to operate equipment used to perform essential functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to apply effective problem-solving techniques such as conflict resolution
- Skill to ensure that long range plans for the Communications Center are kept current and that these plans are implemented, as scheduled
- Knowledge to ensure the department's pursuit of effective budgetary revenue enhancements, as well as ability to ensure the anticipation of problems regarding budgets and resource allocation and, when not anticipated, handle and resolve issues in a timely manner.
- Ability to operate a computer and other office equipment proficiently with ability to type at least 40 wpm.
- Ability to work Communications shifts, as necessary answering 911 emergency calls, dispatching appropriate police, fire, medical or other emergency units; answers non-emergency calls, providing information to caller.
- Skill in the use of general office equipment including but not limited to: copy machine, computer terminal, internet, TIME terminal, and all other software

programs used by the Sheriff's Office, audio and video recording systems, fax machine, automobile, telephone, radio, paging, and alarm systems and any other technical equipment or software as may be necessary and may assist with other communications. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent. 60 college credits, Criminal Justice degree preferred, or law enforcement work or any equivalent combination of education or experience that provides the necessary knowledge, skills and abilities.

EXPERIENCE / JOB KNOWLEDGE: Public Safety Telecommunicator Certification and four years of Communications Officer experience required. Supervisory experience is preferred. Or any equivalent combination of education and experience that provides equivalent knowledge, skills and abilities. Must obtain CPR, AED and TIME System certification within one year and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 90% of the time is spent walking, standing, sitting, talking, hearing, using near and far vision and low to medium fingering for typing. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 10% of the time; other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position

ENVIRONMENTAL DEMANDS: Over 95% of the time is spent either inside a climate controlled building or vehicle. Approximately 5% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise.

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.

POSITION REVIEW

Child Protection Intake Social Worker

- a. **Job Description.** The Child Protection Intake Social Worker position was reviewed and amended as needed to meet the current job expectations.
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is \$20.43.
- c. **Necessity.** This position primarily provides Initial Assessments, Protective and Safety Plans for Children alleged to be abused or neglected. This position also has court related functions as well as afterhours on-call. This position is funded through Basic Community Aids as well as County tax levy.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a due to staff resignation to remain home subsequent to birth of a child.

10/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD PROTECTION INTAKE WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

To assess incoming child abuse/neglect reports and incoming child welfare reports using the Wisconsin Model when appropriate; interview children, family members and collateral contacts; develop protective and safety plan for children including providing voluntary and/or involuntary services to the family to ensure protection of the child(ren); conducts home studies, custody studies and step-parent adoptions.

DUTIES AND RESPONSIBILITIES:

- Assess and provide services to children and their families - doing home visits, interviewing children, caretakers, collateral contacts, transporting children, making referrals for services, deciding validity of child abuse/neglect and child welfare reports and developing protective and safety plans. Writing initial assessments, service documentations, protective plans, safety plans, making telephone calls, and making collateral contacts.
- Court functions including on-call juvenile court intake, court appearances on Child in Need of Protection and/or Service (CHIPS) petitions to remove children and/or provide service to families; conducting custody studies, home studies and step-parent adoptions.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child abuse/neglect and child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS: EDUCATION: Bachelor's degree in Social Work or closely related field that allows for certification.

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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 2004; 9/16

POSITION REVIEW

Community Response Social Worker

- a. **Job Description.** The Community Response Social Worker position was reviewed and amended as needed to meet the grant expectations.
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is
- c. **Necessity.** This position primarily provides Community Response Services including Targeted Case Management (TCM) , children, and families to Child Abuse and Neglect. This position is grant funded.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a staff promotion.

9/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COMMUNITY RESPONSE SOCIAL WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILD & FAMILY SERVICES UNIT MANAGER/**Green Lake & Waushara County.**

SUMMARY:

Offer education and support services to parents that complement their strengths; refers parents to community resources that will meet the parents expressed needs. Referral sources include those that meet basic safety, social, esteem and cognitive needs of individuals within the family unit and/or the family as a whole.

DUTIES AND RESPONSIBILITIES:

- Assess and provide services to children and their families who are identified by child protective services of both Green Lake and Waushara Counties as not meeting the level for formal CPS assessment but could benefit from informal assessment and voluntary services. This would be accomplished by doing home visits, interviewing children, caretakers, collateral contacts, making referrals for services, service facilitation of a coordinated services team, **targeted case management** and developing case plans.
- Program promotion which includes: making community connections with local service providers and businesses with the purpose of establishing sound referral sources as well as future collaborations for the benefit of participants; developing flyers, posters and other print material as needed for the program.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, camera, measuring devices, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Social Work or closely related field.

EXPERIENCE / JOB KNOWLEDGE: Certified as a Social Worker in Wisconsin

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent writing and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time

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.

August 2006; May 19, 2015, January 2016, September 2016

Resolution Number

Relating to Eliminating a Communications Officer Position, Eliminating a Communications Administrator Position and Creating two Sergeant of Communications Positions in the Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of November 2016 does resolve as follows:

WHEREAS, there are vacancies in the Communications Division of the Sheriff's Office, including the recent retirement of the Communications Administrator, and

WHEREAS, due to the administrative workload, the Communications Administrator did not work as a scheduled Communications Officer, and

WHEREAS, a review of the Communications Staffing structure was performed, and

WHEREAS, there is no supervisor on duty at night in that Division, and

WHEREAS, it was determined that there should be increased supervisory coverage in the Communications Center, and

WHEREAS, the administrative duties of the Communications Administrative position would be divided between two scheduled working Sergeants who would be available to work varying shifts on days, nights and week-ends.

NOW THEREFORE BE IT RESOLVED that the position of one full-time Communications Officer and one full-time Communications Administrator be eliminated and

BE IT FURTHER RESOLVED that two full-time Communications Sergeants positions of 2080 hours per year each be created, as of the passage of this resolution and

BE IT FURTHER RESOLVED that both of the Sergeants will perform Communications Officer duties on a regular basis and

BE IT FURTHER RESOLVED that the Administrative duties of the former Communications Administrator position be divided between the two Sergeants.

Fiscal Impact: Showing an annual decrease in Communications Staffing costs of \$11,968.40

Approved/Disapproved by Personnel.

Roll Call on Resolution No.

Submitted by Judicial and Law Enforcement Committee

Aye __, Nay __, Absent __, Abstain __

Passed and Adopted/Rejected This 15th day of November, 2016

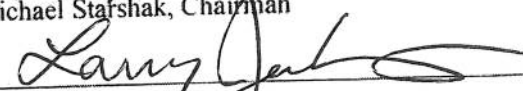
County Board Chairman

Attest: County Clerk

Approved as to form:

Corporation Counsel


Michael Starshak, Chairman


Larry Jenkins


Sue Wendt

Peter Wallace

2017 Fiscal Impact Restructuring of Communications Center Employees in the Sheriff's Office

POSITION TITLE	RATE	HOURS	WAGES	FICA	R-employer	H-INS	L-INS	TOTAL
Communications Administrator	(\$31.89)	2080	(\$66,331.20)	(\$5,074.34)	(\$4,377.86)	(\$20,846.50)	(\$171.60)	(\$96,801.50)
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Communications Officer	(\$25.58)	2080	(\$53,206.40)	(\$4,070.29)	(\$3,511.62)	(\$20,846.50)	(\$61.44)	(\$81,696.25)
Total Savings								\$11,968.40

The savings is to be reallocated to the 911 Project, as it is unknown as to whether grant monies will be awarded for this mandatory update and to increase the Chief Deputy wage due to additional responsibilities including adding all Communications Division personnel issues to his duties.

ORDINANCE NO. –2016

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual; III Benefits, Sick Leave , Vacation and Appendix K-1, Public Safety Employee Health Benefit Coverage

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of November, 2016, does ordain as follows:

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

Roll Call on Ordinance No. – 2016

Submitted by Personnel Committee

Aye , Nay , Absent , Abstain

Passed & Enacted/Rejected this 15th
day of November, 2016

Joe Gonyo, Chair

Paul Schwandt, Vice-Chair

County Board Chairman

Attest: County Clerk
Approved as to Form:

Robert Lyon

Corporation Counsel

Robert Schweder

Sue Wendt

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Personnel Policies and Procedures Manual shall be amended as follows:

Sick Leave

A. Allocation of Paid Sick Leave

Subject to applicable collective bargaining agreements, all full-time employees will be granted sick leave, with pay, at the rate of ~~six (6)~~ **12 days** per calendar year.

B. Health Leave Bank

- 1. Balance.** Subject to the limitations below, employees are able to place ~~three (3)~~ **twelve (12)** unused sick days per year into a health leave bank, the total of which shall not exceed ~~thirty (30)~~ **one hundred (100)** days.

Vacation

Eligible employees shall receive vacation on their anniversary dates based on the following schedule:

Years of Continuous Service	Vacation Amount
After 6 months but less than 1 year	5 days
After 1 but less than 2	5 10 days
After 2 but less than 8	10 days
After 8 5 but less than 15 10	15 days
After 15 10	20 days

Addenda K-1: Public Safety Employee Health Benefit is deleted. ~~All employees will be covered under.~~ All employees eligible for health insurance benefits will be subject to the same plan, including any bargaining unit(s).

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon January 1, 2017.