



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/14/17

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on September 21, 2017:

- 1) Agenda
- 2) Draft minutes from the August 17, 2017
- 3) Resolution to Create Two Additional IT Support Specialist Positions
- 4) Resolution to Create One Additional Position for Highway Laborer



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Personnel Committee Meeting Notice

Date: September 21, 2017 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

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

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 08/17/2017
6. Correspondence
7. 2018 Budget
8. Resolutions/Ordinances
 - Consideration of Resolution to Create Two Additional IT Support Specialist Positions
 - Consideration of Resolution to Create One Additional Position for Highway Laborer
9. Committee Discussion
 - Future Meeting Dates: Meeting October 19, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
10. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

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 17, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, August 17, 2017 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
Paul Schwandt

Also Present: Liz Otto, County Clerk
Harley Reabe, County Board Chair
Karen Davis, HHS Admin. Asst.
Cathy Schmit, County Administrator
Dawn Klockow, Corporation Counsel
Bill Hutchison, IT Director

AGENDA

Motion/second (Schwandt/Wendt) to approve the agenda. All ayes. Motion carried.

MINUTES

Motion/second (Schweder/Lyon) to approve the minutes of the July 20, 2017 and the August 8, 2017 meetings. All ayes. Motion carried.

CORRESPONDENCE – none

2018 BUDGET

County Administrator Cathy Schmit submitted the 2018 personnel budget. Discussion held.

RESOLUTIONS/ORDINANCES

- **Resolution Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position**

Discussion held. HHS Administrative Assistant Karen Davis explained the reasons for the change in positions.

Motion/second (Schwandt/Wendt) to approve the Resolution Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position and to forward to County Board for final approval. All ayes. Motion carried.

- **Resolution Relating to Creation of Two Additional IT Support Specialist Positions**

Motion/second (Lyon/Schweder) to approve the Resolution Relating to Creation of Two Additional IT Support Specialist Positions and to forward to County Board for final approval. Discussion held. IT Director Bill Hutchison explained the need for the two positions. *Motion/second (Lyon/Schweder)* to amend the resolution to read as follows in the last paragraph: Now therefore be it resolved that the Green Lake County Board of Supervisors hereby creates one position of IT Support Specialist within the Information Technology Department beginning with the 2018 fiscal year. One position shall be filled no earlier than January 1, 2018. Roll call vote on motion to amend – Ayes – 4, Nays – 1 (Wendt), Absent – 0, Abstain – 0. Motion carried. Roll call vote on motion to approve resolution as amended and forward to County Board for final approval – Ayes – 4, Nays – 1 (Wendt), Absent – 0.

Motion carried.

CLERK'S REPORT – County Clerk Liz Otto informed the committee that this agenda item will be deleted from future agendas upon the advice of Corporation Counsel Dawn Klockow.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – September 21, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:35 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2017

Creation of Two Additional IT Support Specialist Positions

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of September 2017, does resolve as follows:

WHEREAS, beginning in 1996 the Information Technology Department has operated with two full-time employees serving the technology needs of all County departments. Departmental requirements for technology have changed immensely in the last 21 years. In 1996 some departments had very little or no IT needs or requirements. However, the number of employees that rely on technology has steadily increased as technology has evolved. Today every employee relies on technology to perform day-to-day job duties; and,

Fiscal Note is attached.

Roll Call on Resolution No. -2017

Submitted by Information Technology Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 19th day of September, 2017.

Joy Waterbury, Chair

Nick Toney, Vice-chair

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Gail Schroeder

Corporation Counsel

Preston Hiestand, Jr.

WHEREAS, along with the evolution of technology needs, there has been an increase in the complexity of the interactions and requirements of technology used within and between departments, and with the public. The IT Department is responsible for keeping all of these existing systems running smoothly and managing their availability, integrity, and security; and,

WHEREAS, the current level of technology infrastructure invested by the County, the amount of day-to-day maintenance required of current production systems is now overshadowing the workload for new projects that a department of two people can responsibly handle. Furthermore, during vacations and leaves, just one employee staffs the department two months out of the year, and,

WHEREAS, to continue meeting the current needs and requirements, the constant changing and evolution of technology, and considering the upcoming retirement of one staff member in early 2020, the Information Technology Department needs two new positions in 2018 allowing for managed gradual training and integration with the department and the rest of the organization.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors hereby creates two positions of IT Support Specialist within the Information Technology Department beginning with the 2018 fiscal year. One position shall be filled no earlier than April 1, 2018 and the second shall be filled no earlier than October 1, 2018.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: INFORMATION TECHNOLOGY SUPPORT SPECIALIST

DEPARTMENT: INFORMATION TECHNOLOGY DEPARTMENT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: INFORMATION TECHNOLOGY DIRECTOR

SUMMARY:

Provides technical support to users of County Information Technology (IT) systems. Responsible for maintaining and improving IT resources and their usage by County personnel. Performs a variety of clerical, typing, filing and accounting tasks associated with the work of the Information Technology Department.

DUTIES AND RESPONSIBILITIES:

- Assists departments with hardware and software necessary for their day-to-day operations.
- Provide computer training and guidance for County personnel.
- Monitor helpdesk calls to ensure timely response to priority problems.
- Maintain and monitor backup hardware, software, and off-site storage.
- Design, implement, and maintain County Internet and Intranet web sites.
- Prepares meeting agendas, notices of committee meetings, and notifies media of public announcements.
- Troubleshoot and assist in the resolution of IT-related issues.
- Install and configure PC's with standard operating system and desktop software.
- Responsible for maintaining and troubleshooting the County's IT communication systems.
- Serves as Administrative Assistant to the IT Director.
- Assists in the preparation of the annual budget and purchasing.
- Establishes and maintains departmental paper and electronic filing system.
- Attends and participates in meetings, training sessions and workshops as requested by the Director.
- Works with outside contractors and vendors on IT related issues.
- Provide basic guidance and direction for interns/students working for the department.
- Other duties as established by the Director.

SKILLS AND ABILITIES:

- Four to six years of related work experience in a mixed Windows and UNIX business environment required.
- Basic everyday living skills.
- Ability to type, do accurate accounting and understand computer operations.
- Ability to work cooperatively with other staff members and the general public.
- Must have the ability to take the initiative and be a self- starter including being able to work with little or no direct supervision
- Must be tactful, courteous, helpful and friendly.
- The ability to handle confidential information in a professional manner.
- A skilled problem solver regarding both technical and non-technical issues.
- Skill in the use of office automation equipment, or similar machines necessary to perform essential functions. Use of common powered and manual hand tools for repair and installation of computer hardware are also necessary.

QUALIFICATIONS:

EDUCATION: A two year Associates degree from an accredited college or technical/vocational school in Computer Information Systems or related field.

EXPERIENCE / JOB KNOWLEDGE: Comparable work experience can be substituted for some education. In-depth technical knowledge of computing hardware, software, and desktop operating systems.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent sitting, hearing, using near vision, and low and medium fingering for typing. About 15% of the time may be spent talking, walking, reaching, and low handling, i.e. 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, high fingering, and medium lifting, carrying and pushing required.

ENVIRONMENTAL DEMANDS: Normal office working conditions with frequent exposure to cool temperatures, risk of electrical shock, and noise in equipment rooms. The noise level in the work environment is usually low to moderate. In order to support and maintain the computer systems for the Sheriff's Office and Jail the employee occasionally works in areas with high security measures in place.

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.

DRAFT

RESOLUTION NUMBER -2017

Resolution to Create One Additional Position for Highway Laborer

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of October 2017, does resolve as follows:

- 1 **WHEREAS**, The Highway Department has acquired additional municipal and state work
- 2 over the last few years adding to the workload of current staff; and,
- 3 **WHEREAS**, The Highway Department has a total of 16 employees in the field,
- 4 consisting of 14 laborers, 1 sign man, and 1 highway foreman; and,

Reviewed and approved disapproved by Personnel Committee

Fiscal Note reviewed and approved disapproved by Finance Committee

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 17th day of October 2017.

Paul Schwandt, Chair

Rich Slate

County Board Chairman

Vicki Bernhagen

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

5 **WHEREAS**, The Highway Department currently plows 15 routes, which include State,
6 County and township roads, and with the current staffing level, it is difficult to cover
7 winter plow routes and account for vacations, illnesses and work related injury; and,

8 **WHEREAS**, the addition of one highway laborer to the current staff would allow for
9 additional flexibility and a better level of service to County residents and the traveling
10 public; and,

11 **WHEREAS**, with the additional municipal work has resulted in a projection of an
12 additional 2000 hours by the end of 2017, and the additional highway laborer position
13 would be almost completely funded by the revenues generated by the municipal work.

14 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
15 Supervisors hereby creates an additional (one) position of Highway Laborer within the
16 Highway Department. The position may be filled no earlier than January 1, 2018.

17 **FISCAL NOTE: attached.**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY LABORER

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER AND/OR PATROL
SUPERINTENDENT

SUMMARY:

Under general direction, maintain State and County Trunk Highways, ditches and right of way so as to aid in the safe flow of traffic throughout Green Lake County; to perform reconstruction work as needed.

DUTIES AND RESPONSIBILITIES:

The percent of time spent on various jobs in the General Laborer classification can vary from job to job and season to season and within the season based on many variables that need to be taken into consideration. Given these elements of change, approximately:

- Snow and ice removal work, including putting up and taking down snow fence 20% of the time.
- Mowing, tree and brush control 15% of the time.
- Blacktop and shoulder work, including filling potholes 18% of the time.
- Flags and directs traffic when work is being conducted on roads 8% of the time.
- Rubber crack sealing 10% of the time.
- Patrol State and County Trunk Highways, clears debris and picks up litter 7% of the time.
- Drainage maintenance, including setting or assisting of setting culverts; cleaning culverts; may haul gravel or fill 5% of the time.
- Performs repairs on bridges, assists with annual inspections and other bridge work, as necessary 2% of the time.
- Operate heavy equipment 5% of the time.
- Assists in the upkeep, maintenance and repair of buildings, grounds and equipment. 10% of the time.
- Performs other work as assigned by the Commissioner or Superintendent 5% of the time.

SKILLS AND ABILITIES:

- General knowledge of methods, materials and equipment used in road construction and maintenance projects.
- Ability to use a transit; determine grade and proper slope for ditches and shoulders on existing roads.
- Knowledge, ability and skill in the use of measuring devices, assorted small tools that could be hand or power, motorized vehicles, earth moving equipment, air hammers, material handling equipment, tractors, mowers, front end loaders, snow removal equipment, grader, dozer, paver, rollers, sand blasters, backhoe, brush chipper, tar kettles, mechanical brooms and other similar equipment. Assorted personal protective equipment as required.
- Ability and skill to communicate effectively, both orally and in writing or with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

QUALIFICATIONS:

EDUCATION: High School diploma or GED equivalency.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience working in road construction and maintenance, heavy equipment operation course, or equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D, and N endorsements.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Given the variable and seasonal functions of this position, physical demands vary greatly from work assignments and seasonal demands. Approximately 75-90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, verbally communicating, grappling, crouching, balancing, crawling and climbing ladders and getting on and off equipment are all required at various times and for various assignments. Good physical dexterity of arms and hands, legs and feet is necessary for accurate and safe operation of heavy equipment. Communications while working may be verbal. Good peripheral vision is necessary to assist the operator with maintenance and construction work as well as safety in work operations especially when working in traffic. Vision and hearing are important to this job as are hand and

eye coordination. Approximately 10-25% of a shift may be spent lifting and carrying up to 80 pounds, as 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: Up to 95% of work can be performed outdoors, exposed to seasonal weather elements, which could mean extreme hot, cold or humid conditions; 75% of work has exposure to noise or work involving vibration; 5% of work could be performed indoors. Hazards of this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. May be required to work long or unusual hours as necessary to meet departmental needs.

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.

September 2014

**GREEN LAKE COUNTY
PERSONNEL COSTS for Highway Laborer New Position
INCREASE TO 2018 BUDGET**

Minimum \$50,182

Maximum \$72,121

DEPARTMENT: _____ HIGHWAY _____

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
HIGHWAY LABORER	VACANT-New Position	20.44	2080	\$ 42,515		\$ 2,849	\$ 3,253	\$ 1,500	\$ 65	\$ 7,667	\$ 50,182
HIGHWAY LABORER	VACANT-New Position	20.44	2080	\$ 42,515		\$ 2,849	\$ 3,253	\$ 23,439	\$ 65	\$ 29,606	\$ 72,121

Wisconsin Retirement

General Employee - 0.0670

2018 Health Insurance

	% CoShare
Opt Out	\$1,500.00
Single	\$8,796.44
Limited	\$18,165.77
Family	\$23,438.93

Social Security

0.0765