



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 07/16/2021**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on July 22, 2021:**

- 1) Agenda
- 2) Resolution Related to Creating a Food Pantry/Aging/FRI Service Worker
- 3) Resolution Related to Creating an Additional Clinical Therapist Position
- 4) Resolution Related to Upgrading and Reclassifying one Clinical Therapist Position
- 5) Resolution Relating to Creating a BHU Reception/Data Entry Specialist Position
- 6) Resolution Related to Upgrading and Reclassifying one C&F Services Case Manager Position
- 7) Resolution Related to Upgrading and Reclassifying one Public Health Nurse/Health Educator Position
- 8) Resolution Related to Upgrading and Reclassifying one Economic Support Worker Position
- 9) Resolution Related to Reclassifying the Part Time Public Health Nurse/Public Health Educator Position



**GREEN LAKE COUNTY  
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto  
County Clerk*

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

***Special Personnel Committee Meeting Notice***

***Date: Thursday, July 22, 2021 Time: 3:30 PM  
Green Lake County Government Center, County Board Room  
571 County Rd A, Green Lake WI***

**AGENDA**

**Committee  
Members**

*Robert  
Schweder,  
Chair  
Sue Wendt,  
Vice-Chair  
Charlie  
Wielgosh  
Ken Bates  
Curt Talma*

*Elizabeth  
Otto,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Resolutions
  - Resolution Related to Creating a Food Pantry/Aging/FRI Service Worker
  - Resolution Related to Creating an Additional Clinical Therapist Position
  - Resolution Related to Upgrading and Reclassifying one Clinical Therapist Position
  - Resolution Relating to Creating a BHU Reception/Data Entry Specialist Position
  - Resolution Related to Upgrading and Reclassifying one C&F Services Case Manager Position
  - Resolution Related to Upgrading and Reclassifying one Public Health Nurse/Health Educator Position
  - Resolution Related to Upgrading and Reclassifying one Economic Support Worker Position
  - Resolution Related to Reclassifying the Part Time Public Health Nurse/Public Health Educator Position
5. Committee Discussion
  - Future Meeting Dates: August 12, 2021 @ 3:30 PM
  - Future Agenda items for action & discussion
6. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required for individuals who are **not** vaccinated) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Special Personnel  
Time: Jul 22, 2021 03:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86547750703?pwd=NkxaMnMxVUM1bHB0WnQrOUVkuI9udz09>

Meeting ID: 865 4775 0703

Passcode: 273458

Dial by your location

- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

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.**

**RESOLUTION NUMBER -2021**

**RELATED TO CREATING A FOOD PANTRY/AGING/FRI SERVICES WORKER POSITION TO BE SHARED BETWEEN THE AGING UNIT AND FRI IN HEALTH & HUMAN SERVICES.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17<sup>th</sup> day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, during this study we concluded bringing contracted food pantry dollars in  
5 house and increasing transportation and program aid time at Fox River Industries (FRI)  
6 made program and financial sense; and

7 **WHEREAS**, by keeping contracted food pantry dollars in house and billing for services  
8 provided at FRI this newly created position will require zero additional levy dollars.

9 **NOW THEREFORE BE IT RESOLVED** that the Food Pantry/Aging/FRI Services  
10 Worker position in the Health & Human Services Aging & FRI Unit's be created and  
11 included in the 2022 budget. (See attached job description)

12 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 11 of the Green  
13 Lake County wage plan. This position will be eliminated or decreased if the caseload  
14 and/or funding decreases to the point where it is no longer funded or needed.

15 **FISCAL NOTE:**

| Annual Fiscal Cost                   |          |              |             |                 |                  |              |               |
|--------------------------------------|----------|--------------|-------------|-----------------|------------------|--------------|---------------|
|                                      | Wage     | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| Food Pantry/Aging/FRI Service Worker | \$ 17.93 | \$ 32,632.60 | \$ 2,202.70 | \$ 2,496.39     | \$ 25,295.00     | \$29,994.09  | \$ 62,626.69  |

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** FOOD PANTRY/AGING/FRI SERVICES WORKER FULL TIME

**DEPARTMENT:** HEALTH & HUMAN SERVICES/AGING/LTC UNIT

**LOCATION:** GOVERNMENT CENTER/FRI

**SUPERVISORS:** AGING\ADRC/FRI UNIT MANAGERS

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### **SUMMARY:**

This is a 40 hour per week position, working flexible hours that could include some nights and weekends. When working in Aging/ADRC: This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.

### **DUTIES AND RESPONSIBILITIES:**

Aging/ADRC:

- Approximately 10% of this positions time is spent training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event.
- Approximately 20% of this position time is spent coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.
- Approximately 7% of this positions time is spent 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 5% of the time is spent compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory Committee. Assisting with the Senior Farmer's Market Voucher Program.

- Other duties include fulfilling miscellaneous duties related to Aging\LTS programs within the Department.

**FRI:**

- About 20% of time is spent providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.
- Approximately 23% of the time may be driving a morning and afternoon van/bus routes.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

**QUALIFICATIONS:**

**EDUCATION:** An Associate's Degree is preferred in Administrative Profession, Human Resources, or a related field; or a high School diploma with 1 to 2 years' experience working with the elderly, developmentally disabled and supervising volunteers, is required.

**EXPERIENCE / JOB KNOWLEDGE:** 1-2 years' experience and the ability to relate to and communicate effectively with elderly and disabled persons, with staff, community professionals, agencies and the general public is necessary. The following skills are necessary:

- Computer skills including Microsoft Word, Excel, Access, Outlook, and Chrome.
- Skill in the use of a calculator, copy machine, computer terminal, fax machine, technical equipment, camera, and measuring devices. Various types of client lifting/transferring equipment is used (ie wheelchair, prone stander, ceiling lift, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, stopwatch, pallet jack, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Hearing and eye protection are required. Gloves/PPE are to be used as needed.
- Must have a current, valid Wisconsin driver's license, a safe driving record, and auto insurance coverage at or above the Green Lake County mandated level.
- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment or as deemed necessary by supervisor.
- Basic everyday living skills training is necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

- Ability to show empathy, treat all individuals with dignity and respect, and communicate effectively with individuals of all ability levels.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** 25% of the time is spent sitting and talking. 25% of the time is spent using near vision and typing. 50% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds). There will 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.

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.

05/2021

**NEW POSITION ANALYSIS**

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - Aging/FRI

Date: 06/18/2021

Department Head: Betty Bradley / Ed Schuh

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We currently contract with an outside agency to provide Food Pantry Coordination. This position would allow us to keep those contract dollars in-house while also filling a need at FRI for additional Program Aid and transportation services. By keeping contract dollars in house and billing for services provided this position will require zero additional levy dollars.

Suggested Title: FOOD PANTRY/AGING/FRI SERVICES WORKER

Full Time       Part Time      40 Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

C. General Description of the Position:

This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.



D. Typical Examples of Work to be Performed (in detail):

1. 

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Training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event

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2. 

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Coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.

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3. 

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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.

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4. 

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Compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory.

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5. 

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Providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.

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6. 

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Driving a morning and afternoon van/bus routes.

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7. 

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Providing clients with assistance for toileting and hygienic needs. This includes transferring clients in and out of wheelchairs and/or other special equipment.

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8. 

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Maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.

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E. Minimum Qualification of a Candidate:

Education: High School Diploma.

Experience: 1-2 years preferred

F: Funding

Annual costs (with full family insurance coverage):

| Group | Hourly  | Annual   | Retirement | Security | Health Ins. | Life Ins. | Work Comp |
|-------|---------|----------|------------|----------|-------------|-----------|-----------|
| 16    | \$17.93 | \$37,294 | \$2,518    | \$2,854  | \$25,295    | \$87      |           |

1. Where will the funding for this position come from: MCO Billing and FP Contract
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Smart phone

Is office space presently available N/A Where?

Estimated Equipment Cost: \$540

Is the Cost in the Department Budget? Will be budgeted for 2022

3. Grand total cost, all items, current fiscal year: \$540

4. Therefore, annual cost of salary and fringe: \$68,049

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

This position will coordinate the activities of food pantry volunteers, although not technically a supervisor there are some oversight responsibilities.

2. Number of Employees directly supervised: N/a Indirectly: N/A

List Title of employees reporting to this position:

N/A

H. Who will this person report to? Aging/FRI Unit Managers

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**County Administrator Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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**Personnel Committee Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

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**Finance Committee Action:**

Fiscal Note Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

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**County Board Action:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

**RESOLUTION NUMBER -2021**

**RESOLUTION TO CREATE AN ADDITIONAL CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT UNIT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee

Disapproved by Personnel Committee

Approved by Finance Committee

Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17<sup>th</sup> day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, this study concluded that our Behavioral Health Unit (“BHU”) contacts and  
5 appointments have increased over a multi-year period creating long waitlists for Mental  
6 Health and AODA services; and

7 **WHEREAS**, clinicians’ caseloads within BHU have been at or near maximum capacity  
8 for well over a year. This has resulted in a rotation for clinicians accepting new clients in  
9 order to better manage caseload issues; and

10 **WHEREAS**, to better serve our residents we are proposing to add an additional Clinical  
11 Therapist position to our 2022 annual budget; and

12 **WHEREAS**, the Clinical Therapist position will be mostly funded through billing for  
13 services rendered;

14 **NOW THEREFORE BE IT RESOLVED** that an additional Clinical therapist position in  
15 the Health & Human Services Behavioral Health Unit be created and included in the  
16 2022 budget. (See attached job description)

17 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green  
18 Lake County wage plan. This position will be eliminated if the caseload or funding  
19 decreases to the point where can no longer be funded.

20 **FISCAL NOTE:**

| Annual Fiscal Cost |          |              |             |                 |                  |              |               |
|--------------------|----------|--------------|-------------|-----------------|------------------|--------------|---------------|
|                    | Wage     | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| Clinical Therapist | \$ 32.04 | \$ 66,643.20 | \$ 4,498.42 | \$ 5,098.20     | \$ 25,295.00     | \$34,891.62  | \$ 101,534.82 |

## 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

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### **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.

### **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.

**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  
Approved County Personnel 10/20/16



**NEW POSITION ANALYSIS**

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - BHU

Date: 06/23/2021

Department Head: BHU Manager

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Clinicians' caseloads within BHU have been at or near maximum capacity for well over a year. This has resulted in a rotation for clinicians accepting new clients in order to better manage capacity issues. As we have continued to track data, we have seen referrals increase and our wait list for Mental Health and or Substance Abuse services increase. To better serve our residents we are proposing to add an additional Clinical Therapist position to our 2022 annual budget.

Suggested Title: Clinical Therapist

Full Time       Part Time      Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 8

- C. General Description of the Position:

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

D. Typical Examples of Work to be Performed (in detail):

1. \_\_\_\_\_  
Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information  
\_\_\_\_\_
2. \_\_\_\_\_  
Coordination of services within the Department of Health & Human Services and with outside agencies/supports.  
\_\_\_\_\_
3. \_\_\_\_\_  
Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team.  
\_\_\_\_\_
4. \_\_\_\_\_  
Maintains mental health charts.  
\_\_\_\_\_
5. \_\_\_\_\_  
May assist with client contacts in the community such as home visits, team meetings, and group activities.  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
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\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Minimum Qualification of a Candidate:

Education: Masters Degree in SW or related field

Experience: 3000 hours post masters preferred

F: Funding

Annual costs (with full family insurance coverage):

| Group | Hourly  | Annual      | Retirement | Security   | Health Ins. | Life Ins. | Work Comp |
|-------|---------|-------------|------------|------------|-------------|-----------|-----------|
| 8     | \$32.04 | \$66,643.20 | \$4,498    | \$5,098.20 | \$25,295    | \$100     |           |

1. Where will the funding for this position come from: Billing for Services/Levy
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?  
Laptop and docking station. Dual screens, cell phone. Access to Electronic Health Record/

Is office space presently available Yes Where? DHHS BHU

Estimated Equipment Cost:

Is the Cost in the Department Budget? Will be budgeted in 2022

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe: \$101,535

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

N/A

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Behavioral Health Unit Manager

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**County Administrator Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\*\*\*\*\*

**Personnel Committee Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**County Board Action:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

**RESOLUTION NUMBER -2021**

**RELATED TO UPGRADING AND RECLASSIFYING ONE CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT TO A LEAD THERAPIST/PROGRAM MANAGER POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No.    -2021

Submitted by Health and Human Services Board:

Ayes    , Nays    , Absent    , Abstain

Passed and Enacted/Rejected this 17<sup>TH</sup> day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in  
5 several departments would lead to better service, create efficiencies and assist with  
6 staff recruitment and retention; and

7 **WHEREAS**, the Behavioral Health Unit Manager currently is responsible for  
8 administrative supervision of nine different programs; and

9 **WHEREAS**, the Lead Therapist/Program Manager position will maintain their duties as  
10 a Clinical Therapist while taken on a supportive role to the Unit Manager and leadership  
11 position within the Department,

12 **WHEREAS**, Several Administrative codes require the presence of a licensed therapist  
13 designated to serve as the supervisor at all hours of operation with this role currently  
14 being fulfilled by the Unit Manager at all times, and

15 **WHEREAS**, the Lead Therapist/Program Manager will be available to share in the  
16 licensed supervisory responsibilities; and

17 **WHEREAS**, a lead staff person who could maintain a caseload within the clinic but also  
18 be trained to provide some assistance with clinical supervision and some program  
19 coordination tasks is essential to ensure that all staff have access to an appropriate  
20 amount of clinical supervision and training; and

21 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and  
22 allowing for professional growth and advancement; and

23 **WHEREAS**, creating lead worker positions allows working staff to learn and grow more  
24 comfortable in a management type role,

25 **NOW THEREFORE BE IT RESOLVED** that one Clinical Therapist Position in the  
26 Health & Human Services Aging & FRI Unit's be upgraded and reclassified to a Lead  
27 Therapist/Program Manager position and included in the 2022 budget. (See attached  
28 job description)

29 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 7 of the Green  
30 Lake County wage plan.

31 **FISCAL NOTE:**

| Annual Fiscal Cost                         |                 |                   |                 |                 |                  |              |                |
|--|-----------------|-------------------|-----------------|-----------------|------------------|--------------|----------------|
|  | Wage            | Annual Wage       | Retirement      | Social Security | Health Insurance | Total Fringe | Max Total Cost |
| Current: Clinical Therapist                | \$28.48-\$42.72 | \$59,237-\$88,855 | \$3,999-\$5,998 | \$4,532-\$6,797 | \$ 25,295.00     | \$38,090.00  | \$ 126,945.00  |
| Proposed: Behavior Health Unit Lead Worker | \$30.62-\$45.93 | \$63,695-\$95,543 | \$4,299-\$6,449 | \$4,873-\$7,309 | \$ 25,295.00     | \$39,053.00  | \$ 134,596.00  |

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** OUTPATIENT CLINIC LEAD THERAPIST/ POROGRAM MANAGER

**DEPARTMENT:** HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** BEHAVIORAL HEALTH UNIT MANAGER /MEDICAL DIRECTOR

---

### **SUMMARY:**

Under the supervision of the Unit Manager, the Program Supervisor will be responsible to assist in the daily management and operations of Behavioral Health Program. The Program Supervisor will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

### **DUTIES AND RESPONSIBILITIES:**

- Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans.
- Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.
- Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations.
- Provides case management services to alcohol and other drug abuse clients and providing community education regarding AODA prevention and recovery.
- Provide and co-facilitate in conjunction with Behavioral Health Clinic Director individual and group clinical supervision and in-service training opportunities.
- Provide back-up supervision to crisis intervention program outside of normal business hours.
- Participate in staff development for supervisees via ongoing supervision and during annual performance review process.
- Use individual and program-level evaluations and data to support Behavioral Health Clinic Director in recommending and implementing program improvements.
- Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- Serve on relevant local and regional committees as assigned.

- Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.
- Supervise clinical interns as assigned.
- Service as Behavioral Health Clinic Director as needed.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.
- All other duties as assigned by supervisor.

### **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 and Experience**

Master's degree in social work or related field, holds a License as a Clinical Social Worker or Licensed Professional Counselor, with 3000 hours post licensure experience in the mental health and/or AODA fields or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Dual licensure and experience in both mental health and AODA preferred.

- A minimum of three years direct service experience in the area of clinical services is required.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- 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.

**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.

## RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS

Date: 06/23/2021

Department Head: Nichol Wienkes

Proposed Position for Reclassification: Dual Diagnosis Therapist

Current classification Pay Group: 8

Current Pay Group Pay Range: 28.48 80%      35.60 100%      42.72 120%

Proposed new Pay Group: 7

Proposed Pay Group Pay Range: 30.62 80%      38.28 100%      45.93 120%

### B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Dual Diagnosis Therapist position within the Behavioral Health Unit. This position will continue to maintain their role as a Dual Diagnosis therapist by continuing to maintain a caseload, and complete all other current tasks. The Behavioral Health Unit is requesting a lead worker to assist with managerial and supervisory tasks. The Behavioral Health Unit manager currently oversees 10 full time staff (12 if including the proposed CLTS caseworker and the additional dual diagnosis therapist position) and 1 part time staff (shared with Fox River Industries). This position provides clinical supervision to an additional 5 staff that work in other DHHS units but provide clinical services within behavioral health programs. Clinical supervision is an intensive and required process required by the certifications of multiple programs—this supervision consists of individual and group supervision meetings and may also include other methods such as direct observation. The frequency of such meetings required by programs varies across administrative codes but can be up to weekly individual meetings. The manager is also responsible for administrative supervision of nine separate programs (outpatient mental health, outpatient Substance Use Disorders services, CCS, GSP, TCM, CLTS, Treatment Court, and the Intoxicated Driver Program). As these programs continue to grow both in terms of client capacity/ demand and total number of staff providing services to meet that demand, the workload has expanded beyond a full time 40 hour work week of one person. Designating a lead staff person who could maintain a caseload within the clinic but also be trained to provide some assistance with clinical supervision and some program coordination tasks is essential to ensure that all staff have access to an appropriate amount of clinical supervision and training. Additionally, several administrative codes (DHS 75, DHS 35, DHS 63) require the presence of a licensed therapist designated to serve as the supervisor at all hours of operation. DHS 34 (crisis) requires a designated supervisor be available to consult with staff at all times. Currently, this is filled by the Behavioral Health Manager at all times—meaning that even when this person is not working, they are typically required to be available to staff on an on-call basis 24/7. Not only does this contribute so significant concerns about burnout, it is not always realistic due to logistical issues such as cell phone coverage, etc. The proposed lead staff person would share in the supervisory responsibility and be trained to provide additional coverage for on-call and during-hours consultation for staff as a back up or on a rotating basis with the primary supervisor. Finally, due to the nature of behavioral health work, many matters that require the attention of the program manager are time sensitive and any delay has the possibility to interrupt or disrupt quality of care to clients. It is imperative that there be an additional staff person who is trained and able to complete these tasks to keep a manageable workflow with timely responses in the clinic, to provide assistance with overflow work during times of highest demand, and to serve as the backup designees for these tasks in the absence of the manager. Clinical and administrative supervision of clinical programs requires advanced training, development of an additional skillset and certification related to clinical supervision, and willingness to assume additional responsibility and liability. In order to meet the requirements to serve as a lead staff, a therapist will be certified as a clinical supervisor. This certification entails a lengthy continuing education process (up to 1 year to complete), preparing for and successfully taking a national board exam, and complete 3,000 hours of post-education work experience. The additional responsibilities and experience required to take on this role would warrant formal acknowledgement via both designation as a lead therapist in title and a corresponding pay increase.

Suggested Title (if changed): LEAD THERAPIST/ PROGRAM MANAGER

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 7

Projected Effective Date: 01/01/2022

### C. General Description of the Position:

Under the supervision of the Behavioral Health Unit Manager, the Outpatient Clinic Lead Therapist/Program Manager will be responsible to assist in the daily management and operations of Behavioral Health Programs. The Outpatient Clinic Lead Therapist/Program Manager will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

D. Typical Examples of Work to be Performed (in detail):

1. Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans.
  
2. Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.
  
3. Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations
  
4. Provide and co-facilitate in conjunction with Behavioral Health Unit Manager individual and group clinical supervision and in-service training opportunities. Provide back-up supervision to crisis intervention program outside of normal business hours
  
5. Use individual and program-level evaluations and data to support Behavioral Health Unit Manager in recommending and implementing program improvements.
  
6. Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
  
7. Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.
  
8. Supervise clinical interns as assigned

E. Minimum Qualifications for position:

Education: Master Degree and License

Experience: 3000 Hours post-license

F: Funding:

Current annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins. | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-------------|-----------|-----------|
| 8         | \$28.48-\$42.72 | \$59,237-\$88,855 | \$3,998.50-\$5,997.71 | \$4,531.63-\$6,797.41 | \$25,295    | 100       |           |

Proposed annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins. | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-------------|-----------|-----------|
| 7         | \$30.62-\$45.93 | \$63,695-\$95,543 | \$4,299.41-\$6,449.15 | \$4,872.67-\$7,309.04 | \$25,295    | 100       |           |

1. Where will any increased funding for this position come from? : Increased Revenue/Levy

Is this cost in the current department budget? Will be included in the 2022

H. Who does this person/position report to? BHU Manager

\*\*\*\*\*

**County Administrator Action:**

Reclassification Approved

Date:

Comments:

\*\*\*\*\*

**Committee of Jurisdiction Action:**

Reclassification Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Personnel Committee Action:**

Support Reclassification as Proposed:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**County Board Action:**

Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

**RESOLUTION NUMBER -2021**

**RELATED TO CREATING A BHU RECEPTIONIST/DATA ENTRY SPECIALIST POSITION IN THE HEALTH & HUMAN SERVICES ADMINISTRATIVE UNIT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

- Approved by Personnel Committee     Disapproved by Personnel Committee
- Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, this study concluded that as our Behavioral Health Unit contacts and  
 5 appointments have increased so has the need for administrative support; and

6 **WHEREAS**, as the Behavioral Health Unit’s administrative needs have increased there  
 7 is less support staff time available for DHHS’s other Unit’s needs; and

8 **WHEREAS**, the creation of the Behavioral Health Unit support staff position will allow all  
 9 DHHS staff to increase service time to the public which will help decrease waiting lists  
 10 and increase face-to-face billable time; and

11 **NOW THEREFORE BE IT RESOLVED** that the BHU Receptionist/Data Entry Specialist  
 12 position in the Health & Human Services Administrative Unit be created and included in  
 13 the 2022 budget. (See attached job description)

14 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 16 of the Green  
 15 Lake County wage plan.

16 **FISCAL NOTE:**

| Annual Fiscal Cost                  |          |              |             |                 |                  |              |               |
|-------------------------------------|----------|--------------|-------------|-----------------|------------------|--------------|---------------|
|                                     | Wage     | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| BHU Reception/Data Entry Specialist | \$ 17.96 | \$ 37,356.80 | \$ 2,521.58 | \$ 2,857.80     | \$ 25,295.00     | \$30,674.38  | \$ 68,031.18  |

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** BHU RECEPTIONIST/DATA ENTRY SPECIALIST

**DEPARTMENT:** HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** DIRECTOR and FINANCIAL/BUSINESS MANAGER

---

### **SUMMARY:**

Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

### **DUTIES AND RESPONSIBILITIES:**

- Answers telephones and responds to public request for information and referral.
- Answers scheduling calls and scheduling emails.
- Greet clients and prospective clients.
- Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.
- Confirm all appointments and reschedule as needed.
- Call clients for follow up MD appointments.
- Indexing DocuSign intake paperwork and other forms as needed.
- Enter progress notes regarding cancellations and rescheduling.
- Mail intake and annual paperwork.
- Prepare and mail missed intake appointment letters.
- Completes other clerical duties as needed. This includes but is not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.
- Other duties as assigned.

### **SKILLS AND ABILITIES:**

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine
- Ability to follow directions and stay positive in stressful situations
- 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:** A high school diploma is required for this position.

**EXPERIENCE / JOB KNOWLEDGE:** One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and



have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite 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 talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and 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:** Nearly 100% of the work is done inside the Human Services Center building. In unusual situations there may be 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.

**NEW POSITION ANALYSIS**

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - Admin

Date: 06/18/21

Department Head: Kayla Yonke

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The administrative support needs of the Behavioral Health Unit continue to increase. As more admin time is taken up by BHU, there is less staff time available to support DHHS's other five units. The Behavioral staff has also taken on more admin/support duties themselves. The creation of the BHU admin support staff person will allow BHU staff, and staff from other DHHS unit's to increase service time to the public. This will help eliminate wait lists, and will increase face-to-face and billable time.

Suggested Title: BHU RECEPTIONIST/DATA ENTRY SPECIALIST

Full Time       Part Time      Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

- C. General Description of the Position:

Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

D. Typical Examples of Work to be Performed (in detail):

1. \_\_\_\_\_  
Answers telephones and responds to public request for information and referral.  
\_\_\_\_\_
2. \_\_\_\_\_  
Answers scheduling calls and scheduling emails.  
\_\_\_\_\_
3. \_\_\_\_\_  
Greet clients and prospective clients.  
\_\_\_\_\_
4. \_\_\_\_\_  
Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.  
\_\_\_\_\_
5. \_\_\_\_\_  
Confirm all appointments and reschedule as needed. Call client's for follow-up MD appointments.  
\_\_\_\_\_
6. \_\_\_\_\_  
Indexing DocuSign intake paperwork and other forms as needed.  
\_\_\_\_\_
7. \_\_\_\_\_  
Enter progress notes regarding cancellations and rescheduling.  
\_\_\_\_\_
8. \_\_\_\_\_  
Mail Intake Paperwork  
\_\_\_\_\_

E. Minimum Qualification of a Candidate:

Education: High School Diploma

Experience: 1-2 years preferred

F: Funding

Annual costs (with full family insurance coverage):

| Group | Hourly  | Annual   | Retirement | Security | Health Ins. | Life Ins. | Work Comp |
|-------|---------|----------|------------|----------|-------------|-----------|-----------|
| 16    | \$17.93 | \$37,294 | \$2,518    | \$2,854  | \$25,295    | \$21      | -         |

1. Where will the funding for this position come from: WIMCR, BCA, & Levy
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?  
PC with Dual Screens

Is office space presently available Yes Where? DHHS

Estimated Equipment Cost:

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe: \$67,982.00

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

N/A

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Kayla Yonke

\*\*\*\*\*

**County Administrator Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\*\*\*\*\*

**Personnel Committee Action:**

Position Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

\*\*\*\*\*

**County Board Action:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent/Abstention

**RESOLUTION NUMBER -2021**

**RESOLUTION UPGRADING AND RECLASSIFYING ONE CHILD & FAMILY SERVICES CASE MANAGER POSITION IN THE HEALTH & HUMAN SERVICES CHILDREN & FAMILIES UNIT TO A CHILDREN & FAMILIES UNIT LEAD WORKER POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in  
5 several departments would lead to better service, create efficiencies and assist with  
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one the Children & Family Units  
8 Case Manager positions who will continue their primary role; and

9 **WHEREAS**, the Wisconsin Child Protective Service ACCESS & Initial Assessment  
10 Standards from the Wisconsin Department of Children and Families mandate as well as  
11 Chapter 48 of the Wisconsin State Statutes require that any report of child abuse or  
12 neglect be screened, and response time decisions completed on any case within 24  
13 hours of receipt; and

14 **WHEREAS**, this mandate, requires that either a supervisor (Unit Manager) or designee  
15 (Lead Worker) be available at all times whether it is during working hours, after-hours or  
16 weekends or holidays; and

17 **WHEREAS**, as a result, the Unit Manager has had to be available for these screening  
18 decisions at all times including times, including while on paid time off; and

19 **WHEREAS**, Green Lake County participated in the pilot for Lead Worker training in  
20 early 2021 through the Wisconsin Child Welfare Professional Development system.  
21 One staff and the Unit Manager completed the pilot. This was found to be very  
22 successful. Through this process, the duties and role of a Lead Worker were identified;  
23 and

24 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and  
25 allowing for professional growth and advancement; and

26 **WHEREAS**, creating a lead worker position allows staff to learn and grow more  
27 comfortable in a management type role.

28 **NOW THEREFORE BE IT RESOLVED** that one Child and Family Services Case  
29 Manager Position in the Health & Human Services Children & Families Services Unit be  
30 upgraded and reclassified to a Lead Worker position and be included in the 2022  
31 budget. (See attached job description)

32 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 10 of the Green  
33 Lake County wage plan.

34 **FISCAL NOTE:**

| Annual Fiscal Cost                          |                 |                   |                 |                 |                  |              |                      |
|---|-----------------|-------------------|-----------------|-----------------|------------------|--------------|----------------------|
|   | Wage            | Annual Wage       | Retirement      | Social Security | Health Insurance | Total Fringe | Max Total Cost       |
| Current: Social Worker                      | \$22,91-\$34,36 | \$47,647-\$71,471 | \$3,216-\$4,824 | \$3,645-\$5,468 | \$ 25,295.00     | \$35,587.00  | \$ <b>107,058.00</b> |
| Proposed: Children and Families Lead Worker | \$24,63-\$36,95 | \$51,234-\$76,851 | \$3,458-\$5,187 | \$3,919-\$5,879 | \$ 25,295.00     | \$36,361.00  | \$ <b>113,212.00</b> |



**RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS**

A. Department: DHHS - C&F Unit

Date: 6/23/2021

Department Head: Sue Sleezer

Proposed Position for Reclassification: C&F Services Case Manager

Current classification Pay Group: 11

Current Pay Group Pay Range: 22.91 80%      28.63 100%      34.36 120%

Proposed new Pay Group: 10

Proposed Pay Group Pay Range: 24.63 80%      30.79 100%      36.95 120%

**B. Please provide justification for the position reclassification:**

This role and title represents an upgrade to one of DHHS's full-time C&F Services Case Manager positions within the Children & Family Unit. This position will continue to maintain their role as a Case Manager by maintaining a caseload, and complete all other current tasks. The Children and Families Unit is requesting a Lead Worker position for one primary reason: The Wisconsin Child Protective Service ACCESS & Initial Assessment Standards from the Wisconsin Department of Children and Families mandate as well as Chapter 48 of the Wisconsin State Statutes that be screened and response time decisions completed on any case within 24 hours of receipt of any report of Child Abuse & Neglect. Supervisory approval (or that of his or her designee) is required for all screening decisions. This mandate, requires that either a supervisor (Unit Manager) or designee (Lead Worker) be available at all times whether it is during working hours, after-hours or weekends or holidays. This mandate has been in place for many years but was codified into the Standards when they were initially developed in the early 2000's. As a result, the Unit Manager has had to be available for these screening decisions at all times including times while on paid time off. Green Lake County participated in the pilot for Lead Worker training in early 2021 through the Wisconsin Child Welfare Professional Development system. This was found to be very successful. One staff and the Unit Manager completed the pilot. Through this process, the duties and role of a Lead Worker were identified. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Children and Families Unit - Lead Worker

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 10

Projected Effective Date: 1/1/2022

**C. General Description of the Position:**

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform other lead/consultative worker responsibilities. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

D. Typical Examples of Work to be Performed (in detail):

1. Provide "mentoring" of new social workers in the unit under the guidance of the unit manager
2. Under the guidance of the Children and Families Unit Manger, this staff would have the authority to make screening decisions to accept of not accept a report of child maltreatment of other report for further assessment.
3. Reviewing department and community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the "go to" person when the Unit Manager is not available.
- 4 Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin' s Departments standardized assessment tool for children placed into foster care.
- 5 Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans, Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager's absence.
6. Stand in for the Unit manager at various committee meetings/workgroups as requested
- 7.
- 8.

E. Minimum Qualifications for position:

Education: Bachelor's in SW or related field

Experience: Must be certified or certifiable as a Social Worker

F: Funding:

Current annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins.     | Life Ins.   | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-----------------|-------------|-----------|
| <b>11</b> | \$22.91-\$34.36 | \$47,647-\$71,471 | \$3,216.17-\$4,824.29 | \$3,645.00-\$5,467.53 | <b>\$25,295</b> | <b>\$60</b> |           |

Proposed annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins.     | Life Ins.   | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-----------------|-------------|-----------|
| <b>10</b> | \$24.63-\$36.95 | \$51,234-\$76,851 | \$3,458.30-\$5,187.44 | \$3,919.40-\$5,879.10 | <b>\$25,295</b> | <b>\$60</b> |           |

1. Where will any increased funding for this position come from? : Increased Revenues/Levy

Is this cost in the current department budget? Will be part of the 2022 budget

H. Who does this person/position report to? C&F Services Unit Manager

\*\*\*\*\*

**County Administrator Action:**

Reclassification Approved

Date:

Comments:

\*\*\*\*\*

**Committee of Jurisdiction Action:**

Reclassification Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Personnel Committee Action:**

Support Reclassification as Proposed:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**County Board Action:**

Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CHILDREN & FAMILIES UNIT - LEAD WORKER

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

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CHILDREN & FAMILY SERVICES UNIT MANAGER

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### **SUMMARY:**

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform the lead/consultative worker responsibilities listed below. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

### **DUTIES AND RESPONSIBILITIES:**

Under the guidance of the Children & Families Unit Manager has the authority to make screening decisions to accept or not accept a report of child maltreatment or other report for further assessment. These decisions must be completed within a timeframe which assures that the immediate threats to child safety are addressed. In all cases, this must be made within 24 hours of receipt of the report. This includes making case assignments to other unit staff.

- Provide “mentoring” of new social workers in the Unit under the guidance of the Unit manager. This will include but not be limited to providing 1-1 mentoring, training, reviewing Department & community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the “go to” person when the Unit Manager is not available.
- Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin’s Departments standardized assessment tool for children placed into foster care. Provide first review and approval of the tool prior to forwarding to the Unit Manager and/or rate setter. This includes review of the child’s case record, interview and review information from other staff who have interviewed the child, child’s family, foster parent or other out-of-home care provider, the child’s team and the licensing agency.
- Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans, Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager’s absence.

- Stand in for the Unit manager at various committee meetings/workgroups as requested.
- 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. Through training and experience have the knowledge and ability to perform complex and specialized casework services with considerable independence. Must have the ability to deal with crisis situations.

**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

Approved County Personnel 10/20/2016

**RESOLUTION NUMBER -2021**

**RESOLUTION TO RECLASSIFY ONE PUBLIC HEALTH NURSE/HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A DEPUTY PUBLIC HEALTH OFFICER POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17<sup>th</sup> day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski



4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in  
5 several departments would lead to better service, create efficiencies and assist with  
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one of the Public Health Unit's  
8 Public Health Nurse/Health Educator positions who will continue their primary role; and

9 **WHEREAS**, this position will work in concert with the Public Health officer in the  
10 planning, organizing and directing of Health Department programs; and

11 **WHEREAS**, the responsibilities of the Health Officer have increased significantly over  
12 the past several years and a deputy position can provide health policy consultation and  
13 assist with numerous other duties. These include training of department staff, grant  
14 oversight, and a liaison to citizens, public officials, and community organizations during  
15 disasters and pandemics; and

16 **WHEREAS**, in the absence of the Health Officer, a Deputy Health Officer can also  
17 serve as the designated County Health Officer and perform other related work as  
18 required; and

19 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and  
20 allowing for professional growth and advancement; and

21 **WHEREAS**, creating positions that provide for supervisory experience allows staff to  
22 learn and grow more comfortable in a management type role; and

23 **NOW THEREFORE BE IT RESOLVED** that one Public Health Nurse/Health Educator  
24 Position in the Health & Human Services Public Health Unit be reclassified to a Deputy  
25 position and included in the 2022 budget. (See attached job description)

26 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green  
27 Lake County wage plan.

28 **FISCAL NOTE:**

| Annual Fiscal Cost                     |                 |                   |                 |                 |                  |              |                |
|--|-----------------|-------------------|-----------------|-----------------|------------------|--------------|----------------|
|  | Wage            | Annual Wage       | Retirement      | Social Security | Health Insurance | Total Fringe | Max Total Cost |
| Current: Public Health Nurse/Educator  | \$26,49-\$39,73 | \$55,090-\$82,635 | \$3,719-\$5,578 | \$4,215-\$6,322 | \$ 25,295.00     | \$37,194.86  | \$ 119,829.86  |
| Proposed: Deputy Public Health Officer | \$28,48-\$42,72 | \$59,237-\$88,855 | \$3,999-\$5,998 | \$4,532-\$6,798 | \$ 25,295.00     | \$38,091.00  | \$ 126,946.00  |

## GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

**TITLE:** DEPUTY PUBLIC HEALTH OFFICER

**DEPARTMENT/UNIT:** HEALTH AND HUMAN SERVICES/HEALTH UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** HEALTH UNIT MANAGER

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### **SUMMARY:**

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. Participates in activities 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). 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 in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs 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. Assists in developing 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.

### **DUTIES AND RESPONSIBILITIES:**

#### **A. ESSENTIAL FUNCTIONS:**

Acts as County Health Officer with statutory authority per HSS 251.06 in the absence of the County Health Officer.

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 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.

Plans 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.

Participates in 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 absence of the Health Officer.

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.

## **SKILLS AND ABILITIES:**

**EDUCATION:** Bachelor of Science Degree in Nursing, licensed as a Nurse in the State of Wisconsin or a bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

**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.

**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.

Reviewed 05/21

**RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS**

A. Department: DHHS - Health Dept.

Date: 06/23/2021

Department Head: Rachel Prellwitz

Proposed Position for Reclassification: Public Health Nurse/Health Educator

Current classification Pay Group: 9

Current Pay Group Pay Range: 26.49 80%      33.11 100%      39.73 120%

Proposed new Pay Group: 8

Proposed Pay Group Pay Range: 28.48 80%      35.60 100%      42.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Public Health Nurse positions within the Public Health Dept. This position will continue to maintain their role as a Public Health Nurse. This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. The responsibilities of the Health Officer have increased significantly over the past several years and a deputy position can provide health policy consultation and assist with numerous other duties. These include training of department staff, grant oversight, and a liaison to citizens, public officials, and community organizations during disasters. In the absence of the Health Officer, a Deputy Health Officer can also serve as the designated County Health Officer and performs other related work as required. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Deputy Public Health Officer

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 8

Projected Effective Date: 01/01/2022

C. General Description of the Position:

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. Participates in activities 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). 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 in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs 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.

D. Typical Examples of Work to be Performed (in detail):

1. **Acts as County Health Officer with statutory authority per HSS 251.06 in the absence of the County Health Officer.**
2. **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.**
3. **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.**
4. **Plans and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes.**
5. **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.**
6. **Acts as the Incident Commander and/or Public Information Officer in the absence of the Health Officer.**
7. **Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities.**
8. **Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.**

E. Minimum Qualifications for position:

Education: Bachelors degree in Nursing

Experience: Licensed Nurse, 3 years of PH experience

F: Funding:

Current annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins. | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-------------|-----------|-----------|
| 9         | \$26.49-\$39.73 | \$55,090-\$82,635 | \$3,718.58-\$5,577.86 | \$4,214.39-\$6,321.58 | \$25,295    | \$100     |           |

Proposed annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins. | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-------------|-----------|-----------|
| 8         | \$28.48-\$42.72 | \$59,237-\$88,855 | \$3,998.50-\$5,997.71 | \$4,531.63-\$6,797.41 | \$25,295    | \$100     |           |

- Where will any increased funding for this position come from? : COVID, Immunization& Levy

Is this cost in the current department budget? Will be included in 2022 budget

H. Who does this person/position report to? Public Health Officer

\*\*\*\*\*

**County Administrator Action:**

Reclassification Approved

Date:

Comments:

\*\*\*\*\*

**Committee of Jurisdiction Action:**

Reclassification Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Personnel Committee Action:**

Support Reclassification as Proposed:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**County Board Action:**

Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention



**RESOLUTION NUMBER -2021**

**RESOLUTION TO RECLASSIFY ONE ECONOMIC SUPPORT WORKER POSITION  
IN THE HEALTH & HUMAN SERVICES ECONOMIC SUPPORT UNIT TO AN  
ECONOMIC SUPPORT LEAD WORKER POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 27th day of August, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in  
5 several departments would lead to better service, create efficiencies and assist with  
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one the Economic Support  
8 Units Economic Support worker positions who will continue their primary role; and

9 **WHEREAS**, this position will continue to maintain their role as an Economic Support  
10 worker while also providing back-up to the Economic Support/Child Support Unit  
11 Manager; and

12 **WHEREAS**, over the last 5 years we have evaluated the workloads of workers and  
13 managers and are requesting a Lead Worker for the Economic Support Unit to allow the  
14 Child Support/Economic Support Unit Manager to better share their time and presence  
15 between both Units; and

16 **WHEREAS**, we have seen a high turnover rate statewide because the work of an  
17 Economic Support Worker is intensive and difficult; and

18 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and  
19 allowing for professional growth and advancement; and

20 **WHEREAS**, creating a lead worker position allows staff to learn and grow more  
21 comfortable in a management type role.

22 **NOW THEREFORE BE IT RESOLVED** that one Economic Support Worker Position in  
23 the Health & Human Services Economic Support/Child Support Unit be reclassified to  
24 an Economic Support Lead Worker position and be included in the 2022 budget. (See  
25 attached job description)

26 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 13 of the Green  
27 Lake County wage plan.

28 **FISCAL NOTE:**

| Annual Fiscal Cost                     |                 |                   |                 |                 |                  |              |                |
|--|-----------------|-------------------|-----------------|-----------------|------------------|--------------|----------------|
|  | Wage            | Annual Wage       | Retirement      | Social Security | Health Insurance | Total Fringe | Max Total Cost |
| Current: Economic Support Worker       | \$18.43-\$27.64 | \$38,325-\$57,488 | \$2,587-\$3,880 | \$2,932-\$4,398 | \$ 25,295.00     | \$33,573.00  | \$ 91,061.00   |
| Proposed: Economic Support Lead Worker | \$19.81-\$29.72 | \$41,210-\$61,815 | 2782-\$4,173    | \$3,153-\$4,729 | \$ 25,295.00     | \$34,197.00  | \$ 96,012.00   |

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** ECONOMIC SUPPORT LEAD WORKER (ES)

**DEPARTMENT:** HEALTH & HUMAN SERVICES/ECONOMIC SUPPORT UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** ECONOMIC / CHILD SUPPORT UNIT MANAGER

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### **SUMMARY:**

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support.

### **DUTIES AND RESPONSIBILITIES:**

- Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.
- Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.
- Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator.
- Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.
- Completes monthly calendar for Economic Support staff.
- Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.
- Develops processes, procedures, and forms to help streamline workload and meet program requirements.
- Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.
- Collaborates with other teams within Green Lake County Department of Health and

Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.

- Provides back-up to the Economic/Child Support Unit Manager.
- Maintains regular and predictable attendance while completing all assignments and meeting all required timelines.
- Promotes and works in a harmonious relationship with others including but not limited to outside agencies and County departments.
- Performs job duties and follows policies and procedures independent of direct supervision.
- Other duties may be assigned by Economic/Child Support Unit Manager

### **SKILLS AND ABILITIES:**

- Knowledge of program requirements, community conditions, local/state/federal regulations and workload management required.
- Ability to be self-motivated.
- Ability to accept change.
- Ability to work with deadlines and other stressors.
- Ability to manage paperwork.
- Ability to solve basic math problems.
- Ability to organize personal work environment.
- 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 establish and maintain effective working relationship with co-workers, customers, other agencies and the general public.
- Ability to communicate effectively orally and in writing.
- Valid Wisconsin Driver's License.
- Access to an insured vehicle.
- Material and equipment used:
  - -General office equipment
  - -Computer

### **QUALIFICATIONS:**

**EDUCATION:** High School diploma or equivalent is required.

**EXPERIENCE / JOB KNOWLEDGE:** Minimum of 5 years work experience in Economic Support. Call Center experience is required.

**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.

4/2021

**RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS**

A. Department: Economic Support

Date: 06/23/2021

Department Head: Shelby Jensen

Proposed Position for Reclassification: Economic Support Worker

Current classification Pay Group: 14

Current Pay Group Pay Range: 18.43 80%      22.03 100%      27.64 120%

Proposed new Pay Group: 13

Proposed Pay Group Pay Range: 19.81 80%      24.77 100%      29.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Economic Support Worker positions within the Economic Support Unit. This position will continue to maintain their role as a Economic Support worker while also providing back up to the Economic Support/Child Support Unit Manager. On June 22nd, 2016 the Green Lake County Board voted and passed the resolution to emerge the Child Support agency with the Department of Health and Human Services under the Economic Support Unit. Over the last 5 years we have evaluated the workload. We are requesting a Lead Worker for the Economic Support Unit to allow the Child Support/Economic Support Unit Manager to better share their time and presence between both Units. These duties would include representation for Green Lake County at Consortia and State meetings, representation at Fair Hearing requests, responses to Quality Assurance reviews, training of current and new staff, problem resolution, and other daily, weekly and monthly tasks the Unit Manager sees fit. The work of the Economic Support Worker is intensive and quite difficult and this is why we have seen a high turnover rate statewide in this area. Creating this position would allow a "stepping stone" to foster new leaders and allow staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): **ECONOMIC SUPPORT LEAD WORKER**

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 13

Projected Effective Date: 01/01/2022

C. General Description of the Position:

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support. This position will also coordinate the WHEP program for the department.

D. Typical Examples of Work to be Performed (in detail):

1. Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.
2. **Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.**
3. Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator.
4. Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.
5. Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.
6. Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.
7. **Provides back-up to the Economic/Child Support Unit Manager.**
8. Collaborates with other teams within Green Lake County Department of Health and Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.

E. Minimum Qualifications for position:

Education: High School Diploma

Experience: % years working in Economic Support

F: Funding:

Current annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins.     | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-----------------|-----------|-----------|
| <b>14</b> | \$18.43-\$27.64 | \$38,325-\$57,488 | \$2,586.94-\$3,880.44 | \$2,931.86-\$4,397.83 | <b>\$25,295</b> | <b>50</b> |           |

Proposed annual costs:

| Pay Group | Hourly          | Annual            | Retirement            | Social Security       | Health Ins.     | Life Ins. | Work Comp |
|-----------|-----------------|-------------------|-----------------------|-----------------------|-----------------|-----------|-----------|
| <b>13</b> | \$19.81-\$29.72 | \$41,210-\$61,815 | \$2,781.68-\$4,172.51 | \$3,152.57-\$4,728.85 | <b>\$25,295</b> | <b>50</b> |           |

1. Where will any increased funding for this position come from? : WHEAP/IM Revenues

Is this cost in the current department budget? Will be in 2022 budget

H. Who does this person/position report to? Economic Support/Child Support Manager

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**County Administrator Action:**

Reclassification Approved

Date:

Comments:

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**Committee of Jurisdiction Action:**

Reclassification Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

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**Personnel Committee Action:**

Support Reclassification as Proposed:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

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**Finance Committee Action:**

Fiscal Note Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

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**County Board Action:**

Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

**RESOLUTION NUMBER -2021**

**RESOLUTION TO RECLASSIFY THE PART-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A FULL-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee     Disapproved by Personnel Committee  
 Approved by Finance Committee     Disapproved by Finance Committee

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this DATE day of MONTH, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffmann

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

4 **WHEREAS**, during the COVID-19 pandemic the Public Health Department utilized a  
5 full-time LTE to assist with contact tracing, vaccinations, and other public health duties  
6 due to an increased workload on public health staff; and,

7 **WHEREAS**, as of July 2, 2021, the Department of Health & Human Services will be  
8 eliminating one full-time LTE position within the Public Health Department; and

9 **WHEREAS**, although COVID is not as prevalent as it was, it remains in our community  
10 and continues to increase Public Health's workload; and

11 **WHEREAS**, Public Health and DHHS continue to receive COVID funding and the cost  
12 to increase the part-time position to full-time will funded via COVID funding.

13 **NOW THEREFORE BE IT RESOLVED** that the part-time Public Health Nurse/Public  
14 Health Educator position in the Health & Human Services Public Health Unit be re-  
15 classed as a full-time Public Health Nurse/Public Health Educator and be updated as  
16 part of the 2022 budget. (See attached job description)

17 **BE IT FURTHER RESOLVED** that this position does not require posting the position  
18 internally or externally and the requirement for posting is waived. It is expected that the  
19 individual who holds the part-time position will accept the full-time position.

20 **BE IT FURTHER RESOLVED** that once it is determined that full-time hours are no  
21 longer needed, and/or the funding is no longer available DHHS would look at returning  
22 the position to part-time.

23 **FISCAL NOTE:**

| Annual Fiscal Cost                            |          |              |             |                 |                  |              |               |
|---|----------|--------------|-------------|-----------------|------------------|--------------|---------------|
|   | Wage     | Annual Wage  | Retirement  | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| Part Time Public Health Nurse/Health Educator | \$ 31.45 | \$ 32,708.00 | \$ 2,207.79 | \$ 2,502.16     |                  | \$ 4,709.95  | \$ 37,417.95  |
| Full Time Public Health Nurse/Health Educator | \$ 31.45 | \$ 57,239.00 | \$ 3,863.63 | \$ 4,378.78     | \$ 9,278.00      | \$ 17,520.42 | \$ 74,759.42  |

# 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**

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**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.

## **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.

## **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.

## **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.

4/05; 10/12; 2/14; 01/15; 06/16; 9/16  
Approved County Personnel 10/20/16

## RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS - Public Health

Date: 06/23/2021

Department Head: Rachel Prellwitz

Proposed Position for Reclassification: Public Health Nurse/ Public Health Educator

Current classification Pay Group: 9

Current Pay Group Pay Range: 26.49 80%      33.11 100%      39.73 120%

Proposed new Pay Group: 9

Proposed Pay Group Pay Range: 26.49 80%      33.11 100%      39.73 120%

B. Please provide justification for the position reclassification:

We are requesting that the current part-time Public Health Nurse / Public Health Educator position be reclassified to a full-time 35 hour a week position as part of the 2022 budget process. During the COVID-19 pandemic Public Health created two (one full-time, one part-time) LTE positions to assist with contract tracing, vaccinations, etc. As of July 2nd we will no longer be employing a full-time LTE position. Although COVID is not as prevalent as it was, it remains in our community and continues to increase Public Health's workload. Public Health and DHHS continue to receive COVID funding and these increased hours will be funded through them. Once we determine full-time hours are no longer needed, and/or the funding is no longer available we would look at returning the position to part-time.

Suggested Title (if changed): None

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 9

Projected Effective Date: N/A

C. General Description of the Position:

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.



D. Typical Examples of Work to be Performed (in detail):

1. Participates in the analysis of public health data to identify trends in health hazards.
2. Contribute to a comprehensive health improvement assessment and planning.
3. Utilize the health department's organizational strategic plan to implement policies.
4. Utilize quality improvement strategies to drive health department services.
5. Contributes to development of program grants, contracts and budgets.
- 6.
- 7.
- 8.

E. Minimum Qualifications for position:

Education: Bachelor's degree in Nursing

Experience: N/a

F: Funding:

Current annual costs: 1040 Hours

| Pay Group | Hourly  | Annual   | Retirement | Social Security | Health Ins. | Life Ins. | Work Comp |
|-----------|---------|----------|------------|-----------------|-------------|-----------|-----------|
| 9         | \$31.45 | \$32,708 | \$2,337    | \$2,648         |             | \$31      |           |

Proposed annual costs:  
1820 Hours

| Pay Group | Hourly  | Annual   | Retirement | Social Security | Health Ins. | Life Ins. | Work Comp |
|-----------|---------|----------|------------|-----------------|-------------|-----------|-----------|
| 9         | \$31.45 | \$57,239 | \$4,089    | \$4,634         | \$25,295    | \$100     |           |

1. Where will any increased funding for this position come from? : COVID Relief funding

Is this cost in the current department budget? Yes

H. Who does this person/position report to? Public Health Officer

\*\*\*\*\*

**County Administrator Action:**

Reclassification Approved

Date:

Comments:

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**Committee of Jurisdiction Action:**

Reclassification Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Personnel Committee Action:**

Support Reclassification as Proposed:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**Finance Committee Action:**

Fiscal Note Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention

\*\*\*\*\*

**County Board Action:**

Approved:

Date:

By a vote of                      aye,                      nay,                      absent/abstention