



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/06/2023

Amended* Post Date:

**The following documents are included in the packet for the
Personnel Committee Meeting on June 8, 2023:**

- 1) Agenda
- 2) Minutes from 05/11/2023
- 3) Personnel Policy Updates
- 4) Modify FTE from Administrative/HR to Finance



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Personnel Committee Meeting Notice

Date: Thursday, June 8, 2023 Time: 4:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

AGENDA

Committee Members

Dave Abendroth,
Chair
Luke Dretske, Vice-
Chair
Nita Krenz
Robert Schweder
Sue Wendt

Elizabeth Otto,
Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 05/11/2023
5. Public Comment (3 minute limit)
6. Personnel Policy Updates
7. Modify FTE from Administrative/HR to Finance
8. HR Software Update
9. HR Monthly Update
10. Committee Discussion
 - Future Meeting Dates: July 13, 2023 @ 4:00 PM
 - Future Agenda items for action & discussion
11. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 319 328 180

Passcode: mRpjeb

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745,,174984120#](#) United States, Green Bay

Phone Conference ID: 174 984 120#

[Find a local number](#) | [Reset PIN](#)

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

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

PERSONNEL COMMITTEE MEETING
May 11, 2023

The regular meeting of the Personnel Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, May 11, 2023 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via remote access. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Dave Abendroth
Luke Dretske
Nita Krenz
Bob Schweder
Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, HHS Director; Cate Wylie, County Administrator; Sheriff Mark Podoll; Jeff Mann, Corporation Counsel; Bill Hutchison, IT Director

MINUTES OF 04/13/2023

Motion/second (Schweder/Wendt) to approve the minutes of the 04/13/2023 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

- **Resolution to Address Business Closures on the July 4th Holiday in Green Lake County**

County Administrator Cate Wylie stated this resolution is presented due to her concern in complying with Fair Labor Standards. This needs to be part of our policies in order to comply with FLS.

Motion/second (Schweder/Wendt) to amend the resolution to remove “is required to” on Line 17 and insert “may utilize paid or unpaid off”. Ayes – 4, Nays – 1 (Dretske). Motion carried.

Motion/second (Wendt/Schweder) to approve the resolution as amended and forward to County Board for final approval. Ayes – 4, Nays – 1 (Dretske). Motion carried.

- **Resolution to End All Emergency COVID-19 Declarations in Green Lake County**

County Administrator Cate Wylie stated this a formal end to the COVID-19 policies to align with the WHO and CDC organizations.

Motion Dretske to amend the resolution to remove Lines 3 and 4 of the resolution. No second – motion failed.

Motion/second (Krenz/Schweder) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

UPDATE ON JAILERS AS PROTECTIVE STATUS

County Administrator Cate Wylie explained the new legislation allowing County Jailers the option to be classified as protected within the Wisconsin Retirement System as of 01/01/2024. Sheriff Podoll and County Clerk Liz Otto also

provided input. Discussion held.

ON CALL PAY FOR MAINTENANCE

County Administrator Cate Wylie requested input from the committee to give the Maintenance on call pay for off hours, weekend, and holiday calls. The stipend would be the same as currently paid to HHS and IT employees which is \$30.00 for off hours, \$50.00 for weekends, and \$100.00 for holidays. Approved by general consensus of the committee.

HR SOFTWARE DISCUSSION

County Administrator Cate Wylie gave an update on her search for new HR software. Wylie has looked at several programs and determined that approximately 5 are possibilities for Green Lake County. She has ended the contract with Halogen. Wylie will continue to update the committee.

HR MONTHLY UPDATE

County Clerk Liz Otto provided updates to the committee regarding new hires, terminations, and health insurance.

CLOSED SESSION

- **Consider motion to convene into Closed Session per Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation of specific public employees over which the governmental body has jurisdiction or exercises responsibility – regarding Departmental reorganization; performance concerns.**

Motion/second (Schweder/Wendt) to move into Closed Session at 4:37 PM. Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Krenz/Schweder) to reconvene into Open Session at 4:52 PM. Ayes - 5, Nays - 0, Absent - 0, Abstain - 0. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – June 8, 2023 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:52 PM.

Submitted by,

Liz Otto
County Clerk

WELCOME

Welcome to Green Lake County. We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources team.

The policies herein are subject to change and modification without notice. Policies of Green Lake County will be posted online and all efforts will be made to keep employees up to date.

It is the responsibility of each employee to help ensure that Green Lake County complies with its obligations under State and Federal law. We have a rich history and strive to responsibly serve the County residents. We sincerely hope you will take pride in being an important part of Green Lake County's success.

IMPORTANT THINGS TO KNOW

MISSION STATEMENT

“For the benefit of our citizens, we dedicate ourselves to the pursuit of fiscal responsibility, quality service, innovative leadership, and continual improvement in our County’s government”.

AT WILL EMPLOYMENT

Green Lake County, in agreement with the State of Wisconsin, is an at-will employer. This means that either the employee or the employer may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no County representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changed the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Green Lake County employees have the right to engage in or refrain from such activities.

EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

Green Lake County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Green Lake County expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources and the County Administrator. The County will not allow any form of retaliation against

individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR and/or Administrator.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure located in the Human Resources and Employee Relations Policies section of this handbook.

AMERICANS WITH DISABILITIES ACT (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Green Lake County will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

Green Lake County is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy, the way we do business, and is an important principle of sound business management.

EMPLOYMENT EXPECTATIONS

CODE OF CONDUCT

Each employee of Green Lake County, as a public servant, is expected to interact with the public at all times in a prompt, polite and helpful manner. Employees of the County are expected to adhere to our policies and conduct business in an honest, ethical and professional manner. Each employee has the responsibility to use good judgment and follow our policies; this includes every employee at every level of the organization, as well as elected officials.

Think before you act: Use good judgment; being honest and ethical in every action taken on behalf of Green Lake County.

Follow the law: Understand laws that apply to your job and our business. If you are ever unclear about a law, policy or regulation, contact Corporation Counsel.

Ask for help: When an answer is not clear, ask for guidance before taking action.

Report concerns: Do not ignore a violation; prevent harm by being proactive.

Ask Yourself: Would I be comfortable if my actions were made public?

Every employee is expected to act in the best interest of Green Lake County. Every decision made while on the job must be objective and with the best interest of the County in mind.

CONFLICT OF INTEREST

Green Lake County expects all employees to conduct themselves and County business in a manner that reflects the highest standards and is in accordance with all federal, state and local laws, ordinances and regulations. This includes avoiding real and potential conflicts of interests.

Green Lake County recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the organization.

It is not possible to define all the circumstances and relationships that might create a conflict of interest.

If a situation arises where there is a potential conflict of interest, it is the responsibility of the employee to discuss this with the County Administrator and/or Corporation Counsel for advice and guidance on how to proceed.

The list below are some examples of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics. This list is not intended to be all inclusive but act as general guidelines:

- Simultaneous employment by another firm that is a competitor of or supplier to Green Lake County.
- Engaging in County business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm to which the county makes sales, contributes funds or from which it makes purchases.
- Borrowing money from customers or firms, other than recognized loan institutions.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Participating in civic or professional organization activities in a manner that divulges confidential County information.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the County or knowledge of its affairs for personal gains.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of county business.
- Campaigning for elected office, or for a candidate seeking elected office, while on work time or with County funds, equipment or other resources.
- Engaging in lobbying for any cause on behalf of any group or individual while on work time or with County funds, equipment or other resources.

Specific Conflict of Interest Policies:

Confidential Information: The protection of confidential information is vital to the integrity and success of Green Lake County. Although we are subject to Open Records statutes, there still are protections in place for confidential information, which is information not generally shared with the public. All inquiries for open record information should be vetted through the Corporation Counsel.

Nepotism: No person may be hired or transferred in a position where their direct supervisor or department head is a member of their family. Furthermore, County Board Supervisors may not sit on an Oversight Committee if a member of their family holds any position in a department that reports up through said Oversight Committee. Family is defined by generally accepted familial relationships including in-laws, as well as any other person sharing a residence.

Other Employment: Employees may hold outside jobs or volunteer as long as they continue to meet performance standards of their County position and provided the outside job/volunteering does not create a conflict of interest. Green Lake County has sole discretion to determine whether a conflict exists. If so, outside employment or volunteering would be prohibited. Green Lake County is the PRIMARY employer, therefore all employees shall be held to the same performance standards and work schedules, regardless of existing outside employment/volunteering demands.

Solicitation: No employee or organization shall engage in any solicitation of employees for any purpose whatsoever during work hours or in work areas.

Political Activities: Employees are free to engage in political activity outside of work hours to the extent that it does not adversely affect the performance of job duties, working relationships, or Green Lake County operations. When engaging in political activity or discussion of public issues, employees are expected to ensure that their actions and

positions are not attributed to Green Lake County. Green Lake County resources may not be used to promote a particular candidate or political party, nor used to advocate for a particular position on any issue that has been identified as the viewpoint of a candidate or party. Any political activity must be conducted independent of an employee's role with Green Lake County. Political activities include, but are not limited to:

- Partisan and non-partisan elections and referenda;
- Solicitation of money or signatures for political contributions of from other employees, whether on or off work time;
- Posting political materials in areas open to the public or at workstations;
- Using employer's mailing address as a return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if information is not generally available to the public (note: the use and distribution of employer mailing lists to outside parties always requires prior review and authorization);
- Providing a forum for an individual candidate to promote his or her campaign without providing equal opportunity to all candidates for the same office to participate in the forum;
- Political advocacy in the form of clothing items, armbands, buttons, etc. that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace;
- Using Green Lake County, County position titles or departments in support of a candidate.

DRUGS AND ALCOHOL

Green Lake County is dedicated to providing safe and healthy workplace environment. Our employees are our most valuable resource in ensuring the quality of all services.

Green Lake County has a Zero Tolerance policy for the unlawful use, abuse, possession, distribution, or sale of alcohol or controlled substances.

Any employee found to be under the influence of drugs or alcohol during work hours shall face immediate termination.

No employee shall be under the influence of alcohol or illicit drugs at any time during working hours. This includes any paid or unpaid break or lunch periods, training sessions, working hours of a conference, or any time an employee represents (implied or otherwise) Green Lake County. The sale, possession, transfer or purchase of alcohol or illegal drugs while in the course or scope of employment is also prohibited.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: Candidates may be required to submit a drug and/or alcohol screen as part of a conditional offer of employment.

Reasonable Suspicion: Any employee that appears to be under the influence of alcohol or drugs, may be subject to a drug or alcohol test. When an employee is notified that there is reasonable suspicion to be tested, that employee will be immediately escorted by a County official to the collection site for a drug and alcohol test.

Random: The County reserves the right to perform unannounced, random drug and alcohol testing of all employees. Every employee has an equal chance to be selected.

Post-accident: A post-accident drug and alcohol test is required whenever a driver causes an accident or vehicle damage, or receives a citation for a moving violation.

Refusal to test will be considered a voluntary termination.

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations.

Green Lake County recognizes and enforces the Federal Highway Administration's (FHWA) drug and alcohol policies and regulations for any employee using a County vehicle or for employees utilizing their own means of transportation to enact County business. This applies to all vehicle operators when on duty whenever performing, or just about to perform, a safety-sensitive function. Safety-sensitive functions are any on duty activities that include, but are not limited to, the following:

- Waiting to be dispatched
- Inspecting equipment
- All driving time
- Loading and unloading of vehicles or their cargo
- Performing requirements relating to accidents
- Repairing, assisting, or attending a disabled motor vehicle,
- Performing any compensated work for any non-motor entity

The County believes that training, along with comprehensive drug testing, is the most effective approach to promote safety and reduce alcohol and drug abuse. Employees may contact the Human Resources Department for information on services for drug and alcohol problems.

HARASSMENT/DISCRIMINATION/BULLYING/RETALIATION

Green Lake County maintains a safe workplace environment that is free from discrimination, harassment (sexual and otherwise), bullying and retaliation. Every employee has a personal responsibility to help maintain a safe and healthy workplace environment. Workplace harassment, discrimination and bullying whether engaged in by employees, supervisors, elected officials or members of the public will not be tolerated.

Green Lake County has a Zero Tolerance policy for this behavior.

Offenders will be subject to disciplinary action up to and including discharge. Similarly, acts of retaliation taken against employees, supervisors or elected officials for reporting workplace safety issues, harassment or discrimination will not be tolerated and offenders will subject to disciplinary measures up to and including discharge.

Bullying: Malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed towards one employee or a group of employees or customers. Some examples include, but are not limited to:

- Screaming at someone
- Condescending and/or belittling comments
- Name calling or ridiculing
- Derogatory remarks or insults
- Undermining or impeding others' work
- Unwarranted harsh and persistent criticism of work

Cyber-Bullying:

The utilization of social media, website material, emails texting, cell phones, and other electronic means to promote or enact bullying of an employee, group of employees or customers.

Harassment and Discrimination:

Unlawful harassment or discrimination is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment and/or discrimination includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Sexual Harassment:

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Camera, video or other recording device utilized to capture or transfer images that marginalizes, objectifies, or infringes on any person's privacy or right to it;
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated.

HARASSMENT REPORTING AND COMPLAINT PROCEDURE

Reporting:

It is the responsibility of every employee experiencing or witnessing bullying or harassment in any form to report it to their supervisor, department head, HR or the Administrator as soon as possible. Reports can be made verbally or in writing. Any report will be treated seriously and investigated promptly. All employees and elected officials are expected to cooperate fully.

Employees and elected officials who participate in discriminatory behavior, bullying, harassment or retaliate against an employee who reports it, or makes an accusation in bad faith, will be subject to disciplinary action up to and including termination.

Complaint Procedure:

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department head, the HR, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination towards or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Green Lake County will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

VIOLENCE IN THE WORKPLACE

Green Lake County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Green Lake County employees, occurring on county property or against an employee acting in their capacity as an employee.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Green Lake County property regardless of the relationship between Green Lake County and the parties involved in the incident.
- All threats or acts of violence occurring off Green Lake County premises involving someone who is acting in the capacity of a representative of Green Lake County.
- All threats or acts of violence occurring off Green Lake County premises involving an employee of Green Lake County if the threats or acts affect the legitimate interests of Green Lake County.
- Any acts or threats resulting in the conviction of an employee or agent of Green Lake County, or an individual performing service on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interest and goals of Green Lake County.
- Any threats or acts of violence occurring off Green Lake County premises that can be shown to be a result of an employee performing their job for Green Lake County

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Any physical altercation such as hitting, shoving, punching, kicking, “horseplay”, etc.
- The suggestions or intimation that violence is appropriate.

- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of county property.
- Harassing or threatening communications including phone calls, emails, text, surveillance, stalking, etc.
- Illegal possession, use or threat to use firearms or weapons.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County except by authorized law enforcement officers or as authorized by law.

Any reports of threats or acts of violence will be fully investigated.

Employees who find it necessary to obtain a restraining order, injunction against harassment, and order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Administrator. Every effort will be made to keep employees safe at work.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

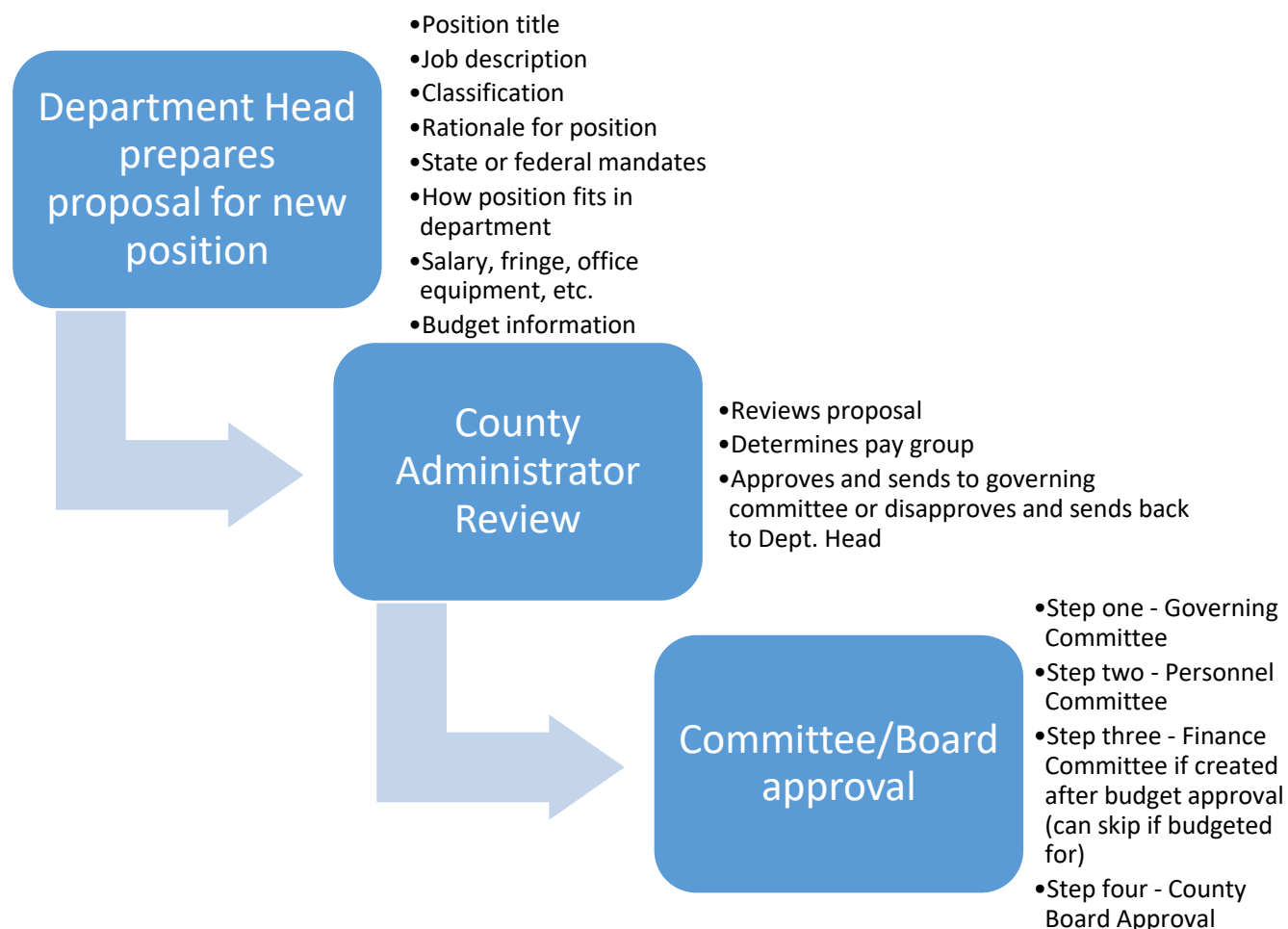
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

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:

Date:

Department Head:

- 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):

Suggested Title:

Full Time

Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from:
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)?

Is office space presently available

Where?

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:

G. Supervisory Responsibility (if applicable):

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

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

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

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNTING SPECIALIST

DATE: June 2023

DEPARTMENT: FINANCE/ADMINISTRATION

PAY GROUP: 13

SUPERVISOR: FINANCE DIRECTOR

SUMMARY:

Responsibilities involve the account-keeping and related clerical tasks for the county under the direct supervision of the County Finance Director. The Accounting Specialist is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

Duties and Responsibilities include but are not limited to the following:

- Coordinate departmental financial reporting and billing with financial staff across the organization.
- Receive and process daily cash/checks for deposit with the County Treasurer.
- Manage accounts receivable/payable for the county.
- Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs as needed.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of organizational departments.
- Prepare year-end accruals and budget addendums. Monitor general operations to assure compliance with applicable laws and administrative directives.
- Provide managers and staff with fiscal reports in a timely and professional manner.
- Participate in the county's annual audit.
- Assist in the development and management of the internal management/data/financial systems and their coordination with the State and any other required outside.
- Attend local, regional, and state meetings, trainings, and conferences beneficial to the financial operations of the agency.
- Perform other duties as assigned by the Finance Director.

SKILLS AND ABILITIES:

- Solid verbal and written communication skills with ability to communicate professionally with vendors, employees and leadership.
- Critical thinking skills and ability to research and resolve financial problems.
- Detail-oriented and ability to prioritize work.
- Perform job duties with accuracy, clarity and relative speed.
- Must present a positive and professional image to co-workers and vendors, and have excellent customer relation skills.

QUALIFICATIONS:

An associate degree in accounting or related field, or equivalent experience. Bachelor's degree in accounting or related field preferred.

Must have basic computer skills and knowledge of financial software.

Valid Wisconsin driver's license required.

PHYSICAL DEMANDS:

Ability to walk, stand, sit for extended periods, feel with fingers, talk, hear, near and far vision, and keyboarding. Occasional need to stoop, kneel, crouch, crawl, balance, bend or twist, reach, lift and carry up to 50 pounds.

Approximately 100% of the work done in office setting.