



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 6/6/2025

Amended Post Date: 6/11/2025

The following documents are included in the packet for the Administrative Committee Meeting on June12, 2025:

- 1) Amended Agenda
- 2) Minutes for approval: 05/07/2025
- 3) Resolutions
 - Resolution to Create an Accounts Payable/Payroll Coordinator Position in the Administrative Department
 - Resolution to Create a Human Resources Coordinator Position in the Administrative Department
- 4) *Green Lake County Personnel Costs
- 5) Green Lake County Wage Scale
- 6) Green Lake County Fair logo
- 7) County Manager Position Description



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Administrative Committee Meeting Notice

Date: Thursday, June 12, 2025 Time: 4:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA**

Committee
Members

Dave Abendroth-
Chair
Dennis Mulder
Brian Floeter
Gene Thom – Vice
Chair
Bob Schweder
Nancy Hoffmann
Joe Gonyo

Elizabeth Otto,
Secretary

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

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 05/07/2025
5. Public comment (3 min. limit)
6. Resolutions
 - Resolution to Create an Accounts Payable/Payroll Coordinator Position in the Administrative Department
 - Resolution to Create a Human Resources Coordinator Position in the Administrative Department
7. *Fair logo and track update
8. Discussion and action on Administrative Coordinator job description
9. Update and discussion regarding UW-Milwaukee highway site contract
10. **Closed Session
 - Move into Closed Session per WI Statute 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – regarding potential involvement in unemployment appeal by former employee.
11. **Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
12. Committee Discussion
 - Future Meeting Date: July 10th, 2025 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
13. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:
Please accept at your earliest convenience. Thank you!

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 275 708 334 292 4

Passcode: 8TE77Un9

Dial in by phone

[+1 920-515-0745,,985064966#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 985 064 966#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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.

ADMINISTRATIVE COMMITTEE MEETING

May 7, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Wednesday, May 7, 2025 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Brian Floeter
Joe Gonyo
Dennis Mulder
Bob Schweder
Gene Thom

Absent: Nancy Hoffmann

Other County Employees Present: Liz Otto, County Clerk; Jason Jerome, Interim County Administrator; Chief Deputy Matt Vandekolk

APPROVAL OF MINUTES – 04/09/2025

Motion/second (Schweder/Mulder) to approve the minutes of the 04/09/2025 meeting as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT (3 MINUTE LIMIT) - none

RESOLUTION

- **Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804**

Chair Abendroth and Jason Jerome provided background on this resolution stating this is part of the ongoing opioid litigation.

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

ORDINANCE

- **Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator**

Motion/second (Thom/Schweder) to approve the resolution and forward to County Board for final approval. Discussion held. Interim County Administrator Jason Jerome stated that per discussions with Justin Fischer at Baird, the County Board should delay final action on the passage of this ordinance until after the bonding is complete since the initial resolution stipulates that the County Administrator has the authority to sign paperwork. Schweder withdrew his original second but upon further discussion Schweder reinstated his original second. ***Motion/second (Thom/Schweder)*** to amend the ordinance to state that the process must be complete by the end of 2025. Motion carried with no negative vote on motion to amend. Original motion to forward to County Board as amended voted on – motion carried with no negative vote. The committee agreed by general consensus that the ordinance will not be presented to County Board until the bonding process is complete.

HUMAN RESOURCES DISCUSSION AND POSSIBLE ACTION

Interim County Administrator Jason Jerome presented the job description he has developed with input from County Clerk Liz Otto. The committee directed Jerome to continue moving forward with this and draft a resolution for next month.

DISCUSSION AND POSSIBLE ACTION REGARDING NEW AND/OR CHANGED POSITIONS

Interim County Administrator Jason Jerome provided information and background on adding a full time accounting position at the Highway Department and changing the title and duties of the current Accounting Specialist position. Discussion held. Committee directed Jerome to continue working on this and advised that the Finance Committee should also be included in the final decision.

FAIR ECONOMIC IMPACT STUDY

Fair Coordinator Stacy Graff requested direction from the committee regarding a Fair Economic Impact Study. The Wisconsin Association of Fairs will contribute \$1000 of the full \$1500 cost to the county for completing the study if Graff completes a survey. The county has the choice of whether or not to participate in the final study. Discussion held. The committee directed Graff to complete the survey and use the \$1000 for other fair purposes.

CREDIT CARD REQUEST

- **Nathan Alsum - Maintenance**

Motion/second (Thom/Mulder) to approve the credit card request and forward to Finance for final approval. Motion carried with no negative vote.

CLOSED SESSION

- Move into closed session per WI §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations – regarding findings of investigations
- Closed session per WI §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – additional responsibilities compensation

Motion/second (Schweder/Mulder) to allow Jason Jerome, Liz Otto, and Matt Vandekolk to attend the Closed Session. Motion carried with no negative vote.

Motion/second (Thom/Mulder) to move into Closed Session at 4:35 PM. Ayes - 6, Nays - 0, Absent – 1 (Hoffmann), Abstain - 0. Motion carried.

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

Motion/second (Thom/Schweder) to reconvene into Open Session at 5:54 PM. Ayes - 6, Nays - 0, Absent – 1 (Hoffmann), Abstain - 0. Motion carried.

The Administrative Committee directed Interim County Administrator Jason Jerome to proceed as he deems necessary regarding both matters discussed in Closed Session.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items –

Next Meeting Date – June 12, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:55 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2025

**RESOLUTION TO CREATE AN ACCOUNTS PAYABLE/PAYROLL COORDINATOR
POSITION IN THE ADMINISTRATIVE DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day _____ of _____ 2025, does resolve as follows:

1 **WHEREAS**, currently the Finance Department has one part time Accounting Specialist
2 position; and

3 **WHEREAS**, the County Clerk's Office currently has a vacant part time deputy clerk
4 position; and

5

6 Majority vote is needed to pass.

☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2025

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Dave Abendroth, Chair

Passed and Enacted/Rejected this DATE
day of MONTH, 2025.

Gene Thom, Vice-chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

7 **WHEREAS**, as part of ongoing conversations with the Administrative Committee, the
8 County Clerk, and County Finance staff it has been determined that it would be
9 beneficial to create a Human Resources Position and move that function out of the
10 County Clerk's office; and;

11 **WHEREAS**, payroll is currently processed by the County Clerk and this is not a
12 statutory duty of that position; and

13 **WHEREAS**, for long term strategic planning and backup purposes it is necessary to
14 have more than one position able to provide payroll services;

15 **NOW THEREFORE BE IT RESOLVED** that the part time Accounting Specialist position
16 in the Administrative Department be eliminated and create a full-time Accounts
17 Payable/Payroll Coordinator position. (See attached job description)

18 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNTS PAYABLE/PAYROLL COORDINATOR

DATE: April 2025

DEPARTMENT: ADMINISTRATION

SUPERVISOR: ADMINISTRATIVE COORDINATOR

SUMMARY:

This is a full-time, non-exempt position supervised by the Administrative Coordinator. Majority of the work requires the individual in the position to independently apply generally accepted accounting principles using established procedures. Duties include processing all accounts payable, payroll functions, and serving as a backup to the County Clerk if necessary. Work requires a high level of computer skills in database and spreadsheet applications. Position is under the general direction of the Administrative Coordinator with limited supervision of the County Clerk.

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

1. Accounts Payable

- Process weekly accounts payable to include: process incoming invoices; verify data for accuracy and process accounts payable checks; prepare and submit vouchers
- Maintain department records including but not limited to: invoice and voucher files; vendor files including insurance liability coverages and W9 forms; and asset files
- Prepare and process budget addendums and journal entries as needed
- Assist with preparation of yearly budget and annual audit
- Provide Department Heads, managers and staff with fiscal reports in a timely and professional manner
- Perform other duties as required

2. Payroll

- Setup and maintain employees in the various payroll systems
- Process bi-weekly payroll to include: process and maintain timecards in timekeeping software; balance and complete payroll including direct deposit and bi-weekly reports
- Prepare and submit requirements to various reporting agencies including withholding submissions and monthly retirement reports
- Perform other duties as required

3. County Clerk

- Provide passport services as needed in the absence of regular staff in the County Clerk's office
- Serve as Deputy County Clerk to be able to perform marriage license functions in the absence of regular staff in the County Clerk's office

- Provide occasional assistance with election duties as needed
- Provide customer service in the County Clerk's office in the absence of regular staff

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and techniques
- Knowledge of bookkeeping practices and terminology
- Knowledge of standard office procedures, filing systems, office equipment and record maintenance processes
- Proficient keyboarding skills and knowledge of computer operations
- Attention to detail and accurate mathematical calculations
- Ability to work under pressure with continual interruptions and the ability to deal with a variety of deadlines
- 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.
- Must present a positive and professional image to co-workers and vendors and have excellent customer relation skills.
- Must be able to maintain a high level of confidentiality

QUALIFICATIONS:

- Graduation from high school or GED
- Associates Degree in Accounting with at least two year's experience working with account and payroll principles, preferably in a local government environment or any combination of education and experience to be equivalent to these requirements.
- Training and experience in Microsoft software programs involving work processing, spreadsheet applications, and basic accounting principles

PHYSICAL DEMANDS:

- Finger dexterity
- Ability to frequently lift 20 pounds
- Ability to frequently bend/crouch to perform filing
- Ability to perform most work from a sedentary position
- Ability to function in situations encountered in a normal office setting

RESOLUTION NUMBER -2025

**RESOLUTION TO CREATE A HUMAN RESOURCES COORDINATOR POSITION IN
THE ADMINISTRATIVE DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this day _____ of _____ 2025, does resolve as follows:

- 1 **WHEREAS**, as part of ongoing conversations with the Administrative Committee,
- 2 Department Heads, and the full County Board it has been determined that a full-time
- 3 Human Resources Coordinator would be beneficial to employees as well as the County;
- 4 and
- 5 Majority vote is needed to pass.

☐ Approved by Finance Committee

☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2025

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this DATE
day of MONTH, 2025.

Dave Abendroth, Chair

Gene Thom, Vice-chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

6 **WHEREAS**, the Human Resources Coordinator will be in the Administrative Unit and
7 report to the Administrative Committee; and;

8 **NOW THEREFORE BE IT RESOLVED** that the Human Resources Coordinator position
9 be created in the Administrative Department and be placed in Pay Group 9. (See
10 attached job description)

11 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HUMAN RESOURCES COORDINATOR

DATE: April 2025

DEPARTMENT: ADMINISTRATION

SUPERVISOR: ADMINISTRATIVE COORDINATOR

SUMMARY:

This is a full-time, non-exempt position supervised by the Administrative Coordinator. Responsible for the development, coordination and administration of all human resource programs and functions including employment, employee and labor relations, wage and salary administration, employee training, safety and health benefits and employee services.

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

1. Conducts research into human resource programs and activities and recommends changes or innovations where desirable. Advises the Administrative Coordinator on human resource planning and program development activities. Assists with the development and implementation of goals and plans of action consistent with County objectives.
2. Prepares, issues and recommends updates to the Employee Handbook and other policy manuals to ensure consistent application of human resource policies throughout the County. Assists Administrative Coordinator with the interpretation of County policies.
3. Assists Administrative Coordinator with the administration of the labor contracts for bargaining with employees. Provides for grievance processing and resolution, contract wage administration regarding job bidding and layoff/recall procedures, benefits administration as specified in the contracts. Assists labor negotiators at contract renewal with information and other support as needed.
4. Develops and administers appropriate performance appraisal techniques and systems in order to assist managers, supervisors and employees in the optimum utilization of their skills and abilities in meeting objectives.
5. Develops and recommends programs, policies, procedures and controls regarding employment issues. Analyzes manpower usage, absenteeism, turnover and other personnel statistics. Prepares reports for management on a periodic and as-requested basis.
6. Investigates and recommends appropriate action to resolve workplace conflicts and problems.
7. Coordinates employment and placement activities to ensure that properly qualified

employees are recruited and hired for all positions at the County (bargaining and non-bargaining). Analyzes, reviews and updates job descriptions, posts job openings, writes ads, initially screens applications, recommends candidates to Department Heads and managers. Conducts background checks and conducts interviews. Analyzes training needs and develops, coordinates and/or conducts training programs to address those needs.

8. Develops and recommends wage and salary policies and programs (for non-union employees) in order to attract and retain competent employees including developing job descriptions and specifications, designing of a job evaluation system, ensuring internal and external equity and compliance with governmental wage and hour regulations.
9. Administers employee benefit plans including health, life, dental and other insurances, paid time off (PTO), retirement plan, education assistance, Employee Assistance Program (EAP), etc. Ensures that benefits are administered equitably and that all plan requirements are met. Researches and recommends changes in benefits that are of value to employees and are cost-effective to the County.
10. Maintains legally required and other records on employees and human resources programs and activities. Processes required government reports (e.g., EEO-4, OSHA #300, first reports of injury, etc.). May assist in grant process for County by researching and investigating federal and state grant programs for which the County may be eligible.
11. Develops and implements Affirmative Action Plan which sets forth specific responsibilities and goals for the County. Investigates internal complaints regarding discrimination and harassment. Responds to EEO charges. Recommends outside expert involvement where appropriate.
12. Develops, coordinates and maintains County safety program, including compliance with OSHA standards, Right-to-Know training and monitoring Loss Control Committee activities. Takes lead in OSHA inspections and accident investigations. Administers County's Worker's Compensation program. Works closely with insurance company representatives, County appointed and employee physicians to determine employee injuries and illnesses and their fitness to return to work, and County attorney in cases involving litigation.
13. Administers and coordinates federal and state Family Medical Leave requirements including but not limited to maintaining policy updates and administering required paperwork as well as providing employees and the County with the proper guidelines as allowed by current laws.

KNOWLEDGE, SKILLS AND ABILITIES:

Education: A minimum of college degree in human resources is recommended, industrial relations, business management or equivalent.

Experience: At least five years of human resources generalist or industrial relations experience which includes work in employee relations, labor relations, selection,

compensation, performance appraisal, employee benefits, wage and hour compliance, policy development and safety concerns.

Requires ability to: develop policy and use it as a guideline in employment relationships, develop base compensation systems, job evaluation techniques, salary survey use, performance evaluation design and administration; apply major employment laws (such as Title VII, FLSA, OSHA, FMLA, etc.) and legal selection techniques; plan, prioritize and organize work effectively, work effectively under pressure and time deadlines; analyze problems (not just symptoms), propose reasonable solutions, make logical decisions, carry out decisions made, and follow up with feedback where appropriate.

Requires skill in: Writing clearly and understandably; using spreadsheet programs on a personal computer to produce reports and correspondence and track statistics; making presentation to groups (employees, management, public relations) and explaining complex policies, practices and benefits; non-defensively resolving conflicts between people.

Working Conditions

Work is performed largely in an office environment; however, a good deal of time will be spent with the employees where a minimal exposure to injury exists. Ongoing travel is required. Occasional out-of-town and overnight business travel is required.

General

This job description describes the general nature and level of work **performed by** employees assigned to this position. "Principal duties and responsibilities" describe those functions considered essential to the performance of the job. "Additional duties" are those considered incidental or secondary to the job's overall purpose. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the County Board. All requirements are subject to change over time, at the discretion of the County Board, and to possible modification to reasonably accommodate individuals with a disability.

**GREEN LAKE COUNTY
PERSONNEL COSTS**

Current 2025 Budget	Notes	RATE	Hours	Total Salary	WRS	SOCIAL SECURITY	HEALTH	HSA	LIFE	TOTAL FRINGE BEN.	TOTAL
Finance Director			2080	\$ 110,854	\$ 7,649	\$ 8,481	\$ 27,033	\$ -	\$ 491	\$ 43,654	\$ 154,508
Administrator			2080	\$ 127,387	\$ 8,790	\$ 9,746	\$ 1,500	\$ -	\$ 566	\$ 20,602	\$ 147,989
PT Deput County Clerk		23.77	1500	\$ 35,655	\$ 2,461	\$ 2,728	\$ 1,500	\$ -	\$ 233	\$ 6,922	\$ 42,577
Accounting Specialist		27.98	1456	\$ 40,739	\$ 2,811	\$ 3,117	\$ 1,050	\$ -	\$ 32	\$ 7,010	\$ 47,749
Accounting Specialist		27.98	624	\$ 17,460	\$ 1,205	\$ 1,336	\$ 450	\$ -	\$ 10	\$ 3,001	\$ 20,461
Grand Total			7740	\$ 332,094	\$ 22,916	\$ 25,408	\$ 31,533	\$ -	\$ 1,332	\$ 81,189	\$ 413,283

Proposed Changes		RATE	Hours	Total Salary	WRS	SOCIAL SECURITY	HEALTH	HSA	LIFE	TOTAL FRINGE BEN.	TOTAL
										\$ -	\$ -
(* 10 Months) Administration/Financial Stipends	9 Months			\$ -							\$ 41,667
Accounts Payable/Payroll Coordinator	6 Months	27.98	1040	\$ 29,099	\$ 2,023	\$ 2,227	\$ 13,517	\$ -	\$ 150	\$ 17,917	\$ 47,016
HWY Account Clerk Specialist	6 Months	27.24	1040	\$ 28,330	\$ 1,969	\$ 2,168	\$ 13,517	\$ -	\$ 150	\$ 17,804	\$ 46,133
Human Resources Coordinator	6 Months	33.87	1040	\$ 35,225	\$ 2,449	\$ 2,695	\$ 13,517		\$ 150	\$ 18,811	\$ 54,035
Grand Total			3120	\$ 92,654	\$ 6,441	\$ 7,090	\$ 40,550	\$ -	\$ 450	\$ 54,531	\$ 188,851

GREEN LAKE COUNTY

2025 6/1/2025								
Pay Group	Job Title	Dept.	80% Minimum	Annual 100% Midpoint	120% Maximum	80% Minimum	Hourly 100% Midpoint	120% Maximum
1	County Administrator	ADM	\$100,713	\$125,891	\$151,070	\$48.42	\$60.52	\$72.63
2	Corporation Counsel	CORP	\$93,663	\$117,079	\$140,495	\$45.03	\$56.29	\$67.55
3	Health and Human Services Director	HHS	\$87,107	\$108,883	\$130,660	\$41.88	\$52.35	\$62.82
	Finance Director	FIN						
4	Highway Commissioner	HWY	\$81,009	\$101,262	\$121,514	\$38.95	\$48.68	\$58.42
5	Chief Deputy IT Technical Director	LE IT	\$75,339	\$94,173	\$113,008	\$36.22	\$45.28	\$54.33
6	Land Use Planning and Zoning Director	ZON	\$70,065	\$87,581	\$105,097	\$33.69	\$42.11	\$50.53
7	Aging/LTC Manager	HHS	\$65,160	\$81,451	\$97,741	\$31.33	\$39.16	\$46.99
	Behavioral Health Manager	HHS						
	Children and Family Services Unit Manager	HHS						
	Medical Examiner (35 hrs/week)	ME						
	Corrections Administrator	LE						
	County Conservationist Director	LC						
	Economic Support Services/Child Support Manager	HHS						
	Fox River Industries Manager	FRI						
	Health Officer/Unit Manager	HHS						
	Highway Superintendent	HWY						
	Fleet & Warehouse Superintendent	HWY						
	Financial/Business Manager	HHS						
	Maintenance Supervisor	MAINT						
	Behavioral Health Unit Lead Worker	HHS						

GREEN LAKE COUNTY

	2025 6/1/2025		80%	Annual 100%	120%	80%	Hourly 100%	120%
Pay Group	Job Title	Dept.	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
8			\$60,599	\$75,749	\$90,899	\$29.13	\$36.42	\$43.70
	CLTS/CC Coordinator	HHS						
	Dual Diagnosis Clin. Therap.Mental Hlth/Substance Abuse	HHS						
	Deputy Health Officer	HHS						
	Intensive In-Home Clinical Therapist	HHS						
9			\$56,357	\$70,447	\$84,536	\$27.10	\$33.87	\$40.64
	Maintenance Technician	MAINT						
	Soil Conservationist III	LC						
	Psychiatric Nurse	HHS						
	Public Health Nurse RN	HHS						
	Public Health Nurse/Public Health Educator (35/hr week)	HHS						
	Sergeant of Corrections	LE						
	Sergeant of Communications	LE						
	GIS Specialist	ZON						
	Veterans Service Officer	VSO						
10			\$52,412	\$65,515	\$78,618	\$25.20	\$31.50	\$37.80
	IT Support Specialist	IT						
	Register in Probate	CCP						
	Soil Conservationist II	LC						
	Birth to 3 Services/CCOP Coord/CLTS Co-Coord	HHS						
	C&F Unit Lead Worker	HHS						
11			\$48,743	\$60,929	\$73,115	\$23.43	\$29.29	\$35.15
	BHU Technician	HHS						
	Disability Benefits Specialist	HHS						
	ADRC Resource Specialist	HHS						
	Dementia Care Specialist	HHS						
	ADRC Coordinator	HHS						
	Child Protection Intake Worker	HHS						
	CST Coordinator	HHS						
	CLTS Service Facilitator (created 7/20/21)	HHS						
	CSP Crisis Case Worker	HHS						
	Crisis/APS Case Manager	HHS						
	CCS Service Facilitator	HHS						
	Alternate Care Coordinator	HHS						
	Land Use Specialist	ZON						

GREEN LAKE COUNTY

		2025 6/1/2025						
Pay Group	Job Title	Dept.	80% Minimum	Annual 100% Midpoint	120% Maximum	80% Minimum	Hourly 100% Midpoint	120% Maximum
	Community Response Social Worker	HHS						
	Elderly Benefit Specialist	HHS						
	Executive Administrative Assistant-HWY	HWY						
	C&F Social Worker	HHS						
	Juvenile Court Dispositional Social Worker	HHS						
	Nutrition Volunteer Coordinator	HHS						
	Production Supervisor	FRI						
	Services Coordinator	FRI						
	Soil Conservationist I	LC						
12	Substance Use Services Case Manager	HHS						
			\$45,331	\$56,664	\$67,997	\$21.79	\$27.24	\$32.69
	Chief Deputy Clerk of Court	COC						
	Real Property Lister/Deputy Treasurer	TRE						
	Communications Officer	LE						
	Corrections Officer	LE						
	Highway General Laborer	HWY						
	Sign Man	HWY						
	Mechanic	HWY						
13	Paralegal/Office Manager	DA						
	Electronic Health Admin/Financial Asst	HHS						
			\$42,158	\$52,698	\$63,238	\$20.27	\$25.34	\$30.40
	Land Use Coordinator	ZON						
	Administrative Assistant	LC						
	Corrections Clerk	LE						
	Court Records Clerk	COC						
	Court Services Deputy	LE						
	Supported Employment Program Coordinator	FRI						
	Billing Specialist	HHS						
	Deputy County Clerk	CC						
	Chief Deputy Register of Deeds	ROD						
	Community Integration Planner (new 2019)	FRI						
	Legal Assistant/Administrative Assistant	CORP						
	Legal Clerk	DA						
	Fair/UWEX Office Coordinator	UWEX						
	Victim/Witness Coordinator	DA						
	Accounting Specialist	FIN						

GREEN LAKE COUNTY

	2025 6/1/2025		80% Minimum	Annual 100% Midpoint	120% Maximum	80% Minimum	Hourly 100% Midpoint	120% Maximum	
Pay Group	Job Title	Dept.							
14	ESU Lead Worker	HHS							
	SO Clerk	LE							
			\$39,207	\$49,009	\$58,811	\$18.85	\$23.56	\$28.27	
	Economic Support Worker	ES							
	Secretary/ Bookkeeper II	FRI							
	HHS Administrative Coordinator	HHS							
15	Representative Payee Specialist	FRI							
	Maintenance Repairperson	MAINT							
	Child Support Specialist I	CS							
			\$36,463	\$45,578	\$54,694	\$17.53	\$21.91	\$26.10	
	Court Services Officer	LE							
	PT Deputy Register of Deeds	ROD							
16	PT Deputy Treasurer	Treas							
	PT Deputy Veteran Service Officer	VSO							
	Lead Bus Driver	FRI							
			\$33,910	\$42,388	\$50,865	\$16.30	\$20.38	\$24.45	
	Master Control Aide	LE							
	Material Handler/Bus Driver	FRI							
17	Community Integration Production Aide	FRI							
	Program Aide	FRI							
	Program Aide	FRI							
	FP/Aging/FRI Worker	Aging							
	Receptionist/Data Entry	HHS							
			\$31,536	\$39,421	\$47,305	\$15.16	\$18.95	\$22.74	
18	Maintenance Custodian	MAINT							
18	OPEN		\$29,329	\$36,662	\$43,994	\$14.10	\$17.63	\$21.15	
19			\$27,276	\$34,095	\$40,914	\$13.11	\$16.39	\$19.67	
19	Meal Site Manager - Part Time	HHS							
20	OPEN		\$25,367	\$31,708	\$38,050	\$12.20	\$15.24	\$18.29	#
21	OPEN		\$23,591	\$29,489	\$35,387	\$11.34	\$14.18	\$17.01	



GREEN LAKE COUNTY POSITION DESCRIPTION

TITLE: County Manager

DEPARTMENT: Administration

LOCATION: Government Center

REPORTS TO: County Board through the Administrative Committee

PURPOSE OF POSITION: As Chief Administrative Officer of Green Lake County, performs managerial and leadership functions including but not limited to internal policy, operations, finances, external relations and human resources in compliance with Wisconsin State Statute §59.19.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: POLICY

- Provides input on ordinances, resolutions and policies, and instructs Corporation Counsel as required.
- Recommends County organizational structure.
- Prepares reports to the County Board and Administrative Committee.
- Keeps informed on pending federal and state legislation affecting counties.
- Ensures that ordinances, resolutions, policies, regulations, state and federal laws are observed and executed.
- Coordinates the transaction of all county administrative business.

OPERATIONAL OVERSIGHT

- Has authority to make day-to-day operational decisions within established policies and procedures.
- Provides recommendations and solutions for administrative and operational problems.
- Reviews management methods and recommends practices to provide effective and efficient government.
- Executes the orders of the County Board.

FINANCIAL

- Prepares and submits annual county budget (with Finance Committee).
- Complies with Wisconsin State Statute §59.60 with respect to expenditures.
- Monitors finances and activities.
- Provides financial policy recommendations.
- Oversees and coordinates with appropriate committees.
- Evaluates capital improvement budget.
- Approves and signs contracts.

EXTERNAL RELATIONS

- Spokesperson related to daily operations of the county subject to coordination with and direction of the County Board Chairperson.
- Handles public relations (i.e. press releases, publications, speeches, etc.).
- Represents county at public functions and intergovernmental meetings, legislative meetings and hearings, business transactions, negotiations (i.e. with city officials, business leaders, town and villages representatives, economic development groups).

HUMAN RESOURCES

- Hires, evaluates, supervises and disciplines Department Heads and Officers subject to County Board Approval, except those elected by the people.
- Conducts staff meetings with Department Heads.
- Receives, reviews and responds to complaints regarding personnel and operations.
- Implements appropriate discipline as required by county ordinance or state statute.
- Evaluates staffing levels and makes staffing recommendations to Administrative Committee (appointees subject to committee confirmation).
- Makes policy recommendations to Administrative Committee.
- Attains high level of effective work relationships with Department Heads and other staff.
- Appoints Assistants in the County Administrator's office, with County Board approval.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: 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 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 90% of the time is spent indoors, approximately 10% of the time is spent traveling, viewing properties, etc.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy machine, calculator, computer terminal, fax machine, and printing equipment.

EDUCATION REQUIREMENTS: Bachelor's Degree in Public Administration or allied discipline required; Master's Degree preferred. Significant experience in the administration of a complex organization required.

KNOWLEDGE AND SKILLS REQUIRED:

- Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures.
- Financial management experience, budget preparation, and knowledge of various funding resources and allocation.

- Ability to supervise, organize, manage, select and evaluate Department Heads and other staff.
- Attain high level of effective work relationships with employees, elected officials and the public.
- Possess high level of written and oral communication skills.