



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/05/17

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on October 10, 2017:

- 1) Amended Agenda
- 2) Resolution to Create Two Additional IT Support Specialist Positions
- 3) Resolution to Create One Additional Position for Highway Laborer



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Special Finance Committee Meeting Notice

Date: October 10, 2017 Time: 10:30 AM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended*AGENDA

Committee Members

Harley Reabe, Chairman
Larry Jenkins, Vice-Chair
Robert Lyon
Dennis Mulder
Joanne Guden

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Public Comments (3 Min. Limit)
6. Resolutions/Ordinances
 - Consideration of Resolution to Create Two Additional IT Support Specialist Positions
 - Consideration of Resolution to Create One Additional Position for Highway Laborer
7. 2018 Budget Update
8. View Tax Deed Properties
 - Town of Green Lake: N2811 Park Rd – 11:00 am
9. *Resume meeting at Green Lake Government Center in the County Board Room
10. Committee Discussion
 - Future Meeting Dates: Regular Meeting October 25, 2017 at 10:00 am
 - Future Agenda items for action & discussion:
11. Adjourn

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

Sincerely,
Elizabeth Otto, County Clerk

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.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: INFORMATION TECHNOLOGY SUPPORT SPECIALIST

DEPARTMENT: INFORMATION TECHNOLOGY DEPARTMENT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: INFORMATION TECHNOLOGY DIRECTOR

SUMMARY:

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

DUTIES AND RESPONSIBILITIES:

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

SKILLS AND ABILITIES:

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

QUALIFICATIONS:

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

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

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent sitting, hearing, using near vision, and low and medium fingering for typing. About 15% of the time may be spent talking, walking, reaching, and low handling, i.e. picking up files, etc. 10% of the time may be spent standing, stooping, climbing, low lifting and carrying, and low pushing/pulling. In unusual situations, kneeling, crouching, bending, twisting, reaching, feeling, low handling, high fingering, and medium lifting, carrying and pushing required.

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

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

DRAFT

RESOLUTION NUMBER -2017

Resolution to Create One Additional Position for Highway Laborer

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

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

Reviewed and approved disapproved by Personnel Committee

Fiscal Note reviewed and approved disapproved by Finance Committee

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain 0

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

Paul Schwandt, Chair

Rich Slate

County Board Chairman

Vicki Bernhagen

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

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

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

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

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

17 **FISCAL NOTE: attached.**

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

Minimum \$50,182

Maximum \$72,121

DEPARTMENT: _____ HIGHWAY _____

*round off all totals to the nearest dollar

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

Wisconsin Retirement

General Employee - 0.0670

Social Security

0.0765

2018 Health Insurance

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