



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/17/2017

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on February 21, 2017:

- 1) Agenda
- 2) Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office



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: February 21, 2017 Time: 5:15 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI*

Amended* AGENDA

Committee Members

*Harley Reabe,
Chairman
Nick Toney,
Vice -Chair
Robert Lyon
Michael Starshak
Paul Schwandt
David Richter*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Job Description/Fill Vacant Position
 - County Administrator-Human Resources Coordinator
6. *Resolutions/Ordinances
 - *Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office
7. Committee Discussion
 - Future Meeting. Dates: May 1, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
8. Adjourn

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

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

RESOLUTION NUMBER - 2017

RELATING TO CREATING AN HR COORDINATOR POSTION IN THE COUNTY ADMINISTRATOR OFFICE

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017 does resolve as follows:

WHEREAS, in 2016 the Green Lake County Board did approve the creation of the County Administrator position; and

WHEREAS, in November 2016 the Green Lake County Board did adopt the 2017 Annual Green Lake County Budget that included funding for the County Administrator position and Administrator Assistant position; and

WHEREAS, in December 2016 an individual did assume the position of Green Lake County Administrator; and

WHEREAS, the County Administrator has assumed the human resources related duties previously performed by the County Clerk/Administrative Coordinator; and

WHEREAS, Green Lake County has implemented a formal wage classification system as well as an employee performance evaluation program; and

WHEREAS, after careful consideration and analysis the County Administrator has determined that assistance with activities primarily related to Human Resource functions including, but not limited to, recruitment, maintenance of employment records, reporting, position analysis and performance evaluation programs is essential; and

WHEREAS, the County Administrator has identified key support areas related to office communications, clerical services, budget facilitation and office support during County Administrator absences that are critical to efficient office functions.

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby authorize the creation of an HR Coordinator position within the County Administrator department. See attached Fiscal Note.

Roll Call on Resolution No. -2017

Submitted by Administrative Committee
Approved/Disapproved by Personnel Committee

With the recommendation to Approve/Disapprove

Aye , Nay , Absent , Abstain

Harley Reabe, Chairman

Passed and Adopted/Rejected this 21st day
of March, 2017

Nick Toney, Vice Chairman

County Board Chairman

Paul Schwandt

ATTEST: County Clerk
Approved as to Form

Michael Starshak

Corporation Counsel

David Richter

Robert Lyon

ADOPTED BUDGET - 2017

DEPARTMENT: COUNTY ADMINISTRATOR

COMMITTEE: ADMINISTRATIVE

PERSONNEL COSTS

POSITION TITLE	RATE	43.35	WAGES	FICA	RET EMPLOYER	H-INS	L-INS	TOTAL
		HOURS 83%						
HR Coordinator	17.67	1734	\$ 30,640	\$ 2,344	\$ 2,084	\$ 18,178	\$ 50	\$ 53,295
			<u>\$ 30,640</u>	<u>\$ 2,344</u>	<u>\$ 2,084</u>	<u>\$ 18,178</u>	<u>\$ 50</u>	<u>\$ 53,295</u>

PROPOSED - 2017 41.00 WEEKS Pay Group 13: \$18.51 - \$23.14 - \$27.77

Start Date: April 24, 2017

POSITION TITLE	RATE	41.00	WAGES	FICA	EMPLOYER	H-INS	L-INS	TOTAL
		HOURS 79%						
HR Coordinator	18.51	1,640	\$ 30,356	\$ 2,322	\$ 2,064	\$ 18,178	\$ 50	\$ 52,971
			<u>\$ 30,356</u>	<u>\$ 2,322</u>	<u>\$ 2,064</u>	<u>\$ 18,178</u>	<u>\$ 50</u>	<u>\$ 52,971</u>

13	POSITION TITLE	CLASS	WAGES	FICA	EMPLOYER	H-INS	L-INS	TOTAL
	Account Clerk Specialist	HHS	\$38,511	\$48,139	\$57,766	\$18.51	\$23.14	\$27.77
	Administrative Assistant	ZON						
	Administrative Assistant	LC						
	Clerk	LE						
	Court Records Clerk	COC						
	Court Services Deputy	LE						
	Deputy County Clerk	CC						
	Deputy Register of Deeds	ROD						
	Deputy Treasurer	TRE						
	Deputy Treasurer/Register of Deeds	TRE/ROD						
	Judicial Assist/Assist Reg of Probate	CCP						
	Legal Assistant/Administrative Assistant	CORP						
	Legal Clerk	DA						
	Mechanic I	HWY						
	Program Specialist	UWEX						
	Secretary/ Bookkeeper II	FRI						
	Victim/Witness Coordinator	DA						

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Human Resources Coordinator

DEPARTMENT: County Administrator

LOCATION: GOVERNMENT CENTER

SUPERVISOR: County Administrator

SUMMARY:

Assist County Administrator in all phases of personnel administration procedures including recruitment, record keeping and correspondence duties. Will also perform a variety of clerical, accounting, training and computer related tasks associated with the work of the County Administrator's Office and related work as required.

DUTIES AND RESPONSIBILITIES:

- Coordinates recruitment process, formulates screening criteria and interview questions;
- Posts vacancies, receives and processes applications including screening, interview scheduling, test arrangements, sending correspondence and notices to applicants;
- Monitors selection (interview) process and maintains recruitment files;
- Coordinates onboarding of new employees with County Clerk's Office;
- Conducts pre-employment background checks;
- Handles routine policy manual interpretation inquiries;
- Prepares and updates job descriptions;
- Coordinates employee performance evaluation program and maintains relevant documentation;
- Completes employment verification requests;
- Participates in reclassification and classification evaluations;
- Participates in employee interviews;
- Maintains personnel, union contract, medical and/or other office filing systems;
- Maintains database of active and inactive county employees;
- Coordinates any variety of personnel actions with County Clerk's Office;
- Responds to surveys;
- Maintains updates to Administrative and Employee Manuals and related forms;
- Maintains portions of the County website at the direction of the County Administrator;
- Updates departmental organization charts;
- Handles preparation and distribution of service certificates and employee recognition activities;
- Handles unsolicited resumes;
- Coordinate employee training activities;
- Monitors grievance procedures;
- Coordinates exit interviews;
- Support County Administrator in development of the annual budget;
- Maintains effective working relationship with departmental personnel, County Board Supervisors and the public;
- Serves as receptionist and directs walk-ins; answers and directs phone calls; routes mail;

- Serves as office manager in the absence of the County Administrator;
- Other duties as assigned.

SKILLS AND ABILITIES:

Exceptional ability to work cooperatively with the general public, county department staff and County Board members. Must be a self-starter with initiative, be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly. Ability to understand and follow directions, state statutes and laws governing the County. Excellent communications skills, ability to type, do accurate accounting and understanding of computer operations. Skill in the use of general office equipment including but not limited to: telephone, copy machine, scanner, calculator, computer, fax machine, and printing equipment.

QUALIFICATIONS:

EDUCATION: Minimum of two year degree in human resources or related field; or

EXPERIENCE / JOB KNOWLEDGE: Minimum of two years office experience in related field, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Must be proficient in computer operations with advanced knowledge of Microsoft products

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 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.

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: 100% of the time is spent indoors.

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.