



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/14/16

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee Meeting on January 18, 2016:

- 1) Agenda
- 2) Draft minutes from the 12/17/15 meeting
- 3) Job Description for change from Dual Diagnosis Clinical Therapist to CLTS/CCS Coordinator and CSP Administrator
- 4) 4 points for CLTS/CCS Administrator and CSP Administrator
- 5) 4 points for Clinical Therapist and job description
- 6) 4 points for Receptionist/Data Entry Specialist and job description
- 7) 4 points for Child Support Administrator and job description
- 8) Letter from Land Conservation regarding LTE



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Personnel Committee Meeting Notice

*Date: January 18, 2016 Time: 5:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI*

Amended* AGENDA

Committee Members

*Joe Gonyo,
Chairman
Sue Wendt, Vice-
Chair
Harley Reabe
Maureen Schweder
Paul Schwandt*

*Margaret R
.Bostelmann,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 12/17/15
6. Correspondence
7. Job Descriptions
 - *Dual Diagnosis Clinical Therapist/CLTS/CCS Coordinator and CSP Administrator
8. Fill Vacant Positions
 - *CLTS/CCS Coordinator and CSP Administrator
 - Clinical Therapist
 - *Receptionist/Data Entry Specialist
 - Child Support Administrator
9. *LTE-Land Conservation
10. Resolutions/Ordinances
11. Monthly Vouchers
12. Consider motion to convene into closed session pursuant to Wis. Stat. section 19.85(1)(c)(to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility). The closed session is regarding employment compensation and promotion of an HHS employee.
13. Reconvene to open session to take action, if appropriate, on matters discussed in closed session
14. Clerk's Report
 - Relating to agenda items
15. Committee Discussion
 - Future Meeting. Dates: Meeting March 17 at 5:30 pm
 - Future Agenda items for action & discussion
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

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
December 17, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, December 17, 2015 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Sue Wendt
Paul Schwandt
Maureen Schweder
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Linda Van Ness, HHS Director
Tony Daley, Berlin Journal

Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Terri Stellmacher, Child Support Administrator

AGENDA

Motion/second (Reabe/Schwandt) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Schwandt/ Wendt) to approve the minutes of November 19, 2015 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS

Behavioral Health Unit Manager: The description has been expanded to better describe the position. It clarifies the duties.

FILL VACANT POSITIONS

- Behavioral Health Unit Manager: Van Ness explained the need for the position, Van Ness also stated that Paul Vander Sande has taken on the role of the unit manager and has worked hard to certify programs and guide employees.

Motion/second(Schwandt/Reabe) to approve the job description and filling the position. Motion carried.

REVIEW ORGANIZATIONAL ASSESSMENT FROM SCHENCK

The report was sent to the Committee for review. This was discussed at the County Board.

EVALUATE CHILD SUPPORT AGENCY

Bostelmann presented 5 scenarios that were found in the review of other counties; stand-alone department reporting to a committee, stand-alone department reporting to an administrator/executive/admin coordinator or HHS director, combined department with Corporation Counsel and combined department with Economic Support. Discussion was held on costing the different scenarios. Bostelmann will cost out the scenarios. Discussion held. A joint meeting with Judicial Law Emergency Management and Personnel will be held at 5:45 PM on January 5th.

VOLUNTARY UNPAID LEAVE – None

TIME SYSTEM FOR COUNTY BUILDING

Bostelmann spoke with Joel Gerth who stated that the current key card system is no longer has technical support or replacement parts. Bostelmann and Gerth will look into the system in the west wing to see if the accounting software can be incorporated into that software.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

PERFORMANCE MANAGEMENT

Ben will be coming in January or February to continue performance management training.

WAGE SCALE

The wage scale is being updated based on the passing of the resolution.

CLERK'S REPORT

Bostelmann reported that in 2015 thirty-nine employees took voluntary unpaid leave amounting to 77 days which equals a savings of \$13,381.93.

COMMITTEE DISCUSSION

- Future meeting date: Special Meeting January 5th at 5:45 PM; Regular meeting on January 18th, 2016 at 5:30 PM and regular meeting February 17th at 5:30 PM
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:10 PM.

Submitted by,

Marge Bostelmann
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To assess incoming waiver child and/or CCS child and adult referrals working as liaison with the Children & Family Services, Aging/Long Term Care and Behavioral Health Units; conduct CLTS/CCS/CSP assessments; perform Children/Adult Automated Functional Screens, conduct financial screenings to determine waiver eligibility; and perform crisis aftercare case management duties for children and adults in need of services.

Coordinates and administers the CLTS Waiver Program and provides essential services to chronically mentally ill persons and those with mental health issues that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- Provide CLTS waiver and CCS case management/coordination of services for children and adults as determined by the assessment.
- Conduct initial assessments of chronically mentally ill individuals referred to the CSP and develop initial treatment plans. This includes developing resources or setting up plans for services needed by consumers.
- Meet regularly with CSP/CCS staff for the purpose of supervision and case management.
- Assist CSP/CCS staff in client contacts in the community such as home visits, team meetings, group activities, daily living skills, training..
- Conduct an in-depth assessment of a referred client within one month after admission to the CSP to determine dysfunction and areas of service needs.
- Participate with the CSP/CCS Coordinator, other staff, services providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Attending and participating in unit meetings and staffings.
- Being part of the intake/24 hour on-call crisis team.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of the principals and practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Clinical Social Worker, Professional Counselor etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

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

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

POSITION REVIEW

CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator

- a. **Job Description.** The Dual Diagnosis Clinical Therapist/Clinical description was reviewed and changed to a CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree or LPC (Licensed Professional Counselor). This position performs assessments, functional screens, etc. as stated in job description. This position would primarily be the Coordinator/Administrator of the CLTS/CCS and CSP programs allowing other staff to perform additional mental health services. The position will also provide on-call, crisis and intake services. The position will have a starting wage of \$25.40-\$27.51 depending on experience.
- c. **Necessity.** This position primarily is the Coordinator/Administrator of the CLTS/CCS and CSP programs to ensure meeting State requirements for insurance reimbursement for services.
- d. **Evaluation of Existing Staff.** These functions of the proposed position are spread across staff. With this Coordinator/Administrator, the caseloads of the other staff will increase to better serve the county as this position will fill vacated positions.

05/09/14, 7/20/2015, 10/16/15, 11/12/15, 1/16

POSITION REVIEW

Clinical Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Clinical Therapist.
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree, LPC (Licensed Professional Counselor) or C.A.P.S.W. (Certified Advanced Practice Social Worker). This position provides essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$25.40.
- c. **Necessity.** This position primarily provides community mental health services to people with mental illness that enables them to live in the community and reduces hospitalization.
- d. **Evaluation of Existing Staff.** There is insufficient staff to do the functions required of this position. The caseloads of the Behavioral Health Unit require additional staff, as this position will fill vacated positions.

05/09/14, 7/20/2015, 10/16/15, 11/12/15, 1/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- About 60% of the time is spent providing psychiatric counseling and case management to the Community Support Program (CSP)/Comprehensive Community Services (CCS)/Crisis programs and other clients, their families, and significant others. This includes providing supportive counseling, education, advice, encouragement, facilitating conflict resolution and problem-solving. Additionally, this includes crisis counseling/crisis intervention/aftercare services and outpatient counseling.
- Approximately 10% of this position's time is spent conducting initial mental health and/or substance abuse assessments of individuals referred to the CSP/CCS/Crisis or Outpatient counseling and develop initial treatment plans. This also includes conducting an in-depth assessment of a referred client within one month after admission to the CSP/CCS to determine functioning and areas of service needs. This includes coordinating services collaborating with the other staff, service providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Another 15% of this position's time is spent meeting regularly with clinical staffings for the purpose of supervision and case management coordination. Additionally, assists with client contacts in the community such as home visits, team meetings, group activities, daily living skills, training; attending and participating in unit meetings, staffing, as well as being part of the 24 hour on-call crisis team.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of

the principals and practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor, C.A.P.S.W. (Certified Advanced Practice Social Worker), etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

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

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

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Secretary I (Receptionist/Data Entry Specialist)

- a. **Each position description must be reviewed at the time of the vacancy.** The Secretary I job description was reviewed and has been decided to change the position to Receptionist/Data Entry Specialist to help with efficiencies.
- b. **The designated classification of the position must be reviewed.** The qualifications and duties of this position basically remain unchanged.
- c. **The program or service provided by the position must be reviewed for continued need of that program or service.** The Department has one main receptionist that greets incoming residents, answers phone calls and directs where and to whom they should go. In addition, the receptionist does data entry and other clerical tasks. The second Receptionist/Data Entry Specialist does mostly data entry and backs up the receptionist. The third Receptionist/Data Entry Specialist will perform various duties including back-up for reception to allow more efficiencies with collecting financial data to improve billing process.

All three positions also do the intake functions collecting insurance information and calling insurance companies to ensure insurance coverage for services provided.

- d. **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** See above. The Department does have a backup receptionist who does primarily data entry but cannot do both functions on an ongoing basis due to the workload she currently has. Revising this to the third Receptionist/Data Entry Specialist, this allows for more efficient flow with intakes for providing client services.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: RECEPTIONIST/DATA ENTRY SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY:

Performs receptionist duties for the Health & Human Services Department, intake registration, keyboarding, data entry, clerical tasks such as maintaining records; and other work as required.

DUTIES AND RESPONSIBILITIES:

- Approximately 40% of the time is spent answering telephones; and responding to public request for information and referral.
- About 35% of the time is spent performing client intake functions, financial meetings, scheduling, and data entry. This would include face-to-face contacts with the general public to obtain this information.
- 25% of the time is spent completing other clerical duties. These include, but are not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine

QUALIFICATIONS:

EDUCATION: A high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and pulling.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work is done inside the Human Services Center building. In unusual situations there may be a threat of physical attack or injury from clients.

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

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

04/01, 04/07, 11/12, 5/13, 1/16

GREEN LAKE COUNTY CHILD SUPPORT ADMINISTRATOR

JOB DESCRIPTION: The job description of the Green Lake County Child Support Administrator has been reviewed. I recommend no changes to the job description, at this time. I have reviewed the educational requirements and/or experience requirements, and feel that no changes should be made. I also feel that a 40 hour work week is sufficient to accomplish the tasks of the Child Support Administrator.

JOB DESIGNATION: I am not certain why the Child Support Administrator pay scale is two grades lower than the unit managers in the Health & Human Services Department. The Child Support Administrator position is in Pay Group #9. There are no changes to the duties and responsibilities of the Administrator, and therefore it would not be appropriate for the pay to be in a lower pay group.

NECESSITY: The Child Support program is 66% funded by the State and Federal Government. In addition, the Child Support program earns "incentive" payments from the State for a job well done. It is crucial that the position of Child Support Administrator be retained in Green Lake County, not only to maintain the existing funding that is being received, but to keep the program running smoothly. Green Lake County has consistently been one of the top performing counties in the State of Wisconsin, as evident by the Certificates of Excellence that are received by the agency nearly every year.

EVALUATION OF EXISTING STAFF: At this time, the Green Lake County Child Support Agency consists of 3.25 positions. That includes one Administrator, two Specialists, and a 25% Receptionist. The two Specialists are currently dealing with caseloads of over 450 cases each. There would be no way that the duties of the Child Support Administrator could be distributed to these Specialists. They are already overwhelmed with their existing workload.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILD SUPPORT ADMINISTRATOR

DEPARTMENT: CHILD SUPPORT AGENCY

LOCATION: GOVERNMENT CENTER

SUPERVISOR: JUDICIAL / LAW ENFORCEMENT COMMITTEE

SUMMARY:

To manage and direct the child support program in Green Lake County.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE:

- Develop and maintain a child support program plan for Green Lake County, which meets all federal and state laws, rules, regulations and policies
- Contract with the State of Wisconsin for all support related activities in the county
- Coordinate all locate child support agency functions
- Develop office policy and procedures
- Establish a cooperative working relationship with the county IV-A agency and other county and state agencies involved in the child support and paternity program
- Negotiate cooperative agreements with other county agencies, per federal requirements
- Supervise and evaluate other child support staff
- Complete all required administrative reports
- Develop the county budget for the child support program
- Provide public information and education regarding the child support program

CASE MANAGEMENT:

- Paternity determination activities
 - Prepare legal documents
 - Develop procedures for, schedule, and administer genetic testing
- Court related activities
 - Prepare all legal documents
 - Appear and assist the Corporation Counsel at court hearings
- Create and maintain an individual case record system which will meet the requirements as set forth in 45 CRF 303.2
- Work with specialists to determine appropriate enforcement actions
- Prepare documents for referral of criminal non-support cases to the District Attorney's Office; work with the District Attorney's Office in prosecution of criminal case

SKILLS AND ABILITIES:

- A thorough knowledge of child support laws as they pertain to enforcement, paternity establishment, collection hierarchy, and public assistance rules
- knowledge of legal forms and terminology, business mathematics and English investigative skills, supervisory skills
- considerable skill and knowledge in computer use
- knowledge of human behavior with the ability to relate to people from varied backgrounds
- ability to obtain cooperation from others in situations of conflicting goals or values
- ability to evaluate information and exercise judgment to make recommendations and decisions according to office policy and in conformity with the law
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer and printer, fax machine, instant camera and automobile.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field is desired.

EXPERIENCE / JOB KNOWLEDGE: Or equivalent combination of education and 3-5 years management experience with increasing responsibilities relating to family law, investigation, supervision, computerization and business management, preferably in a child support agency setting.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 30% of the time is spent typing or keying on the computer while sitting; approximately 25% of the time is spent talking while seated or standing; approximately 25% of the time is spent listening while seated or standing, 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds; 15% of the time is spent reading, writing, or visually observing.

ENVIRONMENTAL DEMANDS: 100% of the child support work is done indoors. About 30% of the time, situations could develop where there is verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office.

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.

Update February 5, 2013
Terri L. Stellmacher



GREEN LAKE COUNTY

Land Conservation Department

571 Cty Rd A
PO Box 3188
Green Lake, WI 54941-3188

Phone: 920-294-4051
FAX: 920-294-4056
Email: lcd@co.green-lake.wi.us

January 14, 2016

TO: Personnel Committee
FR: Paul Gunderson, County Conservationist
RE: Summer Limited Term Employee (LTE)

The Land Conservation Committee approved the hiring of Jordan Dornfeld as an LTE to cover the workload of one of the LCD employees while on FMLA.

Jordan is very familiar with our department as he worked as an intern for us during the summer/fall of 2015. Currently he is finishing his last semester of education at Fox Valley Technical College, allowing him up to two (2) days a week to assist us with our work load.

This position will be paid at a wage of \$12/hour and funded with the unused salary of the employee on FMLA, who is currently not being paid. At no time will the cost of this LTE exceed the budgeted salary allowance for our department.