



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/11/16

Amended* Post Date: 03/14/16

The following documents are included in the packet for the Personnel Committee on March 16, 2016:

- 1) Agenda
- 2) Draft minutes from the 02/17/16 meeting
- 3) Court Records Clerk Job Description
- 4) Highway General Laborer 4 Points and Job Description
- 5) 60 Day Review Memo
- 6) Highway Employee Recognition



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: March 16, 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. Appearances: Ben Fauske- Performance Management
6. Minutes: 02/17/16
7. Correspondence
8. Job Descriptions/Fill Vacant Positions
 - *Court Records Clerk – Job Description Only
 - *Highway General Laborer
9. Voluntary Unpaid Leave Request
10. Resolutions/Ordinances
11. Monthly Vouchers
12. *60 Day Review – Land Conservation LTE
13. Consider Motion to Convene into Closed Session per:
 - Wis. Stat §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. This closed session relates to payment of invoices relating to investigation of potential litigation.
 - *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 compensation of the HHS Director, *Interim Child Support Administrator.
14. Reconvene to open session to take action, if appropriate, on matters discussed in closed session
15. Clerk's Report
 - Relating to agenda items
16. Committee Discussion
 - Future Meeting. Dates: Meeting April 21 at 5:30 pm
 - Future Agenda items for action & discussion
17. 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
February 17, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Wednesday, February 17, 2016 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 (5:31)
Maureen Schweder
Harley Reabe

Also Present: Marge Bostelmann, County Clerk	Dawn Klockow, Corporation Counsel
Jack Meyers, Board Chair	Sheriff Podoll
Mark Putzke, Chief Deputy	Linda Van Ness, HHS Director
Jeanne Theune, Child Support	Andrew Christianson, DA
Gene Thom, Supervisor	Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of January 18, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- ADRC Resource Specialist: Linda Van Ness appeared to explain what the ADRC Resource Specialist does and the need for the position. It is 100% funded by the ADRC.

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

- Child Support Administrator: Reabe stated that at the County Board meeting last night he requested Corporation Counsel to review if the joint meeting and the motion made was conducted appropriately. Klockow will provide an answer at the next County Board meeting in March.

Motion/second(Reabe/Schwandt) to postpone action on filling the vacancy until after the March 15th County Board meeting at which time the Corporation Counsel will provide an opinion if the joint meeting motion was appropriate. Motion carried.

- Paralegal/Office Manager: Andrew Christenson appeared to explain the revised job description, the need for the position and request approval to fill the position.

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

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

CLERK'S REPORT

Performance Management: Bostelmann spoke with Ben Fauske last week regarding a pay structure policy and funding to implement pay for performance. Fauske would like to come and discuss this with the committee at their next regular meeting on March 17th.

COMMITTEE DISCUSSION

- Future meeting date: March 17th at 5:30 PM
- Future Agenda items for action & discussion: Appearance: Ben Fauske

ADJOURNMENT

Gonyo adjourned the meeting at 5:40 PM.

Submitted by,

Marge Bostelmann
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COURT RECORDS CLERK – FULLTIME UP TO 2080 HOURS

DEPARTMENT: CLERK OF CIRCUIT COURT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLERK OF CIRCUIT COURT

SUMMARY:

Prepares and maintains records for the Circuit Court and does related work, as required. The is a highly responsible and fast-paced clerical position involving the preparation of records and reports for trial and performing a variety of clerical related tasks necessary to ensure that court proceedings operate efficiently. Knowledge of court practices and procedures is highly desirable and incumbents must know, or quickly learn and retain, procedures of the court. The employee in this class is expected to exercise independent judgment and initiative. Work is performed under the general supervision of the Clerk of Circuit Court

DUTIES AND RESPONSIBILITIES:

- File court cases of all case types in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.
- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil and criminal action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.

- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Accept and process passport applications. Undergo annual re-certification as required by the U.S. Department of State.
- Work with the Child Support Agency in providing current and up-to-date information regarding family/child support orders.
- Scanning of court documents into the CCAP system.
- Receipt court ordered debts and filing fees into the CCAP system.
- Exhibit management.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

SKILLS AND ABILITIES:

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to classify, compute, and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices, motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .
- Good knowledge of court proceedings.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

QUALIFICATIONS:

EDUCATION: High School diploma is required. Advanced business training/classes is highly desirable.

EXPERIENCE / JOB KNOWLEDGE: One to three years of office clerical experience is required. Knowledge of computers. Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

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.

January 3, 2013

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COURT RECORDS CLERK – UP TO 2080 HOURS

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- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.

- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Accept and process passport applications. Undergo annual re-certification as required by the U.S. Department of State.
- Work with the Child Support Agency in providing current and up-to-date information regarding family/child support orders.
- Scanning of court documents into the CCAP system.
- Receipt court ordered debts and filing fees into the CCAP system.
- Exhibit management.
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March 9, 2016

From: Pence, Becky
Sent: Thursday, March 10, 2016 8:09 AM
To: Stobbe, Samantha
Subject: Personnel Agenda
Attachments: L) Hiring General Laborer Position 2016.pdf

Please add filling of vacant Highway Laborer Position to the Personnel Agenda.

Fill Vacant Position – Highway General Laborer

A letter of intent to retire was received for a Highway General Laborer as a March 31, 2016. Discussion held on request to start the process of filling the vacant position.

Motion/second (Slate/Moderow) to approve filling vacant Highway General Laborer as requested, and to forward onto Personnel Committee. Motion Carried.

Thanks,

Becky Pence
Administrative Assistant
Green Lake County
Highway Department
920-294-4060



GREEN LAKE COUNTY HIGHWAY COMMISSION

Amy M. Brooks, P.E.
Highway Commissioner

Office: 920-294-4060
Fax: 920-294-4066
Email: abrooks@co.green-lake.wi.us

March 3, 2016

To Members of the Highway and Personnel Committees of the Green Lake County Board of Supervisors:

We have received the resignation of a Highway Laborer within the Highway Department. He will be retiring as of March 31, 2016. We are requesting permission to start the process to fill the position.

In order to determine the feasibility of hiring a General Laborer, the following was evaluated, which adheres to the procedure as outlined in the Administrative Policy Manual, dated November 2012.

- ***Job Description.***

The attached position description has been reviewed. The position responsibilities and duties have not changed since being updated in 2014.

- ***Job Designation.***

The education, responsibilities and duties have remained the same; therefore there is no need to change classification. The Pay Group for the General Laborer position is #12, the pay range is \$19.00 and goes up to \$24.27. Starting pay range will be \$19.00 - \$20.05. There are currently funds in the 2016 Budget to cover the expense of filling this vacant position.

- ***Necessity.***

This position is required in order to maintain efficiency and productivity of the department during winter and summer maintenance. Hiring another General Laborer would allow for more flexibility and provide a full crew to complete work more efficiently. Not filling this position could create a hardship if anyone is off for any reason. This position is also needed with anticipated extra work with the chip sealing and PbM projects.

- ***Evaluation of Existing Staff.***

In reviewing existing staff it has been determined that hiring a Highway Laborer would benefit the functionality and efficiency of the department.

Your consideration of this request is greatly appreciated.

Amy M. Brooks, P.E.
Highway Commissioner

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY LABORER

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE AND/OR MANCHESTER HIGHWAY BUILDING

SUPERVISOR: HIGHWAY COMMISSIONER AND/OR PATROL
SUPERINTENDENT

SUMMARY:

Under general direction, maintain State and County Trunk Highways, ditches and right of way so as to aid in the safe flow of traffic throughout Green Lake County; to perform reconstruction work as needed.

DUTIES AND RESPONSIBILITIES:

The percent of time spent on various jobs in the General Laborer classification can vary from job to job and season to season and within the season based on many variables that need to be taken into consideration. Given these elements of change, approximately:

- Snow and ice removal work, including putting up and taking down snow fence 20% of the time.
- Mowing, tree and brush control 15% of the time.
- Blacktop and shoulder work, including filling potholes 18% of the time.
- Flags and directs traffic when work is being conducted on roads 8% of the time.
- Rubber crack sealing 10% of the time.
- Patrol State and County Trunk Highways, clears debris and picks up litter 7% of the time.
- Drainage maintenance, including setting or assisting of setting culverts; cleaning culverts; may haul gravel or fill 5% of the time.
- Performs repairs on bridges, assists with annual inspections and other bridge work, as necessary 2% of the time.
- Operate heavy equipment 5% of the time.
- Assists in the upkeep, maintenance and repair of buildings, grounds and equipment. 10% of the time.
- Performs other work as assigned by the Commissioner or Superintendent 5% of the time.

SKILLS AND ABILITIES:

- General knowledge of methods, materials and equipment used in road construction and maintenance projects.
- Ability to use a transit; determine grade and proper slope for ditches and shoulders on existing roads.
- Knowledge, ability and skill in the use of measuring devices, assorted small tools that could be hand or power, motorized vehicles, earth moving equipment, air hammers, material handling equipment, tractors, mowers, front end loaders, snow removal equipment, grader, dozer, paver, rollers, sand blasters, backhoe, brush chipper, tar kettles, mechanical brooms and other similar equipment. Assorted personal protective equipment as required.
- Ability and skill to communicate effectively, both orally and in writing or with hand and arm signals.
- Ability to adapt to changing conditions.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and the public.

QUALIFICATIONS:

EDUCATION: High School diploma or GED equivalency.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience working in road construction and maintenance, heavy equipment operation course, or equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D, and N endorsements.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Given the variable and seasonal functions of this position, physical demands vary greatly from work assignments and seasonal demands. Approximately 75-90% of the time, depending on the actual work assignment, the employee will be performing work which could involve acute vision demands, walking, bending and twisting, feeling, standing, reaching, sitting, climbing hills or stairs, stooping, kneeling, verbally communicating, grappling, crouching, balancing, crawling and climbing ladders and getting on and off equipment are all required at various times and for various assignments. Good physical dexterity of arms and hands, legs and feet is necessary for accurate and safe operation of heavy equipment. Communications while working may be verbal. Good peripheral vision is necessary to assist the operator with maintenance and construction work as well as safety in work operations especially when working in traffic. Vision and hearing are important to this job as are hand and

eye coordination. Approximately 10-25% of a shift may be spent lifting and carrying up to 80 pounds, as required.

ENVIRONMENTAL DEMANDS: Up to 95% of work can be performed outdoors, exposed to seasonal weather elements, which could mean extreme hot, cold or humid conditions; 75% of work has exposure to noise or work involving vibration; 5% of work could be performed indoors. Hazards of this position include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gasses, noxious odors, exposure to weather, dust, heat, equipment noise and fumes, electrical, and chemicals. May be required to work long or unusual hours as necessary to meet departmental needs.

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.

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September 2014



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

March 11, 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. The employee that was on FMLA is back to work, but our demands are still great from the absence.

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 approximately two (2) days a week to assist us with our work load.

In the last 60 days the position has been funded with the unused salary of the employee on FMLA. This will continue, and at no time will the cost of this LTE exceed the budgeted salary allowance for our department.

This position will be reviewed again in 60 days according to policy.

From: Pence, Becky
Sent: Thursday, March 10, 2016 8:26 AM
To: Bostelmann, Marge
Cc: Stobbe, Samantha
Subject: Employee Recognition for Personnel

Marge,

Is this the proper way to write the Employee Recognition up?

Employee Recognition

Discussion held.

Motion/second (Slate) to recommend employee recognition at 20 years upon retirement and to forward onto County Board. Motion failed – lack of second.

Discussion held.

Motion/second (Slate/Berhhagen) to provide employee recognition at 20 years upon retirement and to forward onto personnel. Motion Carried.

Becky Pence
Administrative Assistant
Green Lake County
Highway Department
920-294-4060