



# 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: May 26, 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  
Paul Schwandt, Vice-  
Chair  
Robert Lyon  
Robert Schweder  
Sue Wendt*

*Margaret R.  
Bostelmann,  
Secretary*

*\*Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Appearances:
6. Minutes: 04/28/16
7. Correspondence
8. Job Descriptions/Fill Vacant Positions
  - Legal Clerk
9. \*Health Department Summer Intern
10. Analysis to put Child Support under Health and Human Services
11. \*Soil Conservation Position Re-Classification
12. \*60 Day Review – Land Conservation LTE
13. Voluntary Unpaid Leave Request
14. Resolutions/Ordinances
  - ~~\*Relating to Increasing Hours of Economic Support Worker Position~~
15. \*Update Wage Classification Study
16. Monthly Vouchers
17. Clerk's Report
  - Relating to agenda items
  - HRA Policy Change
  - Employee Recognition Policy
18. Committee Discussion
  - Future Meeting. Dates: Meeting June 23 , 2016 at 5:30 pm
  - Future Agenda items for action & discussion
19. Adjourn

\*Item Removed from Agenda

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

April 28, 2016

The meeting of the Personnel Committee was called to order by County Clerk, Marge Bostelmann at 5:30 PM on Wednesday, April 28, 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  
Paul Schwandt  
Robert Schweder  
Robert Lyon

Absent: Sue Wendt

Also Present: Marge Bostelmann, County Clerk  
Sheriff Podoll  
Lori Evans, Sheriff's Office  
Linda Van Ness, HHS Director  
Andrew Christenson  
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel  
Mark Putzke, Chief Deputy  
Harley Reabe, Board Chair  
Jeanne Theune, Child Support  
Amanda Thoma, Coroner  
Tony Daley, Berlin Journal

### AGENDA

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

### ELECTION OF OFFICERS

#### **Election of Chair**

Bostelmann asked for nomination for Chair. Schweder nominated Gonyo for Chair.

*Motion/second( Schwandt/Schweder)* to close nomination and cast a unanimous ballot for Gonyo for Chair. Motion carried.

Gonyo was seated as Chair.

#### **Election Of Vice-Chair**

Gonyo asked for nomination for Vice-Chair. Gonyo nominated Paul Schwandt for Vice-Chair.

*Motion/second(Schweder/Lyon)* to close nomination and cast a unanimous ballot for Schwandt for Vice-Chair. Motion carried.

### MINUTES

*Motion/second (Schwandt/Schweder)* to approve the minutes of March 16, 2016 and March 21, 2016 as presented. Motion carried.

CORRESPONDENCE – None

### JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Soil Conservationist I – Job Description change. Paul Gunderson explained the change in the job description and the need to fill the position.

*Motion/second(Schwandt/Lyon)* to approve filling the Soil Conservation I position. Motion carried.

- Highway General Laborer: Schwandt appeared to explain that one employee is retiring. He explained the need for the Highway General Laborer. He explained they are currently in the process of hiring one laborer, so they will now hire the top two candidates if approve.

*Motion/second(Schwandt/Schweder)* to approve filling the general laborer position. Motion carried.

- Child Support Administrator: Gonyo explained that no action was taken at the last meeting pending Corporation Counsel's opinion of the joint meeting. Theune stated that one employee has been hired and Teri Stellmacher is working to fill in for the vacancy. Gonyo would like to see the department moved under a HHS unit.

*Motion/second(Gonyo/Schwandt)* to move forward and look at an analysis to put the department under HHS and bring back to the Committee. Motion carried.

**DISCUSSION AND POSSIBLE ACTION RELATING TO HEALTH INSURANCE BENEFITS FOR THE CORONER POSITION**

Gonyo requested more information be gathered and find out what determines full time and if the position is part time what is the prorated premium. Amanda presented information on the hours she works. Information will be gathered and brought back to the Committee.

**VOLUNTARY UNPAID LEAVE REQUEST** – None

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

**CLOSED SESSION**

Consider Motion to Convene into Closed Session:

*Motion/second(Schweder/Schwandt)* to move 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 compensation of the Land use Planning and Zoning Director and Paralegal Office Manager. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

**RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.**

*Motion/second(Schweder/Schwandt)* to reconvene in open session. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

*Motion/second(Schwandt/Schweder)* to approve the LUPZ interim director be paid \$2.00/hour while he is interim director and the para legal office manager receive a salary of to \$24.27/hour. Motion carried.

**CLERK'S REPORT**

Employee Recognition Policy Bostelmann will bring information next meeting.

**COMMITTEE DISCUSSION**

- Future meeting date: May 19, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Gonyo adjourned the meeting at 6:13 PM.

Submitted by,

Marge Bostelmann  
County Clerk

DRAFT

LEGAL CLERK  
DISTRICT ATTORNEY'S OFFICE

GENERAL STATEMENT OF DUTIES: Performs administrative and ministerial functions of the District Attorney's Office; performs difficult and varied stenographic, clerical, typing and research tasks.

DISTINGUISHING FEATURES OF THE CLASS: The employee is required to use independent judgment and a high level of paraprofessional and secretarial skills.

EXAMPLES OF WORK: Type letters, memos, report, forms, case records and other materials from clear copy, rough draft or dictation; types briefs and other legal documents with particular emphasis on correct legal citation, form, spelling and grammar; maintains District Attorney and Assistant District Attorney case files and other files; screens and refers all incoming phone calls to the proper person in the office; prepares and organizes attorney files for each court appearance; arranges meetings, sends out notices and agenda information; prepares criminal complaints from dictation or rough draft; advises the public of the scope of jurisdiction of the District Attorney's office and suggests alternatives or resources available to resolve problems; arranges and schedules court appearances and appointment of the attorneys; performs other related duties as may be required by the attorney staff.

ACCEPTABLE EXPERIENCE AND TRAINING: Associate legal secretary degree or certification required along with at least one year legal experience in a law office in a secretarial position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to operate a personal computer and other office equipment proficiently. Microsoft Word, Access and Windows experience preferred. Excellent oral communication skills must. Must provide a valid Wisconsin driver's license.

PHYSICAL REQUIREMENTS: Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking; Visual acuity; ability to hear normal conversations and communicate in a clear manner; good manual dexterity of hands and fingers; ability to lift, carry, push, pull at least 50 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

GREEN LAKE COUNTY  
POSITION DESCRIPTION

**TITLE:** Legal Clerk

**DEPARTMENT:** District Attorney's Office

**LOCATION:** This is a full time (40hrs/week) position

**REPORTS TO:** District Attorney and Office Manager

**POSITION PURPOSE:** Provides advanced secretarial, administrative and reception support to the operations of the District Attorney's office. Performs detailed and intricate typing, drafting and research tasks requiring independent judgment and a knowledge of both legal procedures and terminology.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Types letters, memos, reports, forms, case records and other documents.
- Maintains District Attorney, Assistant District Attorney case files and other office files in a precise and efficient manner. Including both electronic files and paper files.
- Screens and refers incoming phone calls to the proper person in the office.
- Prepares and organizes attorney files for each court appearance.
- Arranges meetings, sends out notices when applicable.
- Prepares criminal complaints from rough drafts.
- Advises the public of the jurisdictional scope of the District Attorney's office and suggests alternatives or resources available to resolve conflicts or problems.
- Data entry into PROTECT; the statewide district attorney's office case tracking and management system. Including maintaining compliance with State mandated case reporting requirements.
- Scans open and closed case filings.
- Maintains and updates all legal research resources in the District Attorney's office.
- Disseminates discovery as mandated by Wisconsin State Statutes.
- Monitors compliance in Plea Diversion Agreements, including verifying community service hours, counseling requirements, restitution payments, employment or school attendance requirements and any other provisions that were ordered by the court. Files appropriate Motions with the Court.
- Reviews misdemeanor referrals from law enforcement agencies regarding misdemeanor offenses. With particular emphasis on the inclusion of required elements of crimes, calculating habitual criminality status by interpreting reports from CIB (Crime Information Bureau and NCIC (National Crime Information Center), reviewing driving records, domestic violence provisions, drug offenses occurring within a certain proximity of

specified places per Wisconsin State Statutes and other modifiers or enhancers that may be applicable.

- Independently monitors Jury Trial deadlines and drafts necessary Subpoenas, Verdict Forms, Witness Lists and Motion In Limine documents.
- Verifies necessary evidence for trial is prepared: certified driving records, blood testing from the State Hygiene Lab including contacting the assigned analyst for his/her appearance in court, drug testing from the Wisconsin State Crime Lab including contacting the assigned analyst for his/her appearance in court.
- Performs legal research as requested by the District Attorney.
- Performs other related functions as requested, to assure the efficient operations of the District Attorney's office are completed.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand the Wisconsin Criminal Traffic Code and the Wisconsin Criminal Statutes.
- Ability to operate a personal computer and other office equipment proficiently.
- Ability to type and transcribe (approx. 40 wpm).
- Psychological ability to work on files with exposure to child victim cases, sexual assault crimes, homicides, fatal car crashes, suicides and other traumatic events including viewing scene and autopsy photographs demanding a high level of confidentiality.
- Organizational and communication skills in a professional manner are required.
- Knowledge of the criminal justice system including legal terminology.
- Ability to multi-task, prioritize and meet deadlines in stressful situations.
- Ability to show initiative and be able to work with little or no direct supervision.

#### **REQUIRED QUALIFICATIONS:**

A minimum of a high school diploma, and two years of post-high school education or previous legal office experience or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Criminal Justice related office experience preferred.

- Must possess and maintain a valid Wisconsin Driver's License.

#### **PHYSICAL REQUIREMENTS:**

Approximately 75% of the time is spent sitting, using near and far vision, medium to high fingering for typing and data entry. Standing, walking, bending, kneeling, twisting, stooping, lifting and crouching are performed about 25% of the time. Ability to lift, carry, push or pull up to 25 pounds.

#### **WORKING CONDITIONS:**

Over 95% of the time is spent inside; up to 5% of the time may be spent outside of the office, traveling to trainings or other departments.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:** Telephone, copy machine, calculator, personal computer and printer, dictation machine, fax machine, shredder, scanner and vehicle.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and necessary 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 judgement to be proper.

May 2016



# LAND CONSERVATION DEPARTMENT 2016 PROPOSED REALIGNMENT

## CURRENT

**COUNTY CONSERVATIONIST (1)**  
4 year degree + experience  
Job Class 7 (\$27.31 - \$31.10)

**SOIL CONSERVATIONIST II (1)**  
4 year degree + advanced criteria  
Job Class 10 (\$21.97 - \$25.02)

**SOIL CONSERVATIONIST I (2)**  
2 year degree + entry level position  
Job Class 11 (\$20.43 - \$23.26)

**CONSERVATION PLANNER (1)**  
2 year degree + entry level position  
Job Class 12 (\$19.00 - \$21.64)

## PROPOSED

**COUNTY CONSERVATIONIST (1)**  
4 year degree + experience  
Job Class 7 (\$27.31 - \$31.10)

**SOIL CONSERVATIONIST III (3)**  
4 year degree + advanced criteria  
Job Class 9 (\$23.62 - \$26.90)

**SOIL CONSERVATIONIST II (3)**  
2 or 4 year degree + basic criteria  
Job Class 10 (\$21.97 - \$25.02)

**SOIL CONSERVATIONIST I (3)**  
2 or 4 year degree + entry level position  
Job Class 11 (\$20.43 - \$23.26)

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST II**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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## **SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Engineering and Agronomy**. ~~Responsible for quality assurance of conservation practice design and installation.~~ The employee works under supervision of the County Conservationist. The employee acts as **assistant team manager in field operations and serves as assistant lead nutrient management and conservation plan reviewer**. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County **and is responsible for quality assurance of conservation practice design and installation**. The employee utilizes Computer Aided Drafting (CAD) software. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

## **DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and stream bank protection.
- Assist landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- **May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.**
- **May be responsible for reviewing and approving stormwater management plans and construction site erosion control plans.**
- **May be responsible to assist with lake planning and grant writing.**

## **SKILLS AND ABILITIES:**

- **Extensive Considerable working knowledge, through continuing education and experience,** of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems.
- Thorough knowledge of the operation of a farm including the livestock and crops to be encountered.
- **Extensive Ability to operate complete topographic survey and install best management practices** using engineering survey devices.
- **Advanced knowledge of Ability to use** CAD computer software, including the latest version of AutoCAD, **to create best management practice design plans.**
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.

- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to train new employees in conservation practice design and installation.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Must possess ~~private engineer license from the State of Wisconsin or advanced level I or greater engineering job approval authority issued by USDA and Wisconsin DATCP~~ **in at least 50% of the designated \*basic best management practices for Green Lake County.**  
 \*(Basic best management practices for Green Lake County include: Access Road, Diversion, Grassed Waterway, Heavy Use Protection, Obstruction Removal, Roof Runoff Structure, Spoil Spreading, Stormwater Runoff Control, Stream Crossing, Terrace, Waste Facility Closure, Water and Sediment Control Basin and Well Decommissioning).
- Preferred **Must possess one of the following certifications based on job responsibilities:** USDA-NRCS Certified Conservation Planner, USDA-NRCS Certified Comprehensive Nutrient Management Planner-Engineering/Agronomy, **Wisconsin Soil Erosion Inspector Certification** and Certified Crop Advisor.
- **Advanced** skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

**QUALIFICATIONS:**

**EDUCATION:** ~~Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field.~~ **Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field.**

**EXPERIENCE / JOB KNOWLEDGE:** ~~Seven~~ **Four years of soil and water conservation experience; or and any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.**

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather

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.

~~February 13, 2014~~

**May 12, 2016**

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST I**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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**SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices. The employee will work under the supervision of the County Conservationist. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County and is responsible for quality assurance of conservation practice design and installation. The employee utilizes Computer Aided Drafting (CAD) software. The employee demonstrates professional judgment in the planning, design and installation of conservation practices and other duties as required.

**DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and streambank protection.
- Assists landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.
- May be responsible for reviewing and approving storm water management plans and construction site erosion control plans.
- May be responsible to assist with lake planning and grant writing.

**SKILLS AND ABILITIES:**

- Knowledge of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems. Knowledge of the operation of a farm including the livestock and crops to be encountered.
- Ability to operate engineering survey devices.
- Knowledge of CAD computer software including the latest version of AutoCAD.
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.
- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Preferred certifications: USDA-NRCS Certified Conservation Planner and Wisconsin Soil Erosion Inspector Certification.
- Basic skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer

**QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** Two years of soil and water conservation experience; or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

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.

## GREEN LAKE COUNTY DEPARTMENT OF LAND CONSERVATION

**TITLE:** Conservation Planner

**DEPARTMENT:** Land Conservation

**LOCATION:** Government Center

**REPORTS TO:** County Conservationist

**PURPOSE OF POSITION:** Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Construction Site Erosion Control and Stormwater Management.** The employee will work under the supervision of the County Conservationist. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

1. Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and streambank protection.
2. Assists landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
3. Assists County Conservationist in gathering data and developing reports for present and future county programs.
4. Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
5. Assists with informational and educational projects.
6. Operates and maintains equipment used in surveying, design and construction of conservation practices.
7. Reviews all land use change items, such as reviewing and approving stormwater management plans and construction site erosion control plans.
8. Conducts client status review and compliance checks.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

**EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:** Computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST III**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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## **SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Engineering and Agronomy**. ~~Responsible for quality assurance of conservation practice design and installation.~~ The employee works under supervision of the County Conservationist. The employee acts as **team manager in field operations and serves as lead nutrient management and conservation plan reviewer**. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County **and is responsible for quality assurance of conservation practice design and installation**. The employee utilizes Computer Aided Drafting (CAD) software. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

## **DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and stream bank protection.
- Assist landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- **May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.**
- **May be responsible for reviewing and approving stormwater management plans and construction site erosion control plans.**
- **May be responsible to assist with lake planning and grant writing.**
- Acts as **designated** County Conservationist in the absence of the County Conservationist.

## **SKILLS AND ABILITIES:**

- **Extensive working knowledge, through continuing education and experience,** of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems.
- Thorough knowledge of the operation of a farm including the livestock and crops to be encountered.
- **Extensive Ability to operate complete topographic survey and install best management practices** using engineering survey devices.
- **Advanced knowledge of Ability to assist other employees in the use of CAD computer software,** including the latest version of AutoCAD, **to create best management practice design plans.**
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.

- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to train new employees in conservation practice design and installation.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Must possess ~~private engineer license from the State of Wisconsin or advanced level II or greater engineering job approval authority issued by USDA and Wisconsin DATCP in at least 75% of the designated \*basic best management practices for Green Lake County and level I or greater engineering job approval authority issued by USDA and Wisconsin DATCP in at least 50% of the designated \*\*advanced best management practices for Green Lake County.~~  
 \*(Basic best management practices for Green Lake County include: Access Road, Diversion, Grassed Waterway, Heavy Use Protection, Obstruction Removal, Roof Runoff Structure, Spoil Spreading, Stormwater Runoff Control, Stream Crossing, Terrace, Waste Facility Closure, Water and Sediment Control Basin and Well Decommissioning).  
 \*\*(Advanced best management practices for Green Lake County include: Grade Stabilization Structures-Embankment, Grade Stabilization Structure-Toewall or Drop Spillway, Grade Stabilization-Chute Spillway, Karst Sinkhole Treatment, Lined Waterway or Outlet, Embankment or Excavated Pond, Sediment Basin, Streambank or Shoreline Protection, Subsurface Drain, Underground Outlet, Any type of Vegetated Treatment Area, Waste Separation Facility, Any type of Waste Storage Facility, and Waste Transfer).
- ~~Preferred~~ **Must possess one of the following certifications based on job responsibilities:** USDA-NRCS Certified Conservation Planner, USDA-NRCS Certified Comprehensive Nutrient Management Planner-Engineering/Agronomy, **Wisconsin Soil Erosion Inspector Certification** and Certified Crop Advisor.
- **Advanced** skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

#### **QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** ~~Seven~~ **Eight** years of soil and water conservation experience; ~~or~~ **and** any equivalent combination of education and experience that provides the necessary **knowledge, skills and abilities.**

#### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather

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.

February 13, 2014

May 12, 2016



**TITLE:** Conservation Planner (continued)

**QUALIFICATION NEEDED (EDUCATIONAL SKILLS):** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field with three years of soil and water conservation experience; or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

**KNOWLEDGE AND SKILLS REQUIRED:** Knowledge of the principles and practices required for non-point pollution and erosion control. Ability to identify pollution problems and to develop relative solutions to those problems. Knowledge of the operation of a farm including the livestock and crops to be encountered. Ability to operate engineering survey devices. Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications. Ability to establish and maintain effective working relationships with other related agencies. Ability to work outdoors in various conditions. Must possess a valid Wisconsin driver's license. Preferred certifications: Wisconsin Soil Erosion Inspector Certification.

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.



# Green Lake County Career Shadow Policy

## PURPOSE

The intent of the Green Lake County Career Shadow Program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

## PROCEDURE

- The interested party will contact the County Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County Clerk's Department. The application is to be submitted to the County Clerk's Department with all appropriate signatures.
- Upon receiving an application, the County Clerk and the specific department head will review the application, and begin arrangements for placement. Placement is not guaranteed, but every effort will be made to accommodate the interested party.
- On the day of the Job Shadow, the participant should be dressed in appropriate attire, which will be defined by the individual department.
- Individual departments reserve the right to limit access. Individual departments also reserve the right to request an interview with an individual prior to their accepting a request for placement.

## STAFF RESPONSIBILITIES

- The department head will select the staff mentor to work with a program participant. Staff mentors:
  - Must be in good standing within the Department
  - Should be aware of the program policy, procedure, rules and conditions.

- Should involve participants in discussion, coach, and exemplify job functions and responsibilities to the best of their ability while conducting themselves in a professional manner.
- Will provide status report concerning the program participant to the responsible Department Head.
- Will apply the Career Shadow Rules, Terms and Conditions including the expectations, activities that participant may or may not be involved with.

DRAFT



**571 County Road A, Green Lake, WI 54941**

## **CAREER SHADOW PROGRAM**

Welcome to Green Lake County's Career Shadow Program. The intent of this program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

Please find attached, and complete in full, the following documents:

- 1) Program Application
- 2) Rules, Terms, and Conditions
- 3) Hold Harmless/Liability Waiver

Upon completion of this packet you should make copies for your records and then deliver this packet, the original, to:

County Clerk  
571 County Road A  
Green Lake, WI 54941



## **Rules, Terms, and Conditions**

1. Participants must have successfully completed the application, been approved by Administration, signed the hold harmless/liability waiver (attached), and agree to the rules, terms, and conditions.
2. Acceptance and/or availability for the program is not guaranteed.
3. Typically, Green Lake County will only take on one participant at a time.
4. The most qualified applicants with the greatest positive attributes or documentation will be selected first.
5. Participants may be suspended from the program and asked to leave, with or without cause, which could lead to a revocation from the program.
6. Participants may voluntarily withdraw from the program.
7. Participants must be 16 years of age or older. Participants less than 18 years of age must have signed parental or guardian approval. Age requirement is waived for the National Take your Son or Daughter to Work day, which is observed on the 4<sup>th</sup> Thursday of April each year.
8. The participant will dress in appropriate attire, which may include Personal Protective Equipment, as defined by each department.
9. Participants are to act professionally at all times. Participants are prohibited from (partial list) swearing, commenting or joking inappropriately, consuming alcohol, smoking cigarettes or chewing tobacco, possessing anything illegal, breaching confidentiality, or sleeping while in the program.
10. Participation is voluntary and no payment of any money, goods, or service is expressed or implied.
11. Participants are not permitted to represent themselves as employees or agents of Green Lake County.
12. Participants will not, under any circumstances, be allowed to carry any type of knife, weapon, or firearm.
13. Typically, participants will serve only with the mentor to whom he/she is assigned.
14. Participants may not interfere with any action, or any equipment, of any mentor at any time.
15. Participants may be exposed to confidential information of which secrecy is of the utmost importance. Participants may be asked to excuse themselves from some confidential situations.
16. The participant must follow the mentors directions at all times and may participate in minor non-essential tasks as deemed appropriate by the mentor.
17. Participant understands that individual departments may have more extensive requirements than listed above.

---

Participant (Signature)

Date

---

Responsible Adult

Date

\_\_\_\_ Parent    \_\_\_\_ Guardian

## Hold Harmless and Release from Liability Waiver

Participant Name: \_\_\_\_\_

I, the undersigned participant, do hereby acknowledge and fully understand that some occupations within the Green Lake County may be dangerous.

Initials \_\_\_\_\_

I, the undersigned participant, also acknowledge and fully understand that the above named participant may be exposed to injury and/or death, intensely emotional situations, potentially disturbing conflicts, the mentally ill, property damage, or emotional loss as a result of this program.

Initials \_\_\_\_\_

I, the undersigned participant, together with my estate, any heirs and/or assigns, do hereby hold harmless Green Lake County, Wisconsin, its agencies and employees, from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever, including attorney fees, which arise out of or are connected with or are claimed to arise out of my participation within the Career Shadow program.

Initials \_\_\_\_\_

I, the undersigned participant, acknowledge and fully understand that this document shall be considered a complete and total waiver of any and all liability on the part of Green Lake County and/or its employees.

Initials \_\_\_\_\_

\_\_\_\_\_  
Participant (Signature)

\_\_\_\_\_  
Date

As the parent/guardian for the above named participant, I authorize my minor child to participate in the Green Lake County Career Shadow Program

\_\_\_\_\_  
Responsible Adult

\_\_\_\_\_  
Date

\_\_\_\_ Parent    \_\_\_\_ Guardian    \*\*\*\*\*Required Initials Above

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# **GREEN LAKE COUNTY**

## **OFFICE OF THE COUNTY CLERK**

*Margaret R. Bostelmann, WCPM*  
*County Clerk*

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

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## **GREEN LAKE COUNTY**

### **COMMUNICATIONS POLICY**

#### **POLICY**

- A. The purpose of this policy and procedure is to establish and maintain a legal, efficient, and consistent means of releasing potentially news worthy information to the media.

#### **INFORMATION**

- A. Green Lake County, as a public service entity, acknowledges the role media plays in society and desires to maintain a positive working relationship with all media contacts.
- B. Green Lake County will release information as deemed necessary or as requested.
- C. Any media release information will be within the scope of the law, open records law, and may have investigatory and/or ethical considerations applied.

#### **PROCEDURE**

- A. Media Releases.
  1. Media releases may be prepared by the Sheriff, Chief Deputy, Health Officer, appropriate Department Heads or their designees.
  2. Immediate postings to the County website by the designated department with assistance as needed from the IT Department.
  3. If a non-designee employee receives request for information, obtain a name and call back number of the representative, and advise the appropriate Department Head.
- B. Preparing Media Releases and Speaking with the Media (Authorized Staff).
  1. Physically and mentally prepare for the encounter.
  2. Look and act professionally.
  3. Speak or write in short, easy to understand sentences.
  4. Address the event directly.
  5. Avoid drawing conclusions on events you are not certain about. If you don't know the answer state, "I do not know", ask to answer the question later.
  6. Do not mislead the media, be honest, polite, and courteous; remain composed.
  7. Be sensitive to media needs and deadlines.
  8. Specifics on department staff matters may be subject to "open records" or employment law.

Information which could damage an investigation, further injure victims, or compromises the safety of anyone should be withheld.

Individual departments may have more specific requirements under a separate department policy which would take precedence to the County wide policy. The policy should be reviewed by the Loss Control Committee to insure it is not in conflict.

April 2016



Green Lake County

NEAR MISS REPORT

A near miss is a potential hazard or incident that has NOT resulted in a personal injury or damages. All accidents must be reported to management A.S.A.P. If injury occurred *Worker's Compensation Notification of Injury Form* or *Incident-Emergency Report* must be filled out.

-----To be filled out by Employee or Supervisor-----

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Description of near miss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of form or attach another sheet if more space needed)

Was this near miss the result of any of the following: (Check all that apply)

- Unsafe Equipment       Unsafe Act       Violation of Policy
- Unsafe Worksite       Unsafe Condition
- Other \_\_\_\_\_

Could this have been prevented, how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action: \_\_\_\_\_  
\_\_\_\_\_

Date of Corrective Action: \_\_\_\_\_

Result of Investigation: \_\_\_\_\_  
\_\_\_\_\_

-----  
Reported By Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Near Miss Reporting Policy**

### **I. Purpose**

Incidents occur every day in the workplace that could result in serious injury or damage. In order to ensure a safe, healthful, and efficient work environment for our employees, Green Lake County has established the following near miss reporting policy.

### **II. Reporting**

Employees are required to report to their supervisor any job-related near miss incidents that occur at the workplace so that action can be taken to investigate the causes and to prevent recurrence.

Near Misses: Unplanned events that could have, under slightly different circumstances, caused injury, illness, death, property damage, loss of materials, or environmental damage.

- Near misses must be reported immediately or within 24 hrs. to the employee's direct supervisor.
- Any employee completing a near miss report may remain anonymous.
- Each report will be investigated to identify the cause.
- Upon investigation the results are to be used to improve safety.

### **III. Enforcement**

Any employee who violates this policy will be subject to discipline, up to and including discharge.