

Notice of Public Meeting
Monday, January 23, 2017
11:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

*Door County Government Center
 Chambers Room, 1st floor
 421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of December 27, 2016 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - A. **County Board**
 - ◆ Vacant District 9 Supervisor Seat
 - ◆ Compensation for Chairing a Committee
 - ◆ Appointment of Poet Laureate
 - B. **County Administrator**
 - ◆ Sanitarian Relocation Timeline
 - C. **Corporation Counsel**
 - ◆ §767.405, Wis. Stats. Family Court Services – 2016 Mediation Services Report
 - ◆ “County v. Lo Artisan Distillery, LLC” Case #2016-CV-104 – Judgement Collection
 - ◆ Shoreland Zoning Ordinance Amendment/Odyssey
 - ◆ Assistance Corporation Counsel Position
 - D. **Human Resources**
 - ◆ Request to Refill Chief Deputy-Treasurer
 - ◆ Request to Refill Regional Comprehensive Community Services Coordinator-Human Services
 - ◆ Request to Refill Highway Worker
 - ◆ Request to Refill Construction Superintendent
 - ◆ FYI: Letter of Resignation: Jason Latva-Human Services
 - ◆ FYI: Successful Completion of Introductory Period: Kurt Wilke, Kevin Brungraber-Highway Dept.
 - ◆ FYI: Personnel Transactions
9. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
10. **Vouchers, Claims and Bills**
11. **Next Meeting Date(s):** Regular Meeting: February 21, 2017 – 10:00 a.m.
12. **Adjourn**

Deviation from order shown may occur

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Committee.

MINUTES
Tuesday, December 27, 2016

ADMINISTRATIVE
COMMITTEE

*Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

Call Meeting to Order

The Tuesday, December 27, 2016 Administrative Committee Meeting was called to order at 9:04 a.m. by Chairman David Lienau.

Establish a Quorum ~ Roll Call

Members present: David Lienau, Dan Austad, Ken Fisher, John Neinas, Kathy Schultz, and Richard Virlee. Joel Gunnlaugsson arrived at 9:37 a.m.

Others present: Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Finance Director Mark Janiak, Building & Grounds Director Wayne Spritka, Human Services Director Joe Krebsbach, Sheriff Steve Delarwelle, Interim Soil & Water Director Greg Coulthurst, Planning Director Mariah Goode, and County Clerk Jill Lau.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Schultz to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of November 14, 2016 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Virlee to approve the minutes of the November 14, 2016 meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

No one from the public commented.

Old Business

No old business was presented.

New Business (Review / Action)

County Board

Process to Fill Vacant District 9 Supervisor Seat

Chairman Lienau explained previous vacancies were filled by advertising, accepting letters of interest, individuals met with the Chair and Vice-Chair and a recommendation was brought forward to the full county board. Lienau intends to use the same process to fill the vacancy in District 9. January 6, 2017 is the final date to apply.

County Administrator

FYI: Out-of-State Travel: Ames, IA, December 19-20 – Wayne Spritka, Bldg. & Grounds Director

FYI. Traveled to pick up surplus equipment.

Corporation Counsel

Shoreland Zoning Ordinance Amendment / Odyssey

CC Thomas explained the final version of the amended ordinance will be before County Board today.

Palmer Johnson Yachts, LLC CDBG-ED FY-07 16265 – Close Out

WDA closed the loan. The county requested to be reimbursed for the expenses related to collection and reimbursement has been approved.

“County v. Lo Artisan Distillery, LLC” Case #2016-CV-104

On December 22nd communication with the owner occurred. The owner will be voluntarily turning over the collateral to Door County. Once in the possession of the County the equipment will be marketed and sold. Current loan balance is approximately \$33,000.

Assistance Corporation Counsel Position

Interviews completed and an offer has been made and accepted. Expecting the person to begin in February. Karen Behling has been selected.

Human Resources**Compensation Plan Appeal for Approval**

HR Director Hendee reviewed the appeal process vetted through Carlson-Dettman. All appeals have been reviewed by Carlson-Dettman and recommendations were made. The recommendations were included in the meeting packet.

Motion by Schultz, seconded by Neinas to approve the compensation plan appeals as presented. Motion carried by unanimous voice vote.

Compensation Plan Structure Approval

Motion by Austad, seconded by Schultz to approve the compensation plan structure. Motion carried by unanimous voice vote.

Resolution – Administrative Manual Amendment – Special Pay

HR Director Hendee explained this is an addition to the current language in the Administrative Manual. The compensation relates to carrying a pager. Administrator Pabich further explained changes were triggered by changes to the federal requirements for FLSA. Previous to the change the positions were exempt and paid hourly. CC Thomas explained the County will need to draft a detailed on-call policy. There will be unique features in each department that will need to be worked out. Several questions need to be answered. Administrator Pabich requested any decisions be retroactive to December 1, 2016. CC Thomas noted the county needs to be careful when comparing positions; on-call versus over-time.

Motion by Austad, seconded by Fisher to refer the matter back to staff for further review and recommendation. Motion carried by unanimous voice vote.

Request to Refill Deputy Sheriff-Sheriff's Dept.

Motion by Fisher, seconded by Schultz to approve the request to refill and all subsequent vacancies. Motion carried by unanimous voice vote.

Request to Refill Conservationist-SWCD

Department is currently down two positions and a County Conservationist.

Motion by Fisher, seconded by Austad to approve the request to refill the Conservationist position. Supervisor Neinas reviewed the proposed reorganization of the DNR and questioned if the county position needs to be refilled. Interim Soil and Water Director Greg Coulthurst noted the department doesn't design the plans for CAFO's. The current staff make-up doesn't provide the department the opportunity to review plans. The department acted as a secondary review to the plans; they did not design the plans. CC Thomas noted most of the county's work doesn't involve CAFO's. Administrator Pabich noted one position is on hold until a new department head is in place. Motion carried by unanimous voice vote.

Request to Refill Chief Deputy-Treasurer

HR Director Hendee reviewed the request. HR Director Hendee noted three LTE's are currently in the office to assist with tax collections. Administrator Pabich explained discussions regarding the refill of the position were held with County Treasurer Zahn. Opportunities to consider include the initial reorganization with land records and building reorganization/relocation. Treasurer Zahn noted this time of the year is very busy and without a person in the position things aren't getting done.

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill. Supervisor Neinas noted there are peaks and valleys in all offices. Will the County "hit the wall"? HR Director Hendee explained it is best to adjust any position when vacant. Administrator Pabich noted a position could be transferred down to the Treasurer's office or be incorporated together and moved to another area in the building. It is expected that the review of options will take 30-60 days. Administrator Pabich suggested if the committee would like further review to refer the issue back to staff.

Gunnlaugsson withdrew his second and Fisher withdrew his motion to approve the request to refill.

Motion by Fisher, seconded by Gunnlaugsson to refer the request to refill the Chief Deputy County Treasurer position to staff for further review and recommendation in a timely manner. Motion carried by unanimous voice vote.

Request to Refill Administrative Asst. I-Human Services

HR Director Hendee noted this is the position that processed the incoming monies. Administrator Pabich noted a review of the position was completed and the position was determined to be critical.

Motion by Austad, seconded by Schultz to approve the request to refill. Motion carried by unanimous voice vote.

Request to Refill Psychiatrist/Medical Doctor-Human Services

The Human Services Board met and recommends approval. HR Director Hendee noted several options are being explored for the position including sharing services with Kewaunee County. Human Services Director Krebsbach explained he is requesting to recruit and hire a full-time psychiatrist with the option of sharing services. Our current rate for the doctor is approximately \$50/hr less than a contracted rate. It is expected we can bring a doctor in-house for less than contracting.

Motion by Gunnlaugsson, seconded by Schultz to approve the request to refill with the best possible option. Motion carried by unanimous voice vote.

FYI-Letter of Resignation: Mitch McCarthy-Soil & Water

FYI-Letter of Resignation: Robin Hartwig-Telecommunicator

FYI-Letter of Resignation: Jan Anderson-Treasurer's Office

FYI-Letter of Resignation: Colleen O'Rourke, Psychiatrist/MD-Human Services

FYI-Letter of Retirement: Betty Sixel-Human Services

FYI-Letter of Retirement: Reginald Laaksonen-Highway

FYI-Letter of Retirement: Richard Weisgerber-Highway

FYI's.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date(s)

Regular Meeting: January 23, 2017 – 10:00 a.m.

Adjourn

Motion by Fisher, seconded by Schultz to adjourn. Time:10:07 a.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

**GAY A. PUSTAVER
6304 BREEZEWOOD LANE
STURGEON BAY, WISCONSIN 54235**

Page 1 of 2 2016 MEDIATION SERVICES ANNUAL REPORT 1/1/16 – 12/31/16
 -submitted by Gay Pustaver January 11, 2017 via e-mail

Number of referrals dated 1/1/16 – 12/31/16 = 46 total
 (22 =never married; 13 =new divorce action; 11 =post divorce)

January.....4	July.....4
February.....2	August..... 5
March.....6	Sept..... 7
April.....8	Oct..... 3
May.....2	Nov.....2
June.....3	Dec..... 0
TOTAL.....46	

Number ordered by Judge	8
Number ordered by Family Court Comm	38

OPEN CASES

No. of 2015 cases open as of 12/31/16	0
No. of 2016 cases open as of 12/31/16	3

CLOSED CASES

No. of 2015 cases closed in 2016.....	14
No. of 2016 cases closed by 12/31/16.....	43

TOTAL 2015 AND 2016 CASES CLOSED AS OF 12/31/16 = 57

Disposition of 57 cases closed as of 12/31/16

Written, signed agreement	23
Agreement written, not signed	0
Agreed between parties/attorneys	3
Parties withdrew request for mediation	0
Mediation refused by both parties	0
Inappropriate for mediation	1
Parties reconciled/divorce on hold	0
Never met/parties never contacted mediator/no comply	6
Made 2 nd apt but didn't attend/no follow-up	0
Temporary agr signed; no permanent agr	0
Different mediator used	0
Change of venue	0
TPR/adoption being pursued	0
Impasse	24 * see page 2
TOTAL	57

Page 2 of 2 2016 MEDIATION SERVICES ANNUAL REPORT 1/1/16 – 12/31/16
 -submitted by Gay Pustaver January 11, 2017 via e-mail

There were 4 cases referred in 2016 with Restraining Order Injunctions in place

 See Semi-Annual report for explanation of 13 impasses closed from January 1 – June 30, 2016

Explanation for 11 impasse cases closed between July 1 – December 31, 2016:

- 1 – Paternity tested 2x; dad still not sure; mom asked for impasse after they made second apt and did not keep it.
- 1 – see my e-mail to Grant Thomas dated 11/9/16; disagreed over ADHD diagnosis and treatment
- 1 – dad and attorney wanted a GAL; only came to Orientation because required; vaccination issues.
- 1 – dad stated that he is not interested in seeing his son
- 1 – move issue
- 1 – both stated GAL preferred due to older age of kids; disagreed over giving kids a voice in their placement.
- 1 – dad was in extended stay at Brown Co Mental Health
- 1 – see e-mail to Grant Thomas dated 7/7/16; TRO, alleged sexual assault of girls by dad; Human Services involved; girls in foster care; agreement drafted not signed.
- 1 – wrote temporary agreement; distance an issue; made 4th apt then dad called and asked for Impasse per his attorney.
- 1 – disagreement over autistic child diagnosis and treatment
- 1 – Mediator received letter from mom's attorney stating mediation no longer needed.



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

TO: Administrative Committee

FROM: Ken Pabich, County Administrator
Kelly Hendee, Human Resource Director

DATE: January 23, 2017

RE: Treasurer Chief Deputy Position

Background

Last month, the Administrative Committee referred refilling the Treasurer Chief Deputy position back to staff to review if it is needed. It was discussed whether or not the work load could justify filling the position with a full time person.

Analysis:

For the review, we considered multiple options which centered on:

1. Keeping the office at the current location; and,
2. Re-locating the office.

Same Location

To consider keeping the office in the current location, the following options were considered. Hire a full time deputy to complete the existing workload or pull an existing person from another department to pick up the existing duties and maintain their existing workload.

Given the various work load timing, sharing a position with another department does not work. In terms of moving a person and existing job functions down to the office; we reviewed moving the Real Property Assistant down to the Treasurer's office. Under this option, we would need to redefine how some of the work would be divided between the Treasurer's office and RPL. While we may gain efficiencies by moving the position in one area, we would lose greater existing efficiencies by separating a function(s).

Moving Office

Multiple options were considered; however, only one option seems viable. Under this option, the Treasurer's office would move to a shared office with RPL on the third floor (Sanitarian Office once relocated). The Real Property Lister Assistant would also serve as the Treasurer's Chief Deputy. Under this option, there is more commonality between functions and with talking with staff, the main impact would be the reduction of services. In essence, we currently have a 2-3 week cycle to process a parcel from Register of Deeds to when is updated on the GIS and Land Record database. This timeframe would be extended to a 4-6-week cycle. It would also extend the cycle for processing assessments from 2-3 days to 10-12 days.

Please note, that under this option, we would be moving the Treasurer's office which would mean that the public would need to navigate to the new location. To accommodate citizens dropping payments off, a lock box could be secured in the existing Treasurer Office area.

Hybrid Option

In discussions between all the different departments, there is another option that provides savings while still providing coverage in the Treasurer's office. In many departments, we have Limited Term Employees (LTE) that are used to assist with a variety of administrative functions.

With this hybrid option, we would hire a full time Chief Deputy and the office would remain in its current location. This would provide the "full time" service that we need during busy times or when the Treasurer is out of the office. It also promotes a level of uniformity in the work product. In the down time, the position would be used to assist with work that is needed in other offices. This requires department heads to communicate the needs for the work to be done to Human Resources for coordination of tasks.

The fiscal impact under this option would be similar to making the position part time. In essence, we would cut the following: Part time position in planning (partially from merge with Sanitarian but also the potential for shared work) and we would reduce LTE hours in departments in the Government Center.

Other Options Considered

There were other options that were considered but were considered not viable. These were:

1. Do not replace Chief Deputy (only use LTE's)
2. Move forward with Full-Time Chief Deputy
3. Move forward with Part-Time Chief Deputy
4. Move RPL down to the Treasurer's office
5. Merge and relocation to the Register of Deeds Office
6. Merge with Clerk's office

Recommendation:

Out of all of the options reviewed, only two seem to truly have merit for consideration.

1. Move Treasurer's office to the third floor with RPL and combine the Chief Deputy with the Assistant Real Property Lister position.
2. Use the hybrid option of hiring a full time Chief Deputy and this position would be "shared" within the government center to take on more duties during down times. Under this option, we would reduce other LTE hours in the building and the office would remain in the same location.

We would recommend Option 2. Option 1 does have potential; however we are just in the initial stages of reviewing the space within the Government Center. In addition, we have just merged the RPL office with Planning and we are anticipating the relocation RPL within the next two months. With Option 2, we are meeting the needs of the Treasurer's Office, while still reducing the overall workforce and gaining work efficiencies.

Door County Human Resources Form # 2015-04 Title: **Request to Refill Position**

Date Created 11/19/2014 Date Revised 07/23/2015 Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT HEAD TO COMPLETE:

Department Treasurer Position Title: Chief Deputy

Position Status: Currently vacant Will be vacant Date Vacant: 12/14/16
 Full Time Part Time Limited Term Project Hours per week: 40

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: None

Transfer: why is the new position more attractive to employee than current one? New Challenge

Name of Current / Most Recent Incumbent: Jay Anderson

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain:

Reviewed, updated, and submitted to Human Resources:

- Job Analysis Questionnaire
- Job Description

Completed by: Jay Zahn Date 12/13/16

Financial Information:

Salary Range: \$18,899 - \$21,599 Is the Position Budgeted: Yes No

Funding Source: Levy % 100 Grant Funded % Other %

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO office/clerical FLSA Status non-exempt

Human Resources has performed a position review? KH (HR initial)

The Job Analysis and Job Description have both been updated and signed? KH (HR initial)

Approvals:

County Administrator [Signature] Date 12-14/16

Oversight Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

County of Door
Chief Deputy - Treasurer

Job Title	Chief Deputy – Treasurer	Last Revision	09/21/2015
Department	Treasurer	HR Reviewed	09/21/2015
Division		Employee Group	General Municipal Employee
Report To	Door County Treasurer	FLSA Status	Non-Exempt
Pay Range	F	EEO Code	06 – Office/Clerical

General Summary

Assists the County Treasurer in all functions of tax collection and receipting of incoming monies. Responsible for reconciling the monthly bank statement, assisting with daily bank deposits, keeping accurate records of all transactions and balancing with the Finance Department. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Collect unpaid taxes accurately and balance cash with payment edits. Process credit card, debit card and Echeck payments. Process all tax payments received from participating financial institutions. Issue refunds for overpayments of taxes.
2. Balance receipts with actual cash collections for daily bank deposit. Balance monthly totals of tax payments with daily deposits and credit/debit/Echeck payments for the Finance Department.
3. Issue general receipts for County monies received from all County Departments.
4. Prepare annual In-Rem foreclosure report. Mail certified notification to all property owners and lien holders. Prepare and mail foreclosed property listing.
5. Assist with the disbursement of County checks, by mail or in person. Prepare vouchers for payment to Districts of special taxes held in trust.
6. Calculate interest due on delinquent taxes. Post delinquent payments to tax record books. Mail notices of unpaid taxes for all tax years.
7. Balance first half of semi-annual tax collections and transfer monies collected to municipalities daily. Notify municipalities and Finance Department of amounts transferred.
8. Reconcile the monthly bank statement and cash figure and balance in tax accounts for the Finance Department.
9. Distribute written and verbal information to the general public regarding taxes, delinquent amounts, lottery credits, assessed values, fair market value, use value and general tax information as requested.
10. Prepare monthly electronic Reports and submits them to the Wisconsin Department of Revenue for Register of Deeds, Register in Probate and Clerk of Courts.
11. Keep an accurate updated lottery credit listing; notify new property owners eligible for the credit; electronically report to the State of Wisconsin the number of lottery credits claimed by each municipality.
12. Notify/invoice issuers of all NSF checks of Door County NSF check procedure.
13. Assist with settlement of tax money due Door County and accept the postponed and delinquent taxes from the 19 County districts.

General Job Functions

1. Assist the Treasurer in all functions of the Treasurer's office. In the Treasurer's absence, make essential decisions and ensuring the office runs in a smooth manner.
2. Responsible for daily bank deposit in the absence of the Treasurer.

County of Door
Chief Deputy - Treasurer

Requirements

Training and Experience

1. High School Diploma or equivalent.
2. Current valid Wisconsin driver's license required.
3. Four to Five (4-5) years of responsible work experience; or an equivalent combination of training and experience in Accounting, Treasury, or similar capacity.
4. Ability to type a minimum of 45 words per minute determined by a standard keyboard test.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of basic math, accounting, and/or bookkeeping. Ability to keep accurate and organized records.
2. Ability and skill in use of a personal computer, knowledge of Excel and Word, and accurate use of a calculator.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
4. Ability to process cash and checks rapidly and accurately. Honesty and being trustworthy is demanded.
5. Knowledge of how to find a legal description in the tax rolls and on a map.
6. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical and Working Conditions

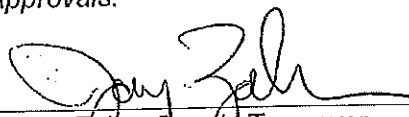
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

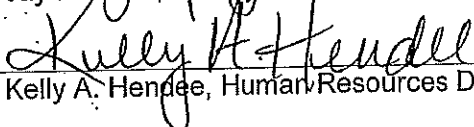
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:


Jay R. Zahn, County Treasurer

12/21/16
Date


Kelly A. Hendee, Human Resources Director

12/21/16
Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Chief Deputy Treasurer

_____ 6 Mo _____
 Treasurer Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Chief Deputy Treasurer Pay Range F Min Step										
1.00	\$18.89	39,291					28,752			68,043
Current Chief Deputy Treasurer 2017 Budget										
1.00	\$20.55	42,744					29,260			72,004
Total Salary and Benefit Decrease										(3,961)
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Chief Deputy Treasurer Pay Range F Control Point										
1.00	\$21.59	44,907					29,577			74,484
Current Chief Deputy Treasurer 2017 Budget										
1.00	\$20.55	42,744					29,260			72,004
Total Salary and Benefit Increase										2,480

Dept Head Signature

Mark E. Janich

Finance Director

Date

12/14/2016

Disclaimer: This Fiscal Impact does not include Step 2 \$19.43, Step 3 \$19.97, Step 4 \$20.51, or Step 5 \$21.05.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Regional Comprehensive Community Services Coordinator

Position Status: Currently vacant Will be vacant Date Vacant: 1/25/17

Full Time Part Time Limited Term Project Hours per week: _____

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: This was a new regional (3-county) position created 1/1/16.

Transfer: why is the new position more attractive to employee than current one? Single work location, in his field of training (AODA)

Name of Current / Most Recent Incumbent: Jason Latva

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: Joe Krebsbach Date 1/4/17

Financial Information:

Salary Range: Grade J \$26.22 – \$34.45/hr. Is the Position Budgeted: Yes No

30% funding CCS rev. 66%

Funding Source: Levy % _____ Grant Funded % _____ Other Shawano and Kewaunee Counties % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status exempt

Human Resources has performed a position review? KH (HR initial) Date 1-5-17

The Job Analysis and Job Description have both been updated and signed? KH (HR initial) DRAFT

Approvals:

County Administrator [Signature] Date 1-5-17

Oversight Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

January 4, 2017

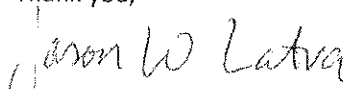
Joe Krebsbach
421 Nebraska St
Sturgeon Bay, WI 54235

RE: Jason Latva

I have been offered a position in Manitowoc County which I will be accepting. This position gives me the opportunity to get back in AODA and also work from one location, both big positives for me. I am leaving knowing that the CCS program is in what I feel to be very good shape

Door County has been a great experience for me and gave me an opportunity to grow as a person and professional. I would be more than happy to help with anything in the transition. My last day will be Tuesday, January 24.

Thank you,


Jason W. Latva



County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: January 5, 2017
Re: Request to Refill Regional Comprehensive Community Services
Coordinator

The CCS Coordinator position was created in 2016 and although the position is a Door County position, it is shared between Door, Kewaunee, and Shawano Counties. This includes sharing the person's time and costs equally between the three counties.

The CCS program was new to each of the three counties in 2015, and it is growing rapidly. In 2016, in Door County, we provided services with a revenue of over \$400,000 and we anticipate this to double in 2017. Each of the other counties over a \$1,000,000 in revenues for 2016. The position is responsible to oversee that we are meeting all of the state requirements for this program. It is a crucial position to make sure that we are following the rules set up by the state in a very administrative heavy program.

I am respectfully requesting permission to refill the position as soon as possible.

Joe

County of Door Comprehensive Community Services Coordinator CCS

Job Title	CCS Coordinator	Last Revision	1/5/2017
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	Behavioral Health Program Manager, collaboration with tri-county CCS Administrators	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

Provides Comprehensive Community Services program oversight and coordination across a three county (Door, Kewaunee, and Shawano) regional shared service model. This includes technical assistance and training; quality assurance and quality improvement processes; and provider network development and support. Responsible for consultation with CCS Administrators and Clinical Program Managers within each of the three counties to ensure consistent implementation of the CCS program across the region. Recruits and develops contracts with service providers in accordance with DHS 36.10. Upholds CCS program values, assists with developing appropriate policies and procedures and participates in state recertification site reviews and audits for each program location. Oversees the CCS Regional Steering Committee and acts as a liaison to each partnering county. Travel between the counties within the consortium and to provider locations region-wide is required.

Duties and Responsibilities

Essential Job Functions

1. Policies, Procedures, Technical Assistance & Training
 - Respond in a timely manner to day-to-day requests for technical assistance (programmatic, fiscal and information systems related) from CCS staff and service providers.
 - Develop policies and procedures to assist with uniform implementation of CCS rules and regulations across the consortium.
 - Develop resources, tools, brochures, handbooks, and templates to assist staff and providers in implementing program requirements.
 - Identify training needs; provide a lead role in facilitating, coordinating and/or delivering trainings and orientations as needed for staff and providers in the region.
 - Work with contracted administrative agency to ensure all staff and providers meet training requirements.
 - Partner with State of Wisconsin Department of Health Services and regional training partnerships to obtain information and resources needed by the region.

2. Quality Assurance, Monitoring, and Quality Improvement
 - Implement comprehensive Quality Assurance process for Consortium, to include routine auditing of staff and provider records to ensure compliance with DHS 36 regulations.
 - Ensure consistency across the region in proper Medicaid documentation for internally employed staff and external contractors through regular review of documentation across the region.

County of Door

Comprehensive Community Services Coordinator CCS

- Compile quality assurance findings and follow up on identified concerns; work with CCS Administrators and Program Directors to implement corrective actions as needed.
 - Conduct and compile results of consumer satisfaction surveys.
 - Analyze data, develop reports, and identify areas needing attention. Develop quality improvement initiatives in particular counties or region-wide to address deficits.
 - Lead regional QI Committee. Revise Quality Assurance/Quality Improvement Plan as needed to reflect any new QA/QI procedures put into place.
 - Assist in preparation for State recertification site reviews and audits through chart reviews, submission of application materials to DHS/DQA, and compilation of supporting materials. Participate in site reviews at each county location.
 - Serve as the point person for the State DHS, assuring that all certification requirements are met.
3. Provider Network Development & Support
- Identify gaps in the provider network and outreach to provider community to fill these gaps through contract development and negotiation.
 - In partnership with contracted administrative agency and CCS Administrators, ensure all new and existing providers have submitted all necessary components of application packet and meet all credentialing requirements.
 - Maintain positive relationships with provider network through ongoing communication and technical support.
 - Monitor quality of contracted services and work with CCS Administrators and Service Directors to address any identified deficiencies.
4. Reports and Database Management
- Assure that all required state reporting is completed in a timely manner and information shared with local and regional coordinating committees.
 - Develop and maintain a regional CCS database and resource folder of shared information including:
 - 1) Regional steering committee minutes and recommendations.
 - 2) Maintenance of a provider network directory.
 - 3) Calendar of events including training and other CCS events and activities.
 - 4) Quality Assurance/Quality Improvement reports
 - 5) Summary of regional CCS information and statistics.
 - 6) Policies and procedures
 - 7) Forms, tools, resources
 - Aid the local CCS Administrators, Service Directors and IT staff in identifying and implementing enhancements to the case management software system (TCM).
 - Coordinate with DHS and DCF data and program analysts to interface with state and regional datasets.
5. Regional Steering Committee
- Convene and facilitate regional CCS Steering Committee.
 - Serve as a liaison to each of the local CCS Coordinating Committees.
 - Follow up on all recommendations of the Steering Committee and report back on actions taken.

County of Door

Comprehensive Community Services Coordinator CCS

Requirements

Training and Experience

1. A Bachelor's degree required.
2. Masters preferred in Psychology, Social Work like field or 1-2 years' experience providing psychosocial rehabilitative services to individuals with mental health and substance use disorders, in a CCS or a related program.

Knowledge, Skills, and Abilities Required

1. Requires thorough knowledge of clinical social work methods and procedures.
2. Requires working knowledge of services available in the treatment of individuals in a community setting.
3. Requires working knowledge of the preparation and maintenance of case records.
4. Ability to read, analyze, and interpret state statutes and local policies.
5. Ability to effectively present information to top management, public groups, and/or boards of directors.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.
7. Ability to operate a computer using word processing and related functions, and the ability to operate other office machines.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
9. Requires ability to successfully facilitate committees/group discussion.
10. Requires ability to establish and maintain satisfactory working relationships with co-workers, contractors, state staff, stakeholders, and the general public.
11. Requires completion of CCS recovery based training.
12. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

This position may require office hours at locations in each of the three counties. Travel to various offices within consortium required on a regular basis.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

County of Door

Comprehensive Community Services Coordinator CCS

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Joseph A. Krebsbach, Human Services Director

Date

Kelly A. Hendee, Human Resources Director

Date

DRAFT

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Comprehensive Comm Services Coord (CCS)

_____ 6 Mo _____
Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Comprehensive Comm Services Coord (CCS) Pay Range J Min Step										
1.00	\$26.22	54,538					33,338			87,876
Current Comprehensive Comm Services Coord (CCS) 2017 Budget ★										
1.00	\$23.98	49,878					9,477			59,355
Total Salary and Benefit Increase										28,521
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Comprehensive Comm Services Coord (CCS) Pay Range J Control Pt										
1.00	\$29.96	62,317					34,816			97,133
Current Comprehensive Comm Services Coord (CCS) 2017 Budget ★										
1.00	\$23.98	49,878					9,477			59,355
Total Salary and Benefit Increase										37,778

Dept Head Signature Mark E. Janich Finance Director
 Date 1/5/2017

★ These were the amounts included in the 2017 budget. As a result of the Carlson-Dettman Compensation Plan the incumbent in this position would have had their hourly wage increase to \$25.10 on 1/1/2017 and then \$26.22 on 7/2/2017. This would have raised their total 2017 salary/benefit cost to \$63,514.

Disclaimer: This Fiscal Impact does not include Step 2 \$26.96, Step 3 \$27.71, Step 4 \$28.46, or Step 5 \$29.21.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Highway Position Title: Highway Worker

Position Status: Currently vacant Will be vacant Date Vacant: 3/31/2017

Full Time Part Time Limited Term Project Hours per week: _____

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: Last personnel actions occurred in December 2015 due to retirements.

Transfer: why is the new position more attractive to employee than current one? _____

Name of Current / Most Recent incumbent: Reggie Laaksonen

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: Position does not have an office.

Reviewed, updated, and submitted to Human Resources:
 Job Analysis Questionnaire
 Job Description

Completed by: John Kolodziej Date 12/12/2016

Financial Information:

Salary Range: 2017 - \$18.89 - \$24.83 Is the Position Budgeted: Yes No

Funding Source: Levy % _____ Grant Funded % _____ Other Internal Service Fund % 100

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 08 - SERVICE/MAINTENANCE FLSA Status non-exempt

Human Resources has performed a position review? [Signature] (HR Initial)

The Job Analysis and Job Description have both been updated and signed? [Signature] (HR Initial)

Approvals:

County Administrator [Signature] Date Dec 13, 2016

Oversight Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

County of Door Highway Worker

Job Title	Highway Worker	Last Revision	09/24/2015
Department	Highway	HR Reviewed	09/24/2015
Division		Employee Group	General Municipal Employee
Report To	Highway Commissioner	FLSA Status	Non-Exempt
Pay Range	14	EEO Code	08 – Service/Maintenance
Created			

General Summary

This position is responsible for operating various highway construction equipment. Assignments given change from day to day and from season to season. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Perform general routine maintenance on County, State, and Local roadways.
2. Operates single, tandem, tri, quad axle trucks and semi-tractor with dump bodies.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shouldering equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic maintenance duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual and clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.

General Job Functions

1. Performs a variety of highway operations and maintenance functions.
2. Complete a daily accounting of labor, equipment, and material used on specific projects for billing services to clients.

Requirements

Training and Experience

1. High school diploma or GED.
2. One (1) year of work experience with highway construction equipment; or an equivalent combination of training and experience.
3. Current valid Wisconsin driver's license require with Class A, B, C, with N Endorsement.
4. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within

County of Door Highway Worker

one year of hire.

5. Training or skill in welding and mechanics is beneficial.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Ability to operate road construction equipment in a safe and effective manner.
3. Ability to read a grade level. Requires basic knowledge of road construction, demonstrated with six (6) to twelve (12) months of progressive road construction work experience.
4. Knowledge of traffic laws and weight limits.
5. Knowledge of the location of state, county, city and town roads.
6. Capable of performing varied assignments from one day to another.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Mostly outside work, subject to all weather conditions, must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in. Nearly continuous standing and walking at work site, sitting when operating equipment. Occasional crouching, bending and twisting.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

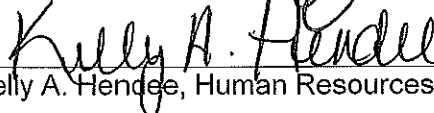
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:


John P. Kolodziej, Highway Commissioner

9/30/15
Date


Kelly A. Hendee, Human Resources Director

10/2/2015
Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 09/2015	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Highway Worker

Department Highway Division _____

Report to: (position title): Reports to the Highway Commissioner for projects and other general direction.

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

Operates single, tandem, tri, quad axel dump trucks and semi tractors equipped with dump body to transport construction materials. Operate a variety of department construction and maintenance equipment including loaders, rollers, graders, chain saws, crack filling equipment hot mix asphalt equipment, sign equipment. Maintain facilities. Perform general mechanic duties. Perform routine maintenance of roadways.

- B. Fundamental duties of the position**
1. Write one duty per numbered space.
 2. Rank the duties in order of importance. The most important duty should be number one.
 3. After listing the specific duties, enter the percentage of time spent on each.
 4. Indicate which of the items are essential, which is determined considering the following:
 - a. Does the position exist to perform this function? OR
 - b. Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
 - c. Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
 5. Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Operate trucks.	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Operate construction equipment.	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Snow and ice control.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Mechanical Repairs and Maintenance of Equipment.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Small equipment operation.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Maintenance of Facilities.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them

Check below those supervisory responsibilities that are a part of your job:

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Instruct / train | <input type="checkbox"/> Assign Work | <input type="checkbox"/> Coordinate Activities | |
| <input type="checkbox"/> Review Work | <input type="checkbox"/> Maintain Standards | <input type="checkbox"/> Plan Work of Others | |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel | <input type="checkbox"/> Schedule work of others | |
| <input type="checkbox"/> Select new employees | | | |
| <input type="checkbox"/> Transfer / promote? | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) | |
| <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Salary Increases | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) | <input type="checkbox"/> (Approve?) |

C. Work Relationships: For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<u>Employees</u> in same or other department(s)	Perform assigned work tasks	Daily
<u>Other Departments</u> (list other departments) Any other department who has hired Highway to perform job.	Perform assigned work tasks	Monthly
Customers – General Public (list all)	Discuss specific roadway projects with clients Discuss variety of issues related to overall Highway operations	Weekly Daily
Suppliers/Vendors	Involvement with purchase of equipment and materials	Monthly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	Various contracts including MSHA, WisDOT, DNR, Dept. of Commerce for adherence to regulations	Weekly
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): Skill in welding and mechanics beneficial

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	Miner certification from Mine Safety Health Administration (MSHA)
2.	Commercial Driver License Class A, B, C and N Endorsement
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> CDL (Class A, B, C) Endorsement Required: N

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. **Physical Demands:** For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered

Electrical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

Ability to work independently.

Passing of Functional Capacity test required for the position.

I. Location: Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle (Trucks, Construction Equipment)
- Outdoors
- Other:

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? 18

III. Supervisor Comments _____

Signature Approvals

Supervisor _____

Name

Title

Date

Dept. Head _____

Name

Title

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Highway Worker

 6 Mo
 Highway Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Worker Pay Range F Min Step									
1.00	\$18.89	39,291				30,442			69,733
Current Highway Worker 2017 Budget									
1.00	\$24.85	51,688				32,866			84,554
Total Salary and Benefit Decrease									(14,821)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Worker Pay Range F Control Point									
1.00	\$21.59	44,907				31,509			76,416
Current Highway Worker 2017 Budget									
1.00	\$24.85	51,688				32,866			84,554
Total Salary and Benefit Decrease									(8,138)

Dept Head Signature Mark E. Jensen
 Date 12/21/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$19.43, Step 3 \$19.97, Step 4 \$20.51, or Step 5 \$21.05.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Highway Position Title: Construction Superintendent

Position Status: Currently vacant Will be vacant Date Vacant: 04/28/2017

Full Time Part Time Limited Term Project Hours per week: _____

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: Last personnel actions occurred in December 2015 due to retirements.

Transfer: why is the new position more attractive to employee than current one? _____

Name of Current / Most Recent Incumbent: Richard Weisgerber

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: John Kolodziej Date 11/29/2016

Financial Information:

Salary Range: 2017 - \$26.22 to \$36.45 Is the Position Budgeted: Yes No

Funding Source: Levy % _____ Grant Funded % _____ Other Internal Service Fund % 100

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status exempt

Human Resources has performed a position review? KH (HR initial)

The Job Analysis and Job Description have both been updated and signed? KH (HR initial)

Approvals:

County Administrator [Signature] Date Dec 17, 2016

Oversight Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

County of Door Construction Superintendent

Job Title	Construction Superintendent	Last Revision	09/24/2015
Department	Highway	HR Reviewed	09/24/2015
Division		Employee Group	General Municipal Employee
Report To	Highway Commissioner	FLSA Status	Exempt
Pay Range	10	EEO Code	03 – Technician

General Summary

Supervises the construction, paving and seal coating operation to insure the efficiency and effectiveness of this department. Supervises the winter operations for the Highway Department northern service area from the shop located in Sister Bay.

Duties and Responsibilities

Essential Job Functions

Paving and Seal Coating Operations

1. Working with Patrol Superintendent, assign and supervise the work of all construction, paving and seal coat operating personnel.
2. Adjust personnel from one job assignment to another to enable completion of work on time and in order of priority.
3. Perform regular inspections of construction crews to insure that work being prepared for paving operations meet required specifications.
4. Inspect work area regularly and insure needed repairs are made to equipment and safe working conditions exist.
5. Requisition necessary tools, equipment, and materials as needed to complete paving operations.
6. Maintain records and prepare reports that indicate the efficiency and effectiveness of the paving operation.

Winter Operations

1. Supervises the North Shop operations to insure the proper conditions for safe travel exist on the highways of Door County.
2. Inspect highways regularly for immediate repairs and potential hazards.
3. Assign and supervise the work of truck drivers, equipment operators, and field crews.

Requirements

Training and Experience

1. High school diploma or equivalent.
2. Five (5) to Eight (8) years of progressive, responsible work experience with heavy duty equipment, transmissions, and both diesel and gasoline highway maintenance equipment.
3. At least one (1) year of supervisory experience strongly desired.
4. Current valid Wisconsin driver's license required.
5. Miner certification by Mine Safety Health Administration (MSHA).

County of Door Construction Superintendent

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Knowledge of department rules, regulations, and polices pertaining to highway construction equipment maintenance.
3. Capable of maintaining inventory of county equipment.
4. Ability to direct the work of others and adjust work assignments to accomplish projects in order of priority at or within department budget.
5. Ability to competently operate a computer using Microsoft Office® or comparable software, and navigate the internet.
6. Capable of working with limited supervision and making accurate and/or rapid decisions/recommendations.
7. Knowledge of paving operation rules, regulations and policies. Able to maintain a variety of paving operation records and reports.
8. Knowledge of safety rules and practices; and capable of implementing safe practices.
9. Ability to use tack and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Shop supervision work presents environments of varying temperatures, dust, noise, wetness, and the like. Safe work methods must be followed to insure the limited possibility of injury.

Occasional long hours of work due to directing workforce in winter operation or other highway related emergencies. Must possess good visual acuity, including depth perception and color vision. Must possess normal hearing (20 decibels) at 1000 to 3000 frequency. Ability to lift and pull objects weighing in excess of fifty pounds (50 lbs.). Nearly continuous standing and walking except when driving truck which involves continuous sitting using arms, hands, legs, and feet to operate. Occasional crouching, bending, and twisting.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

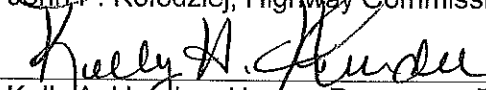
Approvals:



 John P. Kolodziej, Highway Commissioner

2/15/16

 Date



 Kelly A. Hendee, Human Resources Director

2/17/16

 Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 09/2015	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Construction Superintendent

Department Highway Division _____

Report to: (position title): Reports to the Highway Commissioner for projects and other general direction.

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

Supervises the construction, paving and seal coating operation to insure the efficiency and effectiveness of this department. Supervises the winter operations for the Highway Department northern service area from the shop located in Sister Bay.

- B. Fundamental duties of the position**
1. Write one duty per numbered space.
 2. Rank the duties in order of importance. The most important duty should be number one.
 3. After listing the specific duties, enter the percentage of time spent on each.
 4. Indicate which of the items are essential, which is determined considering the following:
 - a. Does the position exist to perform this function? OR
 - b. Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
 - c. Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
 5. Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Supervises work crews performing construction, paving and seal coating activities on local roadways.	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Snow and Ice Control.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Repair reports and review records for highway maintenance and construction activities.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Perform inspection of County roadway facilities.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
Equipment Operator			
Highway Workers			

Check below those supervisory responsibilities that are a part of your job:

- Instruct / train
- Review Work
- Act on Employee problems
- Select new employees
- Transfer / promote?
- Performance Evaluations
- Discipline
- Discharge
- Salary Increases
- Assign Work
- Maintain Standards
- Schedule/allocate personnel
- (Recommend?)
- (Recommend?)
- (Recommend?)
- (Recommend?)
- (Recommend?)
- (Recommend?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)

C. Work Relationships: For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<u>Employees</u> in same or other department(s)	Direct Workforce	Daily
Other <u>Departments</u> (list other departments) Parks & Airport, Sheriff, Dispatch, Building & Grounds	Respond to safety emergencies, occasionally performing work for them	Daily
Customers – General Public (list all)	Respond to questions	Daily
Suppliers/Vendors	Questions on equipment	Weekly
Community / Trade / Professional	Participate with training/peer communication	Weekly
Federal / State Gov't =. / Regulatory		
Other (specify): State, Local Government Officials (Clients)	Coordinate/confirm work projects	Weekly

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input type="checkbox"/>	One to at least three years' experience required.
<input checked="" type="checkbox"/>	Five (5) to Eight (8) years of progressive, responsible work experience with heavy duty equipment, transmissions, and both diesel and gasoline highway maintenance equipment.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): At least (1) year of supervisory experience strongly desired.

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	Miner certification by Mine Safety Health Administration (MSHA)	
2.		
3.		
4.		
5.		
6.	Valid State of Wisconsin Driver's License Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> CDL (A, B, C)	Endorsement Required: N

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Physical Demands: For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered				
Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

I. Location: Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? One (1)

III. Supervisor Comments _____

Signature Approvals

Supervisor _____
 Name _____ Title _____ Date _____

Dept. Head _____
 Name _____ Title _____ Date _____

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Construction Superintendent

 6 Mo
Highway Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Construction Superintendent Pay Range J Min Step									
1.00	\$26.22	54,538				33,338			87,876
Current Construction Superintendent 2017 Budget									
1.00	\$30.78	64,422				35,217			99,639
Total Salary and Benefit Decrease									(11,763)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Construction Superintendent Pay Range J Control Point									
1.00	\$29.96	62,317				34,816			97,133
Current Construction Superintendent 2017 Budget									
1.00	\$30.78	64,422				35,217			99,639
Total Salary and Benefit Decrease									(2,506)

Dept Head Signature

Mark E. Janich

Finance Director

Date

12/21/2016

Disclaimer: This Fiscal Impact does not include Step 2 \$26.96, Step 3 \$27.71, Step 4 \$28.46, or Step 5 \$29.21.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

January 4, 2017

Joe Krebsbach
421 Nebraska St
Sturgeon Bay, WI 54235

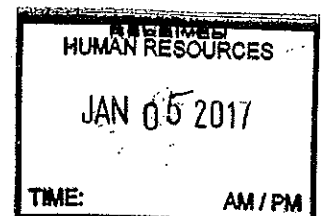
RE: Jason Latva

I have been offered a position in Manitowoc County which I will be accepting. This position gives me the opportunity to get back in AODA and also work from one location, both big positives for me. I am leaving knowing that the CCS program is in what I feel to be very good shape

Door County has been a great experience for me and gave me an opportunity to grow as a person and professional. I would be more than happy to help with anything in the transition. My last day will be Tuesday, January 24.

Thank you,

Jason W. Latva
Jason W. Latva






County of Door
HIGHWAY DEPARTMENT

1001 South Duluth Avenue
Sturgeon Bay, WI 54235-3812

John P Kolodziej PE
Commissioner
(920) 746-2500
kolodzie@co.door.wi.us

Memo To: Kelly Hendee, HR Director

From: John P. Kolodziej, PE, Commissioner 

Re: Approval of employees as regular employees
Kurt Wilke, Equipment Operator
Kevin Brungraber, Highway Worker

Date: December 21, 2016

The employees listed above have recently completed their one year introductory period. During their respective evaluation periods each of these employees have equaled or exceeded the County evaluation criteria.

Each of these individuals has been a very good addition to the Highway Department staff and can now be considered regular employees.

cc. Highway Committee



County of Door
Human Resources
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Kelly A. Hendee
 Human Resources Director
 (920) 746-2305
 khendee@co.door.wi.us

TO: Administrative Committee
 FROM: Heidiann Ullman
 Human Resources

SUBJECT: Monthly Personnel Transactions
 January 2017 Report



Date	Transaction *	Department	Name		Position
01/02/2017	Hired	Sheriff's	Buren	Angela	Telecommunicator
01/03/2017	Hired	Human Services	Foss	Kirsten	Administrative Assistant
01/05/2017	Hired	Sheriff's	Dalhoff	Joseph	Security (Jail) Deputy
01/24/2017	Resignation	Human Services	Latva	Jason	Comprehensive Community Services Coordinator CCS
02/01/2017	Hired	Corporation Counsel	Behling	Karyn	Assistant Corporation Counsel
02/13/2017	Hired	Library	Jorns	Dixie	Technical Services Acquisitions/ Cataloger

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Re-Hired	Former Employees returning to employment in same category as originally hired. (Seasonal)
Resignation	Employees submitted correspondence indicating they are leaving employment and <u>not</u> retirement eligible.
Retirement	Employees qualified to retire because of "eligible years of service" or "eligible retirement age".
Termination	Employer terminates employment with employee (includes layoff)

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: January 2017**

Acct No.	Vendor	Description	Prepaid	Amount
54101	Credit Card Member Services	Payments for using credit card	Y	\$ 323.79
52403	Peninsula Pulse	Advertising for Open Position	Y	\$ 139.80
				\$ 463.59

I hereby approve payment of the
monthly bills for the
HUMAN RESOURCES DEPARTMENT
as listed on this document.

Date: _____

Dan Austad, Chairman
Administrative Committee

CHILD SUPPORT OFFICE VOUCHERS JANUARY 2017 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52302	OCONTO COUNTY SHERIFF	SERVICE CONTRACT	\$77.82	
52302	RAY R VANDER PERREN	SERVICE CONTRACT	\$45.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$151.91	
53109	STATE BAR OF WISCONSIN	SUBSCRIPTION/PUBLICATION	\$65.53	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$142.06	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$260.00	JE
TOTAL:			\$742.32	

I hereby approve payment of the monthly bills for the **CHILD SUPPORT ENFORCEMENT AGENCY** as listed on this document.

Date: _____

 Chairman
 Administrative Services Committee

11/15/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December

2016

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

Connie DeFere

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2016

Batch Nbr: 258925

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	70.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-24 L.R.M.	239.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-FA-23 L.R.B.	21.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 12-PA-15PJ Jyoti Josey	7.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	231.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-FA-52 HRJL	123.62
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 11-FA-47 JAL	112.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 15-CF-58 Benjimin Condra	1,320.57
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 16-CF-88 Alexander Lobdell	434.62
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			Atty Fees 16-CF-10 Allen Hicks	1,137.20
Vendor Total:							3,696.41 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-09/16-CV-126 P. Kuehn	307.48
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 A & I Jacobson	16.01
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 K. Geiser	44.55
NINA MARTEL SC	15303	1340	52130			GAL Fees 15-FA-128 Stewart	169.34
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-128 Fields	14.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-32 Salmon	49.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17PJ M. WEBORG	147.16
Vendor Total:							747.54 *
TOFT LAW FIRM	965	1340	52130			GAL Fees 07-FA-20 Staats Children	227.50
Schedule Total:							\$4,671.45 *

11/29/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 20, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

Connie DeLere

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 11/2016 Batch Nbr: 258950

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 E.M.M.	98.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52101			ATTY FEES 16-CT-71 S. WILGER	297.40
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 15-PA-16 SHILAH KENNEDY	28.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 16-PA-04 Oliver Bowen	112.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 09-FA-68 J & J Cowdery	49.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 07-PA-14PJ Dustin Merriman	21.00
Vendor Total:							210.00 *
STAPLES ADVANTAGE	15069	1340	53106			OFFICE SUPPLY - PAPER	362.00
STAPLES ADVANTAGE	15069	1340	53106			OFFICE SUPPLIES	16.87
Vendor Total:							378.87 *
Schedule Total:							\$984.27 *
=====							

12/06/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 27, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

Connie DeFese

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 258961

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13-FA-118 Jamison	35.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 11-FA-47 JAL	169.02
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-FA-23 L.R.B.	155.20
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	150.20
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-24 L.R.M.	203.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-62 KNN	7.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-FA-52 HRJL	259.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 12-PA-15 J.Josey	7.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	49.00
Vendor Total:							999.42 *
STEPHEN P JOHNSON ATTY	8947	1340	52101			Court Appt Atty Fees 16-CT-69 C. Wardman	662.75
STEPHEN P JOHNSON ATTY	8947	1340	52101			Atty Fees 16-CM-140 A. Lake	182.00
Vendor Total:							844.75 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-FA-22 N. JAIMES	133.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17PJ M. Weborg	132.89
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-128 Fields	127.54
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 A & I Jacobson	106.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-09 (16cv126) P.Kuehn	319.01
NINA MARTEL SC	15303	1340	52130			GAL Fees 15-FA-128 Stewart	8.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 K. Geiser	1.54
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-FA-65 C. Gajda	7.00

12/06/16

G/L DATE: 12/2016

Batch Nbr: 258961

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
NINA MARTEL SC	15303	1340	52130			GAL Fees 02-FA-07 Miettinen	14.00
Vendor Total:							850.46 *
STAPLES ADVANTAGE	15069	1340	53106			Stamp	27.69
Schedule Total:							\$2,757.32 * =====

12/20/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

December 27th

2016

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

Connie De Fere

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 258992

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13-FA-118 Jamison	77.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 16-FA-121 Jeanquart	70.00
Vendor Total:							147.00 *
DOOR COUNTY CLERK OF COURT	11150	1341	52407			Replenish Petty Cash - Jury	92.08
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-FA-165 Davis Children	78.20
STEPHEN P JOHNSON ATTY	8947	1340	52101			ATTY Fees 16-CM-161 K. Lesniewski	420.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 16-PA-04	91.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 15-PA-16 S.Kennedy	133.00
Vendor Total:							224.00 *
PROFESSIONAL INTERPRETING ENTE	21327	1340	52425			Interpreter Fees 16-FA-35	480.00
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	34.36
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	95.88
Vendor Total:							130.24 *
Schedule Total:							\$1,571.52 *
=====							

1/04/17

Page
DC40COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

January 17, 2017
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie DeTere
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016

Batch Nbr: 259027

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 09-FA-121 Thyrion / McGraw	49.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 E.M.M.	21.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 16-PA-08 A.L.M	28.00
Vendor Total:							98.00 *
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 09-PA-12PJ M. SPERBER	7.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15-PA-18 Beck-Parissenti	610.46
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15-PA-15 Lara-Hembel	313.74
Vendor Total:							931.20 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-FA-22 Jaimes	1.34
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 Jacobson	1.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-CV-126 & 07-FA-09 Kuehn	1.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 Geiser	.57
NINA MARTEL SC	15303	1340	52130			GAL Fees 15-FA-128 Stewart	42.67
NINA MARTEL SC	15303	1340	52130			GAL Fees 02-FA-07 Miettinen	176.54
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-FA-65 Gajda	192.65
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-128 Fields	27.42
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17PJ Weborg	8.74
Vendor Total:							453.41 *
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 09-FA-68 COWDERY	420.00
REETZ LAW OFFICE	6957	1340	52101			ATTY FEES 16-CM-67 J. MALLEGNI	684.17
SWITS, LLC	13733	1340	52425			Intrprtr fee - November 2016 Telephonics	45.00

1/04/17

G/L DATE: 12/2016

Batch Nbr: 259027

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
TOFT LAW FIRM	965	1340	52130			GAL Fees 11-FA-120 Erickson	315.00
TOFT LAW FIRM	965	1340	52130			GAL Fees 07-FA-20 Staats	280.00
Vendor Total:							595.00 *
WISCONSIN DOCUMENT IMAGING	5999	1340	53106			Office Sup Staples typeK - Ricoh Copier	84.29
Schedule Total:							\$3,311.07 *
=====							

1/17/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

January 23rd, 2017
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie DeFere
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 259070

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 08-PA-14PJ A. DALKE	539.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-62 KNN	64.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-67 S.E.C.	70.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	42.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-FA-23 L.R.B.	682.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-24 L.R.M.	14.00
Vendor Total:							1,412.00 *
MOHAWK STAMP CO	22088	1340	53106			Office Supplies - SI Replacement Pad	11.89
REETZ LAW OFFICE	6957	1340	52101			Professional Fees 16CF79 TJ Vandertie	617.43
REETZ LAW OFFICE	6957	1340	52101			Professional Fees 16CM93 E Hovorka	719.84
Vendor Total:							1,337.27 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies - Window Envelopes	95.88
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	109.48
Vendor Total:							205.36 *
Schedule Total:							\$2,966.52 *

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS JANUARY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	Monthly Interagency Fee January 2017 - Brown County Medical Examiner	\$3,750.00	X
100.11.1101.52433	Town of Sevastopol	12/27/2016 Recording / DVD's	\$190.00	X
100.29.2112.52101	RW Management Group Inc.	Interim Department Management - EMS	\$8,500.00	X

County Administrator Vouchers:				
100.49.1115.53106	Building Service Inc	Office chair - Ken Pabich	\$628.00	X
100.49.1115.54120	Cardmember Service	Lunch w/Presenter Lyle Gulya, Von Briesen & Roper (Mandatory Training Sessions held 12/13/16 at GC (Pabich & Hendee)	\$31.12	X
100.49.1115.54101	Wisconsin Counties Assn.	WCA Annual Legislative Exchange - Pabich	\$150.00	
TOTAL:			\$13,249.12	

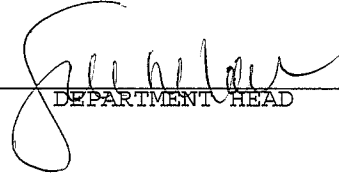
COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

MEETING DATE _____

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

10 County Clerk
DEPARTMENT



COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 258997

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
DOMINION VOTING SYSTEMS, INC	16973	1110	53139			CTY CLERK - NOV 8 ELECTION PROGRAMMING	1,550.00
DOMINION VOTING SYSTEMS, INC	16973	1110	53105			CTY CLERK - BH ICE MACHINE SHIPPING	41.35
Vendor Total:							1,591.35 **
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - SHERRIF'S MAILING	3.56
UNITED PARCEL SERVICE	34120	5108	53102			CTY CLERK - UW EXT MAILING	4.16
UNITED PARCEL SERVICE	34120	5108	53102			CTY CLERK - UW EXT MAILING	4.08
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK - CLERK OF COURTS MAILING	3.56
UNITED PARCEL SERVICE	34120	5106	53102			CTY CLERK - LIBRARY MAILING	3.64
UNITED PARCEL SERVICE	34120	5106	53102			CTY CLERK - LIBRARY MAILING	3.55
Vendor Total:							22.55 **
WISCONSIN MEDIA	14651	1110	52403			CTY CLERK - BALLOTS GEN ELECTION	1,123.71
WISCONSIN MEDIA	14651	1110	52403			CTY CLERK - TYPE A NOTICE SPRING 2017	147.64
Vendor Total:							1,271.35 **
Schedule Total:							\$2,885.25 **** =====

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

10 County Clerk
DEPARTMENT


DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 258998

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
NACO	7084		17101			CTY CLERK - MEMBERSHIP DUES	556.00
WISCONSIN COUNTIES ASSOCIATION	37621		17101			CTY CLERK - MEMBERSHIP DUES	5,281.00

Schedule Total: \$5,837.00 ****
=====

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 8920

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: DOOR COUNTY TREASURER

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Submitted By:
J.LAU 12-28-16

Approved by: Department Head:

Approved by: Committee Chair:

Added to Voucher Listing

↓ This Area to be Completed by Finance Department

PAID BY
CHECK # _____



Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

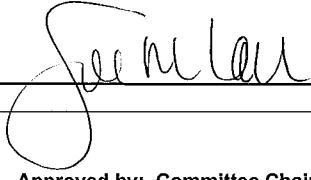
Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
					REPLENISH MAIL ROOM PETTY CASH			12-22-16	
240	47	3900	53102		HUMAN SERVICES		\$ 4.92		
100	44	1114	53102		HUMAN RESOURCES		\$ 1.32		
100	17	6201	53102		PLANNING DEPARTMENT		\$ 1.32		
100	37	1120	53102		MAINTENANCE DEPARTMENT		\$ 0.70		
100	12	1104	53102		TREASURER		\$ 0.22		
100	15	2201	53102		REGISTER OF DEEDS		\$ 0.72		
100	30	5108	53102		UW EXTENSION		\$ 2.90		
100	19	3102	53102		SANITARIAN		\$ 0.21		
100	20	3802	53102		VETERANS		\$ 2.06		
					Give the check to County Clerk to replenish Petty Cash for postage.				
VOUCHER TOTAL							\$ 14.37	VOUCHER TOTAL	

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By:
 J.Lau - 12-29-16

Approved by: Department Head:


Approved by: Committee Chair:

VENDOR # 35170

New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

ELAN

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

PAID BY _____
 CHECK # _____

Date _____
 Paid _____

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
100	10	1110	52160	REIMBURSEMENT FOR MILEAGE						
				FROZEN SPOON			\$ 59.77	12-03-16		
				FATZOS			\$ 10.80	12-01-16		
				FATZOS			\$ 57.45	12-01-16		
				SONNYS			\$ 43.55	12-02-16		
				FROZEN SPOON			\$ 83.40	12-05-16		
VOUCHER TOTAL								\$ 254.97	VOUCHER TOTAL	

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

10 County Clerk
DEPARTMENT


DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017 Batch Nbr: 259064

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
STAPLES ADVANTAGE	15069	1103	53106			CTY CLERK - OFFICE SUPPLIES	37.77
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - DC SHERIFFS MAILING	5.03
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - DC SHERIFFS MAILING	5.14
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - SHERIFFS MAILING ADJ CHGS	2.77
Vendor Total:							12.94 **
WCCO	8564	1103	54101			CTY CLERK - 2017 WCCO CONFERENCE	165.00
WISCONSIN COUNTY CLERKS ASSOC	22091	1103	52402			CTY CLERK - 2017 WCCA MEMBERSHIP DUES	125.00
Schedule Total:							\$340.71 **** =====

1/03/17

2016

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

11/4/17 Batch

January
MEETING DATE

2017

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

[Signature]

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017 Batch Nbr: 259016

Vendor Name	Vendor No.	Sub Dept	Acct No.	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130		13JC12 Guardian ad Litem	70.00
LISA A HARTEL	2674	1310	52406		transcript for search warr CSC	18.00
SCHAEFER LAW FIRM, S.C.	9332	1310	52130		16GN14&15 Guardian ad Litem fee	203.00
NINA MARTEL SC	15303	1310	52130		14GN18P Guardian ad Litem annual rvw	250.00
PINKERT LAW FIRM LLP	9682	1310	52130		12JC9 Guardian ad Litem	21.00
WISCONSIN DOCUMENT IMAGING	5999	1310	55107		Dec 2016 copier lease	150.00

Schedule Total: \$712.00 ****

1/16/17

2016

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

1118 117 Batch

MEETING DATE

2017

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

H. Lued

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017

Batch Nbr: 259052

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			88GN18P Guardian ad Litem	49.00
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JC7 Guardian ad Litem	756.40
Vendor Total:							805.40 **
MARTINSON LAW OFFICES	8710	1310	52130			14GN19P Guardian ad Litem	336.70
MARTINSON LAW OFFICES	8710	1310	52130			05GN8P Guardian ad Litem	221.90
Vendor Total:							558.60 **
TOFT LAW FIRM	965	1310	52130			10GN16P Guardian ad Litem ann.rvw	250.00
WEST GROUP PAYMENT CENTER	36721	1310	53104			Dec. 2016 library plan	470.61
Schedule Total:							\$2,084.61 **** =====

1/16/17

2017

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

118117 Batch

MEETING DATE

2017

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

N. Good

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017

Batch Nbr: 259051

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
LISA A HARTEL	2674	1310	52406			16CF79 transcript	32.00
LISA A HARTEL	2674	1310	52406			11CF31 transcript	60.00
Vendor Total:							92.00 **
HOLLY M JEWELL	6197	1310	52406			13CF26 DA transcript	305.00
Schedule Total:							\$397.00 **** =====

CORPORATION COUNSEL OFFICE			
12/21/16-1/17/17			
2016-VOUCHERS			
Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	Milwaukee County Office of Sheriff	2016-347 SG Civil Process Service	\$60.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples Advantage	General Office Supplies	\$41.09
100-14-1107-53131	LEGAL RESEARCH		
	State Bar of Wisconsin	Appellate Practice Ed. 7	\$156.23
	Thomson Reuters-West Payment Center	West Information Charges-December	\$152.24
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
	Card Member Services	Seminars-Modern Day Practice & Emp. Update	\$468.00
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	Mediation Services for 12/2016	\$540.00
100-14-1350-53109	LAW LIBRARY		
	Thomson Reuters-West Payment Center	West Information Charges-December	\$1,254.69
		TOTAL:	\$2,672.25

