

Notice of Public Meeting  
**Tuesday, July 18, 2017**  
**9:00 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 June 20, 2017 Regular Administrative Committee Meeting and July 10, 2017 Joint Administrative/ES Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
  - A. **County Board**
    - ◆ Duties of Committees – Administrative Committee – Review/Revise and/or Reaffirm
    - ◆ Duties of Committees – All Committees - Review/Revise and/or Reaffirm
    - ◆ Review/Recommend Changes to County Board Rules of Order
  - B. **County Administrator**
    - ◆ Government Center Space Study Update
  - C. **Corporation Counsel**
    - ◆ § 767.405, Wis. Stats. Family Court Services (Mediation) 2017 Semi-Annual Report
    - ◆ § 75.521, Wis. Stats. Foreclosure of Tax Liens by Action in Rem [Door County Case Number 2017-GF-12]
    - ◆ HIPAA Privacy Gap & Security Risk Assessments
  - D. **Human Resources**
    - ◆ Request to Refill: Director – Technology Services Dept.
    - ◆ Request to Refill: Network Technician II – Technology Services Dept.
    - ◆ Request to Refill: Assistant ADRC Director – ADRC
    - ◆ Request to Refill: Case Manager-Behavioral Health – Human Services
    - ◆ FYI: Letter of Resignation: Erin Szakala – Human Services
    - ◆ FYI: Letter of Resignation: Margaret Hatala – Library
    - ◆ FYI: Completion of Introductory Period: Kirsten Foss – Administrative Assistant 1-Human Services
    - ◆ 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: Tuesday, August 15, 2017 – 9:00 a.m.  
 Joint Meeting w/Finance Committee: Tuesday, August 15, 2017 – Immediately Following Regular Meeting
12. **Meeting Per Diem Code**
13. **Adjourn**

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, June 20, 2017**

**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, June 20, 2017 Administrative Committee Meeting was called to order at 2:00 p.m. by Chairman David Lienau.

**Establish a Quorum ~ Roll Call**

Members present: Dan Austad, Ken Fisher, Kathy Schultz, Richard Virlee, Joel Gunnlaugsson, and David Lienau. John Neinas was excused.

Others present: Supervisor Susan Kohout, Administrator Ken Pabich, CC Grant Thomas, Finance Director Mark Janiak, HR Director Kelly Hendee, Child Support Director Rod Dequaine, Public Health Director Rhonda Kolberg, County Clerk Jill Lau, Media Rep Peter Devlin, Don Friex, and League of Women Voters Rep Barb Gaul.

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

**Approve Minutes of May 16, 2017 Regular Administrative Committee Meeting**

Motion by Austad, seconded by Schultz to approve the minutes of the May 16, 2017 meeting. Motion carried by unanimous voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

- Don Friex, Fish Creek questioned why the Highway Committee doesn't have a county board supervisor as it's chairperson
- Don Friex, Fish Creek commented he was curious if the county received the Marinette County resolution regarding the Back Forty Mine sent last September
- Don Friex, Fish Creek commented regarding previous county committee discussions regarding what types of resolutions the county may consider
- Don Friex, Fish Creek commented regarding preempting any resolution requests that come to the county
- Don Friex, Fish Creek commented regarding the draft resolution adopted at yesterday's Law Enforcement Committee meeting regarding the K-9 unit
- Don Friex, Fish Creek ask the county to reinstate the Ethics Code that was removed in 2010

**Old Business**

No old business was presented.

**New Business (Review / Action)**

**County Board**

**Duties of Committees – Administrative Committee – Review/Revise and/or Reaffirm**

**Duties of Committees – All Committees - Review/Revise and/or Reaffirm**

**Review/Recommend Changes to County Board Rules of Order**

Chairman Lienau noted the above agenda items will remain on the Administrative Committee agenda until November. Members should review and bring any recommended changes forward.

Administrator Pabich reviewed the changes of the Administrative Committee rules.

Discussion regarding all committee rules.

## **County Administrator**

### **Government Center Space Study Update**

Administrator Pabich provided a brief update. Individual department head meetings were held, the consultant toured the building three times. Currently drafting options. Intending to hold a meeting this month. Looking at receiving more definitive plans next month. Discussion regarding the trailer unit leased at the Senior Center, the ending of the lease, and the moving of employees who were housed in the trailer into the Government Center temporarily.

## **Corporation Counsel**

### **2015 Ozone NAAQS/Attainment/Non-Attainment and Related Issues**

CC Thomas updated the committee. EPA's initial designation was due June 2<sup>nd</sup>. On June 6<sup>th</sup> the EPA Administrator announced they would be delaying the initial area designations for one year. Bill received for just over \$12,000 from Godfrey & Kahn for their services.

### **HIPAA Privacy Gap & Security Risk Assessments**

CC Thomas explained a two day on-site analysis was held last week. A report with recommendations and policies and procedures will be forthcoming.

### **Ordinance 2010-04 – Ethics**

CC Thomas reviewed the information included in the meeting packet. In 2010 the county decided to rely on the State Statues without the need to have a separate process. No further action taken.

## **Human Resources**

### **Request to Refill: Administrative Supervisor – Child Support**

HR Director Hendee explained the request is due to a retirement.

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Administrative Supervisor – Child Support. Motion carried by unanimous voice vote.

### **Request to Refill: Behavioral Health Program Manager – Human Services**

HR Director Hendee explained the request is due to a retirement.

Motion by Gunnlaugsson, seconded by Austad to approve the request to refill the Behavioral Health Program Manager – Human Services. Motion carried by unanimous voice vote.

### **Request to Refill: Registered Sanitarian / Health Educator**

HR Director Hendee noted this position has been rewritten to both fill a vacancy due to a retirement and fill a future need in the sanitarian area. Public Health Director Kolberg noted John Teichtler has worked with the Public Health Department on many environmental health issues. This position will replace John's public health duties and will also be a community educator. Administrator Pabich further explained the rewrite and need to fill this position. Attempting to optimize services and workflow.

Motion by Schultz, seconded by Fisher to approve the request to refill the Registered Sanitarian/Health Educator. Motion carried by unanimous voice vote.

### **Employee Retention Policy**

HR Director Hendee noted she had attended a conference where at which a presentation on employee retention was given. The county may want to look at establishing a retention policy. Administrator Pabich explained there was a recent situation where an employee was offered a step increase in order to retain them. This decision was made between Pabich, HR Director Hendee and CC Thomas. Pabich asked the committee if they are interested in creating a policy that would offer guidelines. Discussion. A policy will be drafted for review at next month's meeting.

Supervisor Virlee questioned employee performance review procedures. Administrator Pabich reviewed the steps for each performance review for both department heads and employees. There are mechanisms in place to make certain no employee is missed.

### **FYI: Letter of Retirement: Jay Livingston-Behavioral Health Program Manager**

### **FYI: Completion of Introductory Period: John White – Maintenance Tech, Building and Grounds**

### **FYI: Completion of Introductory Period: Erin Ullman – Security Deputy, Sheriff's Dept.**

FYI.

### **FYI: Personnel Transactions**

Reviewed without comment.

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

- Duties of Committees – Administrative Committee – Review/Revise and/or Reaffirm
- Duties of Committees – All Committees - Review/Revise and/or Reaffirm
- Review/Recommend Changes to County Board Rules of Order
- Employee Retention Policy

**Vouchers, Claims and Bills**

Reviewed without comment.

**Next Meeting Date(s)**

Regular Meeting: Tuesday, July 18, 2017 – 9:00 a.m.

Tentative - Special Joint Meeting with Emergency Services Committee – July 10, 2017 – 12:00 p.m.

**Meeting Per Diem Code**

202.

**Adjourn**

Motion by Fisher, seconded by Schultz to adjourn. Time: 3:01 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



**MINUTES**  
**Monday, July 10, 2017**

**JOINT**  
**ADMINISTRATIVE**  
**&**  
**EMERGENCY SERVICES**  
**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 Monday, June 10, 2017 joint Administrative Committee and Emergency Services Committee meeting was called to order at 12:00 p.m. by Chairman David Lienau.

**Establish a Quorum (of each committee) ~ Roll Call**

Administrative Committee Members present: Dan Austad, Ken Fisher, Kathy Schultz, Richard Virlee, Joel Gunnaugsson, David Lienau, and John Neinas.

Emergency Services Committee Members present: Joel Gunnaugsson, Jon Koch, Randy Halstead, Susan Kohout, Don Sitte, and Laura Vlies Wotachek. David Englebert was excused.

Others present: Administrator Ken Pabich, CC Grant Thomas, Finance Director Mark Janiak, HR Director Kelly Hendee, Interim ES Director Jeff Roemer, Deputy ES Director Aaron LeClair, County Clerk Jill Lau, and Media Rep Peter Devlin.

"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 Fisher, seconded by Sitte to approve the agenda. Motion carried by unanimous voice vote.

**Public Comment**

No one from the public commented.

**New Business (Consideration / Action)**  
**Emergency Services Department**  
**Strategic Review and Planning Update**

Interim ES Director Jeff Roemer reviewed a PowerPoint included in the meeting packets. Review included the Mission Statement, opportunities, strengths, goals and objectives, the team working on the strategic planning process, current organizational structure and recommended organizational chart (addition of three shift captains to manage daily operations), emergency management planning, emergency resource coordination and assisting administration, review of Billing Specialists positions, resource requirements, and financial plan. The review included the request for three shift captains to be implemented by September 1, 2017. Costs for 2017 are estimated at \$116,000 for personnel plus \$80,000 for an equipped vehicle. Estimated annual costs going forward are \$300,000 - \$350,000. Risks and rewards outlined and near term and long term key issues reviewed.

Promotions from within are anticipated to fill the Captain positions with current part-time paramedics filling those positions that were promoted. May need to hire from outside. Anticipating to purchase a pickup truck equipped to be used as a response vehicle. The three positions will allow the department to better utilize their resources and move people around. If a future station is built mid-county the intent would be to move the additional staffing at Sister Bay down to cover that station. Roemer noted there isn't a department in the county that doesn't have a supervisor on each shift to answer questions and assist with issues. Concerns expressed with implementing this now instead of through the typical budget process. Discussion regarding why the Captain position cannot be a working paramedic. Assigning a Captain to an ambulance isn't effective management. They would be unable to attend to other stations if assigned to an ambulance. ES Deputy Director LeClair noted the crew's responsibility is patient care and their focus is the patient. Roemer noted the county cannot continue to hire people without managers in place to manage them. Administratively there is far more that goes on daily than anyone realizes. Many duties are not being completed; many required by law. Discussion regarding wages paid to a Captain versus wages as a paramedic with overtime. Are there other options such as day shifts or non-24 hour shifts? Roemer noted it is more cost effective to utilize the 24-hour shifts than any other option. People need to be available for all shifts. Currently Roemer is contracted for 24 hours per week and working 40. Deputy Director LeClair is salaried and working 50 to 60 hours per week. At times the department utilizes first responders to drive the ambulance while both paramedics attend to the patient. Discussion regarding levy increase and if adding supervisors increases service. Discussion regarding sales tax and raising.

Administrator Pabich presented an updated fiscal impact prepared by Finance Director Janiak. It is estimated that the fiscal impact for 2018 will be \$371,000 to \$472,000. Pabich noted there is a consensus that in some form or fashion there needs to be management. The question is should the county pull out Emergency Management; would there be an impact on the department? Comparisons were made with Waushara County. Waushara operates Emergency Management outside of Emergency Services. Waushara County does not provide backup for fire calls. The level of service needs to be determined. CC Thomas noted the Captain positions are being designed so they are outside of the bargaining unit. Thomas is concerned with a concept called accretion; if shift captains are doing bargaining unit work, such as going out on calls, they will more than likely be accredited back into the union. The shift captains must be performing work that is primarily supervisory work. Chairman Lienau senses the urgency and need, however, more information is needed before a decision should be made. Input from both Roemer and Pabich is needed regarding moving the emergency management outside of emergency services. ES Chair Gunnlaugsson explained he has sat on the ES committee since being elected to the county board and there is no doubt the department needs some sort of management, something has to happen. Roemer believes emergency management belongs in emergency services but additional staffing/management is needed. Administrator Pabich suggested a three to six month overlap if shift captains are implemented.

### **Request for Three New Captain Positions**

Motion by Fisher, seconded by Austad to put the request on hold until the County Administrator can bring a plan back to the committees that he is comfortable with presenting. Discussion regarding having a time structure for reporting. It was noted a testing procedure/promotional process would be used if the county moves forward on creating the three shift captains. Supervisor Koch noted some very strong processes and a lot of thought went in to presenting this information. Motion carried by unanimous voice vote.

### **Resolution**

No action taken.

### **Meeting Per Diem Code**

911.

### **Adjourn**

Motion by Sitte, seconded by Fisher to adjourn. Time: 1:33 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

# DUTIES OF COMMITTEES

## STANDING

### (7) Administrative Committee

Oversight for: Administrator, Corporation Counsel, Human Resources, Veterans, Child Support, County Clerk, Clerk of Court, Circuit Court and District Attorney

1. ~~To serve as oversight~~Oversight committee for the Administrator, Corporation Counsel, Child Support, Human Resources, County Clerk, Circuit Courts (Judges and Commissioners), Clerk of Courts, District Attorney, Register in Probate, and Veterans Service, ~~and in that capacity confer with them regularly concerning the operation of their departments.~~
2. To ~~develop review~~ and (after County Board approval of the same) implement, aid in the enforcement of, and revise (subject to County Board approval) a County wide policy and procedure manual and/or employee handbook.
3. To review and establish or make changes to (subject to County Board approval) wages, benefits, hours, and other conditions of employment for County employees, appointed officials, and elective officers.
4. Review, develop and (after County Board approval of the same) implement and oversee compensation and expense reimbursement of County Supervisors and members of County Boards, Commissions, and Committees.
5. Responsible for position reviews (e.g., refill or reclassification requests) and, in conjunction with the Finance Committee, requests to establish new positions. The latter requests are subject to County Board approval.
6. The Administrative Committee shall have members serve as-on the Negotiating ~~Committee Team~~ for collective bargaining purposes. In relation to the collective bargaining process, the Negotiating ~~Committee Team~~ will establish goals and parameters, has the discretion (subject to the availability of funds) to retain outside professionals, and may tentatively approve the terms of any agreement reached by the Negotiating Team. Tentative agreements will be submitted to the County Board for ratification.
7. The Negotiating Team consists of the Administrator, Corporation Counsel and Human Resources Director and two members (and one alternate member) from the Administrative Committee. The Negotiating Team will provide periodic status updates to the Administrative Committee.
8. The Administrative Committee is designated as the Grievance Committee under Section 59.26 (8) (b) Wisconsin Statutes. This is an exclusive procedure, and not supplemental to the Section 66.0509 Wisconsin Statutes grievance procedure created by adoption of Resolution No. 2011-75..
9. All out of state travel, for conferences, conventions, seminars, meetings, or training, is subject to prior approval by the County Administrator. Each departmental oversight committee and the Administrative Committee shall be advised of any such approval.
10. Carry out any other policy making functions not assumed by any other board, commission or committee.

# DUTIES OF COMMITTEES

*2017 (as proposed at CB re-organizational meeting 4/18/17)*

## PREAMBLE

The principal purpose here is to delineate, without limitation by reason of enumeration herein, the primary roles, responsibilities, and authority of Door County's committees, commissions, and boards.

In any county that has a county administrator:

- The county administrator is the chief administrative officer of the county, and coordinates and directs all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in elected officers (See: Section 59.18 Wisconsin Statutes).
- The various county committees, commissions, and boards are policy making bodies only, determining the broad outlines and principles governing such administrative and management powers.

One objective here is to define and strike a balance between the administrative and management functions and policy making function of county government.

References to the Wisconsin Statutes or Wisconsin Administrative Code are to those in full force and effect on the date this document is approved or as thereafter amended or revised

This document is subject and subordinate to the Wisconsin Statutes and Wisconsin Administrative Code.

## FISCAL MATTERS APPLICABLE TO ALL COMMITTEES

### 1. Annual Budget

The County Administrator and Finance Director will, annually, prepare a proposed budget for submission to the Finance Committee. The Finance Committee will review and approve or modify and approve the proposed budget, and then refer the same (in relevant part) to each departmental oversight committee. The oversight committees will review and approve or modify and approve the proposed budget, and refer the same to the Finance Committee. The Finance Committee will report the final proposed budget to County Board for consideration and action in accordance with Section 65.90 Wisconsin Statutes.

### 2. Capital Improvements ("C.I.P.")

Each oversight committee is responsible for reviewing and approving all capital item requests, those that pertain to the CIP, prior to the departments submitting them for inclusion in the proposed CIP.

### 3. Payment Vouchers ("PV")

Each oversight committee is empowered to review ~~and authorize payment for~~ all proper claims and expenses for the departments.

### 4. Contracts / Agreements

Contracts with a term greater than 1 year shall be approved by the oversight committee. Contracts with terms over 3 years or that were not part of the approved budget shall be recommended for approval to Finance Committee and the County Board.

# DUTIES OF COMMITTEES

*Adopted \_\_\_\_\_, 2017*

## PREAMBLE

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## DUTIES OF STANDING COMMITTEES

### (7) Administrative Committee

Oversight for: Administrator, Corporation Counsel, Human Resources, Veterans, Child Support, County Clerk, Clerk of Court, Circuit Court and District Attorney

1. Oversight committee for the Administrator, Corporation Counsel, Child Support, Human Resources, County Clerk, Circuit Courts (Judges and Commissioners), Clerk of Courts, District Attorney, Register in Probate, and Veterans Service.
2. To review and (after County Board approval of the same) implement, aid in the enforcement of, and revise (subject to County Board approval) a County wide policy and procedure manual and/or employee handbook.
3. To review and establish or make changes to (subject to County Board approval) wages, benefits, hours, and other conditions of employment for County employees, appointed officials, and elective officers.
4. Review, develop and (after County Board approval of the same) implement and oversee compensation and expense reimbursement of County Supervisors and members of County Boards, Commissions, and Committees.
5. Responsible for position reviews (e.g., refill or reclassification requests) and, in conjunction with the Finance Committee, requests to establish new positions. The latter requests are subject to County Board approval.
6. The Administrative Committee shall have members serve on the Negotiating Team for collective bargaining purposes. In relation to the collective bargaining process, the Negotiating Team will establish goals and parameters, has the discretion (subject to the availability of funds) to retain outside professionals, and may tentatively approve the terms of any agreement reached by the Negotiating Team. Tentative agreements will be submitted to the County Board for ratification.
7. The Negotiating Team consists of the Administrator, Corporation Counsel and Human Resources Director and two members (and one alternate member) from the Administrative Committee. The Negotiating Team will provide periodic status updates to the Administrative Committee.
8. The Administrative Committee is designated as the Grievance Committee under Section 59.26 (8) (b) Wisconsin Statutes. This is an exclusive procedure, and not supplemental to the Section 66.0509 Wisconsin Statutes grievance procedure created by adoption of Resolution No. 2011-75.
9. All out of state travel, for conferences, conventions, seminars, meetings, or training, is subject to prior approval by the County Administrator. Each departmental oversight committee and the Administrative Committee shall be advised of any such approval.
10. Carry out any other policy making functions not assumed by any other board, commission or committee.

### (5) Committee on Agriculture and Extension Education

Oversight for UW-Extension Department.

1. To serve as the committee on agriculture and extension education consistent with Section 59.56(3) Wisconsin Statutes.
2. Enter into joint employment agreements with the University Extension or with other counties and the University Extension for the employment of County Agents, with power to dismiss.
3. Act in an administrative and advisory capacity in all matters relating to the offices, duties, programs and activities of the various branches of the University Extension Department of the County.
4. Cooperate with other County departments, area or district activities and personnel and University Extension in those programs considered important to the economy of Door County.
5. Act as liaison between the Extension Office and the County Board and in that capacity confer with the department on a regular basis.
6. Extension work provided for in an act of congress that was approved on May 8, 1914 (38 Stat. 372) and all acts supplementary thereto.
7. Any other extension work that is authorized by local, state or federal legislation, including assistance with, providing for, and conducting the County Fair.



## **(7) Airport & Parks Committee**

Oversight for Door County Parks and Cherryland Airport.

1. Serve as oversight committee for Cherryland Airport and all County Parks in a manner that is generally consistent with Sections 27.02-27.075 Wisconsin Statutes.
2. Serve as liaison between the Airport and Parks Department and the County Board.
3. Enter into leases, rental and contractual agreements with all parties as authorized by the County Board.
4. Authorize all new construction with regard to the Airport and Parks, as approved by the County Board.
5. Oversight for the purchase of vehicles and equipment for operation of the Airport and Parks.
6. Work with the Property Committee to facilitate improvements to John Miles Park.

## **(7) Emergency Services Committee**

Oversight for Emergency Services (Chapter 256 Wisconsin Statutes) and  
Emergency Management (Chapter 323 Wisconsin Statutes).

1. Responsible for the general oversight of county emergency medical services program consistent with Section 256.12 Wisconsin Statutes, and emergency management program consistent with Section 323.14 Wisconsin Statutes
2. To serve as liaison between the Emergency Services Department and the County Board.
3. Review and authorize rules and regulations for their operations.
4. Designated as the County's emergency management committee, consistent with Section 323.14(1)(a)3. Wisconsin Statutes.
5. General oversight of emergency planning and response, consistent with Sections 323.60 - 72, Wisconsin Statutes.
6. Endeavor to cooperate with other local units of government to furnish and or finance emergency medical and/or emergency management programs.
7. Enter into contract for purchase, rental or lease of vehicles, vehicle maintenance, equipment and supplies necessary for the operation of the Emergency Services Department.

## **(7) Finance Committee**

Oversight for Finance Department and Treasurer

1. To serve as the standing finance committee for all purposes, including those set forth in Section 65.90 Wisconsin Statutes.
2. To carry out the financial policy of the County as established in the County Budget, Board Ordinance and Resolutions; and make recommendations as to the interpretation and administration of such policy.
3. To receive and direct financial audits in conjunction with information from the Finance Director and County Administrator. Committees are to be informed of any special audits. The Finance Committee has the authority to request audits of all departments at any time. The Finance Committee further has the authority to accept the recommendations from the Finance Director and County Administrator in selecting who will conduct an audit.
4. To review, on a monthly basis, several key financial reports for Door County. These reports shall include the current status of Door County's investments, its unassigned fund balance, its contingency accounts, its health benefits fund, its workers compensation fund, and such other reports as the Finance Committee shall from time to time request. The annual budget, prepared by the County Administrator and Finance Director, shall be presented to the Finance Committee by the County Administrator. The Finance Committee shall then approve or modify budgetary provisions and pass the proposal on to the Oversight Committees. The Oversight Committees shall then be able to make changes to the proposed budget before passing it back to the Finance Committee. The Finance Committee must then send the final proposed document to the County Board for adoption.
5. To manage and dispose of delinquent real estate acquired by the County pursuant to Chapter 75 Wisconsin Statutes and applicable County Code.
6. Oversee the County Treasurer regarding collection of delinquent taxes including recovery of delinquent taxes and other costs against persons as provided in Section 74.53 Wisconsin Statutes, foreclosure of tax liens by action In Rem under Section 75.521 Wisconsin Statutes, and sale of tax delinquent real estate pursuant to Section 75.69 Wisconsin Statutes.
7. Serve as liaison between the Door County Economic Development Corporation and County Board.

8. General oversight of dog licenses and fees and humane society or other organization designated to provide a pound for collecting, caring for, and disposing of dogs as provided in Chapter 174 Wisconsin Statutes.

## **(5) Highway Committee (Section 83.015 Wisconsin Statutes)**

Oversight for Highway Department

1. An elective body, consistent with Section 83.015(1) Wisconsin Statutes
2. The policy-making body, charged with determining the broad outlines and principles governing administration of the county highway department.
3. Possessed of powers and duties as set forth in Section 83.015(2) (a) & (b) Wisconsin Statutes.
4. Oversee the cost accounting system as set forth in Section 83.015(3) (a) – (d) Wisconsin Statutes
5. Oversee the solid waste management and/or recycling or resource recovery as directed by the County Board, consistent with Sections 59.70(2) & (3) Wisconsin Statutes. This includes exercising the authority and assuming the duties of the solid waste management board (See: Door County Ordinance 2-82 and Chapter 22, Door County Code).
6. May review and countenance the Highway Department's Annual Report, prior to its submission to the County Board.
7. Act as a liaison between the County Highway Department and County Board.

## **(7) Information Systems**

Oversight for: Information System Department, Register of Deeds.

Also oversight to the Communications Advisory Technical Subcommittee (CATS).

1. To develop policies for all data processing, communication and information management functions of the County.
2. Review technology decisions with recommendation to the Finance Committee and County Board.
3. Insure the efficient and necessary use of County technology to render services to county departments and taxpayers.
4. Insure that adequate technology services are available to County Departments. Confer with them regarding the operation of their offices and/or departments.
5. Review the annual County technology outlay and maintenance budget. Recommend approval of such budget to Finance Committee and County Board as necessary.
6. Oversight for the Public Safety technology and associated wireless communications systems that interface with the dispatch functions supported by the County of Door.
7. Oversight for the County fiber networks.
8. Oversight to the County community area network and resource sharing.
9. Oversight to the Communications Advisory Technical Subcommittee (CATS).

## **(7) Law Enforcement Committee**

Oversight for Sheriff's Department

1. Responsible for the general oversight of county law enforcement agency, county jail consistent with Chapter 302 Wisconsin Statutes, and 911 emergency telecommunications.
2. To serve as liaison between the Sheriff's Department and the County Board and in that capacity confer on a regular basis concerning the operation of the department. Review and authorize rules and regulations for their operations.
3. Review rules and regulations for the operations of the Security and Communications Division of the Justice Center and Jail. Conduct a yearly tour of the Jail.
4. Review Sheriff's Department contracts for vehicle maintenance, equipment and supplies, and for the purchase, rental, sale, or lease of vehicles.
5. Oversee the coordinating the activities of law enforcement agencies in the county.
6. Cooperate with the Sheriff regarding budgeting and coordination of the responsibilities and duties of the Humane Officer pursuant to Wis. Stats. Ch. 173.
7. Review expenditures of the Reserve Unit of the Sheriff's Department.



8. Review expenditures of the Jail Assessment Account and review maintenance and construction projects paid for out of this account.
9. Oversee the 911 Communication System. Review costs for the purchase and repair of equipment, and for the installation and maintenance of the system. Consider recommendations of the Communications and Advisory Technical Subcommittee.

### **(5) Legislative Committee**

(Created per Resolution 32-99; Duties established by Resolution 41-99)

1. Study all matters of potential legislative nature by County Board members, departments and/or community sources;
2. Draft any Resolutions deemed to be of merit to the County and submit to County Board for determination of action to be taken;
3. Review all Resolutions received from other counties and refer to appropriate committees for recommendation as to action of the County Board;
4. Review legislative material received through WI Counties Association and recommend to County Board the position of Door County on the same;
5. Meet as often as necessary to review all matters received and present items for County Board action.
6. Annually forward resolutions to be considered by the WI Counties Association.
7. Serve as a liaison to our state and federal legislators on positions which the Door County Board may choose to take.

### **(7) Museum & Archives Committee**

Oversight for the Door County Historical Museum & Archives

1. Oversight of the Door County Museum and Archives.
2. To serve as liaison between the Museum and the County Board.
3. Review and authorize rules for their operations.
4. Endeavor to cooperate with other local historic groups to foster the history of Door County.

### **(7) Property Committee**

Oversight for Maintenance (Building & Grounds) Department

1. Serve as oversight committee of buildings and grounds of the County and the departments responsible for their operation, if not designated to another committee, to include Government Center, Justice Center, Library, Museum, Highway, John Miles Park, Door County ADRC and Emergency Services and Veterans Memorial.
2. Acquire and hold, lease or rent, convey real and personal property for public uses or purposes as authorized by the County Board.
3. Oversight for the purchase of all vehicles, building machinery and equipment, unless specifically delegated to another committee or department.
4. Oversight of all repair, maintenance and remodeling of County owned buildings, including government surplus property.
5. Oversight of new construction on all county owned property, unless specifically delegated to another committee.
6. Authorized to lease or rent unused space in County facilities.
7. Oversight of all County machinery and equipment not designated to another committee or department.
8. Authorize the sale, trade or disposal of all surplus obsolete equipment and machinery deemed no longer useful to the County.
9. Authorize the sale, trade or disposal of all surplus or obsolete real or personal property following County policy.
10. Provide general oversight of, and through the Fair Board and Fair Officers, provide for and conduct the Door county Fair. The Forgoing is subject to the regulations set forth in Sections 59.56(14) and 93.23 Wisconsin Statutes, and Chapter ATCP 160 Wisconsin Administrative Code.

## **(5) Resource Planning Committee**

Oversight for the Land Use Services Department

1. Designated as Door County's planning and zoning committee, consistent with Section 59.69(2), Wisconsin Statutes.
2. A policy-making body, determining the broad outlines and principles governing administration of the Land Use Services Department. Among other things, the Land Use Services Department:
  - a. Is designated as Door County's planning and zoning agency consistent with Section 59.69(2), Wisconsin Statutes.
  - b. Is responsible for the private onsite wastewater treatment systems program, back-up to the registered sanitarian, functions and duties of the real property lister, development and maintenance of geographic information systems, functions and duties of the land information office, and administration of the county addressing program.
3. The liaison between the Land Use Services Department and County Board.

## **(5) Risk Management Committee**

(Created per Resolution 2012-36; Duties established by Resolution 2012-51)

1. Assess, on an ongoing basis, the current state of the County's risks.
2. Determine whether the County has the appropriate strategies and capabilities in place to manage and ameliorate these risks, and recommend changes accordingly.
3. Acquire the necessary Insurance Knowledge and Aptitude, Including:
  - a. Types of Insurance Coverage:
    - i. General Liability;
    - ii. Personal Injury Liability;
    - iii. Discrimination;
    - iv. Civil Rights Violations;
    - v. Employment Related Actions;
    - vi. Automobile Liability:
      1. underinsured motorist coverage; and
      2. uninsured motorist coverage.
    - vii. Law Enforcement Liability;
    - viii. Public Officials' Errors And Omissions Liability;
    - ix. Property Insurance;
    - x. Environmental;
    - xi. Health Insurance;
    - xii. Stop-Loss or Excess;
    - xiii. Unemployment; and
    - xiv. Worker's Compensation.
  - b. Conditions, Exclusions, and Limitations of Liability.
  - c. Related Services & Resources
    - i. Claims Management
    - ii. Loss Prevention
    - iii. Policy, Procedure, & Protocol Review
    - iv. Pre-Claims Loss Control
    - v. Training
    - vi. Underwriting
4. Respond to the Changing Insurance Coverage Needs of the County.
5. Maintain Official Bonds - County Officials
6. Financial Management: Adhere to fiscally sound and prudent business practices when reviewing, and renewing or purchasing, insurance coverage. To the extent feasible, make sure that appropriate resources are available and allocated to effectively address County's risks. Ensure that the continued financial strength and stability of the County are not threatened by known or anticipated emerging risks.
7. Recommend plans, policies, procedures, and protocols on risk and insurance management as deemed appropriate, then attempt to ensure that such are incorporated in priority setting, planning and decision making throughout the County.

## DUTIES OF STATUTORY COMMITTEES

### (7) Board of Health

Oversight for Public Health Department

1. To serve as the county board of health pursuant to Section 251.04 Wisconsin Statutes.

### (7) Human Services Board

Oversight for Human Services Department

1. The Human Services Board was created by adoption of Resolution Number 2012-87 on December 11, 2012. The powers and duties of the Human Services Board are as set forth in Section 46.23., Wisconsin Statutes.

### (5) Land Conservation Committee

Oversight for Soil & Water Conservation Department

1. To serve as the land conservation committee pursuant to Sections 92.06 & 92.07 Wisconsin Statutes.
2. May carry out the powers and perform the duties the powers delegated to the land conservation committee subject to the approval of the county board.
3. These powers and duties include:
  - a. May develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution.
  - b. May distribute and allocate federal, state and county funds made available to the committee for cost-sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, to determine the methods of allocating these funds.
  - c. May encourage research and educational, informational and public service programs, advise the university of Wisconsin system on educational needs and assist the university of Wisconsin system and the department in implementing educational programs under Sections 36.25(7), 59.56(3) and 92.05 Wisconsin Statutes.
  - d. May carry out preventive and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventive and control measures and works of improvement may include, but are not limited to, changes in the use of land and use of engineering operations such as terraces, terrace outlets, desilting basins, floodwater retarding structures, floodways, dikes and ponds, methods of cultivation and the growing of vegetation. These preventive and control measures and works of improvement may be carried out on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.
  - e. May, in the name of the county, may cooperate with, enter into agreements with, or furnish financial, technical, planning or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvement for flood prevention or for the conservation, development, utilization and protection of soil and water resources within the county.
  - f. May provide assistance to and cooperate with the department of transportation as requested under Section 85.195 Wisconsin Statutes.
  - g. May, in the name of the county, may obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property or rights or interests in property or in water. A land conservation committee may maintain, administer and improve any properties acquired. A land conservation committee may receive income from these properties on behalf of the county and may expend this income in carrying out the purposes and provisions of this chapter. A land conservation committee may sell, lease or otherwise dispose of the property or interests in property in furtherance of the purposes and the provisions of this chapter.
  - h. May make available, on terms it may prescribe, to landowners and land users within the incorporated and unincorporated parts of the county, agricultural and engineering machinery and equipment, fertilizer,

seeds and seedlings, and other material or equipment which will assist the landowners and land users in carrying on operations upon their lands for the conservation of soil resources, for the prevention and control of soil erosion, for flood prevention, for the conservation, development and utilization of water or for the prevention of nonpoint source water pollution.

- i. May construct, improve, operate and maintain structures necessary or convenient for the performance of any of the operations or activities authorized in this Chapter 92 Wisconsin Statutes.
- j. May, in the name of the county, acquire, by purchase, lease or otherwise, and administer, any soil conservation, flood prevention, water management or nonpoint source water pollution abatement project or combinations of these projects, and participate in programs concerned with the conservation of natural resources located within the county undertaken by the United States or any of its agencies, or by this state or any of its agencies. May administer, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, flood prevention, water management, water quality improvement, nonpoint source water pollution abatement, erosion control, erosion prevention project or resource conservation program within the county. May act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county. May, on behalf of the county, accept donations, gifts and contributions in money, services, materials or otherwise from any source and use or expend these moneys, services, materials or other contributions in carrying on its operations.
- k. Each land conservation committee, in the name of the county, may make and execute contracts and other instruments necessary or convenient to the exercise of its powers.
- l. As a condition to extending any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, a land conservation committee may require contributions in money, services, materials or otherwise to any operations conferring the benefits, and may require landowners and land users to enter into and perform agreements or covenants respecting the use of land as will lead to conservation of soil and water resources.
- m. Each land conservation committee may enter upon any lands within the county to examine the land and make surveys or plans for soil and water conservation without being liable for trespass in the reasonable performance of these duties. This authorization applies to the land conservation committee members and their agents.
- n. May, if and to the extent authorized by the county board, administer and enforce those provisions of ordinances duly enacted.
- o. May review and countenance the Soil and Water Conservation Department's Annual Report, prior to its submission to the County Board.
- p. Act as the liaison between the Soil and Water Conservation Department and County Board.

## **Library Board**

Oversight for the Door County Library

1. The County's public library board consistent with Chapter 43 Wisconsin Statutes.
2. The powers and duties of a library board under Chapter 43 Wisconsin Statutes.

**2 0 1 6**  
**R U L E S O F O R D E R**  
**GOVERNING THE DOOR COUNTY BOARD OF**  
**SUPERVISORS**

**1. Regular and Statutory Meetings**

All regular and statutory meetings shall be held at 9:00 A.M. or at the call of the County Board Chairman at the Door County Government Center. Regular meetings shall be held on the 4th Tuesday of each month. The Sec. 59.11(1)(c), Wis. Stats. organizational meeting shall be the 3rd Tuesday of April. The Sec. 59.11(1)(a), Wis. Stats. annual meeting shall be the Tuesday after the 2nd Monday of November.

**2. Special Meetings**

Special meetings may be called by the Chairperson, or in the manner prescribed by Sec. 59.11(2), Wis. Stats. In all cases the notice shall give the time, place and purpose of the meeting at least forty-eight (48) hours in advance.

**3. Quorum**

A majority of the entire membership elected to the Board shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a board, commission, or committee to transact business.

**4. Presiding Office**

The Chairperson shall preside at all meetings of the Board. The Vice-Chairperson shall preside at all meetings of the Board in the absence of the Chairperson or at the Chairperson's request. When both are absent, the Clerk shall convene the meeting and the Board shall elect one of its members as temporary Chairperson.

The County Clerk shall preside (as benevolent dictator) at the organizational meeting, until the County Board Chairperson and Vice Chairperson are elected. The Chairperson shall then take the chair.

**5. Agenda**

All items to be a part of the agenda shall be in possession of the Administrator before noon on the sixth (6th) day prior to the scheduled Board session.

**6. Presentation of Agenda**

At each session the agenda shall be submitted by the Chairperson and approved by the Board before proceeding with the meeting.

Any resolution, ordinance or business to be added to the agenda must be of an emergency nature and be approved by a majority of the members present before becoming part of the agenda, a two (2) hour notice is required per Sec.19.84(3) Wis. Stats.

**7. Organizational Meeting Agenda**

**A. Organizational Meeting**

1. Call to order [County Clerk in Chair]
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Oath of Office
5. Election of the Chairperson of the Board
6. Election of the Vice-Chairperson of the Board
7. Review, Revise and Adopt the Rules of Order and Duties of the Standing Committees
8. Election of the Highway Committee: The Five Member committee shall consist of one (1) member North, one (1) member South, one (1) member City of Sturgeon Bay and two (2) members at large, (not more than two members are to represent each area. The County Board shall then elect one (1) of the five members as Chairperson.)
  - a) Ballots cast for the Highway Committee and Highway Committee Chairperson by each County Board Supervisor will not be by secret ballot, but shall be signed on the back with his/her name.
9. Appointment of the Standing Committees shall be made by the Chairperson in consultations with a Committee on Committees appointed by him/her. Committee selections shall be announced on the same day of the Organizational Meeting.
10. Continue with No. 4 of Regular Meeting Agenda.

## **8. Regular Meeting Agenda**

### **A. Regular Meeting**

1. Call to order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentation of Agenda
5. Correspondence
6. Public Comment
7. Supervisor's Response
8. Administrator's Monthly Report
9. Approval of minutes of previous meeting
10. Pending Business
11. Resolutions
12. Ordinances
13. Special Reports
14. New Business
15. Oral Committee Reports
16. Review Committee Minutes
17. Review Vouchers, Claims and Bills
18. Announcements
19. Adjourn

## **9. Term of Office**

The term of Chairperson and Vice-Chairperson shall be for two (2) years (Sec. 59.12 Wis. Stats.). All standing committees, elective or appointive, shall serve a one (1) year term unless the Wisconsin Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the entire membership.

## **10. Committees**

There are four types of committees: Standing, Statutory, AdHoc and Other. Committee appointments. Committees shall be established upon adoption of a resolution designating the name, number, purpose and term. Members shall be appointed by the County Administrator and/or Chairperson and confirmed by the Board. An AdHoc committee shall be dissolved upon completion of the purpose for which the committee was appointed.

## **11. Vouchers, Claims and Bills**

Department Heads shall screen all bills and invoices and prepare vouchers.

Vouchers (along with the bill or invoice) shall be submitted to the Finance Department by 4:30 p.m. on the first and third Wednesday of each month for payment. Payment may then be made by the Finance Director semi-monthly.

The Finance Department will, on a semi-monthly basis, prepare a listing of all payments to be made. This listing is intended as, and will be deemed, an order for payment per Sec.'s 59.23(2)(c) & 59.25(3)(b) Wis. Stats. and will be signed by the County Clerk and counter-signed by the County Board Chairperson, and then filed with the County Clerk. A copy of the listing(s) will be provided to the oversight committee on a monthly basis.

## **12. Voting**

All members of the Board shall vote on all questions except when excused or because of conflict of interest. All questions will be resolved by majority vote of those members voting (provided a quorum is present) except when the Rules of Order or Wisconsin Statutes provide otherwise.

In the absence of a unanimous vote or unanimous consent on a question, a recorded vote is required.

## **13. Consent to Speak**

A member desiring to introduce a resolution, a motion, or to speak on or debate a question, when recognized by the Chairperson, shall confine his/her remarks to the subject. A member desiring to speak a second time on the same subject or questions, shall be limited to two (2) minutes. All debates shall be subject to the discretion of the Chairperson.

## **14. Referral of Correspondence or Reports**

The Chairperson may refer correspondence and reports to committee as he/she determines unless a specific motion is made from the floor.



**15. Motions**

Motions should be reduced to writing and read by the County Clerk and seconded before debate or vote.

Motions and seconds may be withdrawn prior to amendments by the authors. A motion containing more than one (1) question may be divided.

**16. Resolutions**

All resolutions appearing on the agenda and submitted for approval shall contain thereon a number, title and the names of sponsoring committee(s) and supervisor(s).

**17. Committee Reports**

Committee reports, unless otherwise excused, shall be given by the committee chairperson or in his/her absence by another member of the committee.

**18. Ordinances**

Any ordinance to be submitted for consideration for adoption by the Board shall be placed on the agenda as herein prescribed and shall bear the signature(s) of its sponsor, either a member, a committee, or a joint committee of the Board. All ordinances, except zoning ordinances, including amendments thereto, authorized by Sec..59.69, Wis. Stats., shall be considered for adoption in the following manner:

- A. The ordinance shall be presented to the Board for a reading. Reading the title of the ordinance at the Board meeting shall constitute the reading, if the ordinance is provided in written form to each of the Board members before the meeting at which the ordinance is to be taken up.
- B. Following the reading and if no substantive changes are made to the ordinance, the ordinance may be enacted by a majority roll call vote of the members voting. (Punctuation and spelling corrections do not constitute substantive changes.)
- C. If substantive changes are made to the ordinance, the ordinance shall be laid over to the subsequent meeting of the Board for a second reading. Reading the title of the ordinance at the Board meeting shall constitute the second reading, if the ordinance in revised form is provided in written form to each of the Board members before the meeting at which the ordinance is again to be taken up.
- D. Following the second reading, the ordinance may be further amended. When all amendments, if any, have been acted upon, the ordinance may be enacted by the majority roll call vote of the members voting. Such ordinances shall be in effect the day following publication, unless otherwise specified.
- E. Newly created zoning ordinances shall be considered for adoption as prescribed in ss.59.69(5)(a) and (b), Wisconsin Statutes, shall be considered for adoption in the following manner:
  1. A petition for amendment may be made as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes.
  2. Upon completion of procedures as specified in ss.59.69(5)(e) 1. and 2. Wisconsin Statutes, the committee of the Board designated to act in such matters shall, by way of a written report, recommend to the Board, subject to ss.59.69(5)(e) 3., Wisconsin Statutes, an action to take in the matter. The recommendation may be to approve of the petition, approve of a modified version of the petition, or to disapprove of the petition.
  3. If the recommendation is to approve of the petition or a modified version of it, the committee shall draft an ordinance which would effectuate the committee's determination and submit to the Board the ordinance at the same time as the committee's recommendation.
  4. After review of the committee's recommendation, the Board shall then act upon the ordinance as submitted by the committee. The ordinance, as submitted or as amended by the Board, may be adopted by majority roll call vote of the members voting, except as provided by ss.59.69(5)(e)5., Wisconsin Statutes.
  5. If the recommendation is to disapprove of the petition, the Board shall act upon the recommendation, either accepting or rejecting the disapproval recommendation. A majority roll call vote of the members voting shall determine the result.
    - (a) If the Board accepts the disapproval recommendation, the petition is thereby dismissed.
    - (b) If the Board refuses to deny the petition for amendment as recommended it shall refer the petition to the committee with directions to draft an ordinance to effectuate the petition and report the ordinance back to the Board which may then enact or reject the ordinance as provided in ss.59.69(5)(e) Wisconsin Statutes.
- F. Ordinances shall be in effect the day following publication unless otherwise specified. \*Note: Having the ordinance in printed form two (2) days before a meeting date shall qualify for the informal reading by the reading of the title.

**19. Non-Budget Items [Sec. 65.90 Wis. Stats.]**

Any action involving any sum other than the amount provided for in the budget, or approved by the Finance Committee under Budget Intra-Transfers, shall be required to have a two-thirds (2/3) vote of the entire membership of the Board.

All resolutions under this rule shall be submitted by the Finance Committee. Said resolutions (or addendum) shall provide members sufficient detailed information on fiscal impact, project revenue, expense effect on tax rate and other relevant information, when available.

**20. Previous Question**

When a reasonable time for debate on a motion has elapsed, it may be in order to move for the previous question. If seconded and carried by a vote, the vote on the question shall immediately follow.

**21. Reconsideration**

It may be in order for any member voting with the prevailing side to move for reconsideration of the question at the same or succeeding session.

**22. Roll Call Vote**

When a roll call vote is statutory or required by the Rules or Order, it shall be announced as a "Roll Call Vote" before voting takes place via electronic balloting, i.e.: using the Voter Board. If the Voter Board malfunctions, the County Clerk will call for a roll call vote. If a member requests a roll call vote on any question, it shall be granted before the decision of the Chairperson is announced. There shall be no interruption during roll call.

**23. Method of Roll Call**

Roll call voting shall be in succession with all members voting as called. Each roll call vote shall begin with the member alphabetically following the first member called in the preceding vote.

A member not in the room and not excused for the session shall vote before the Chairperson announces the result.

**24. Budget Inter-Transfers**

A two-thirds (2/3) vote of the entire membership of the Board is necessary when transferring funds from one department or account to another. A roll call vote is required. (Statute 65.90).

**25. Budget Intra-Transfers [Sec. 65.90 Wis. Stats.]**

A. The Finance Committee is authorized to transfer funds between budgeted items of an individual county office or department pursuant to and in accordance with Sec. 65.90(5) Wis. Stats., or as subsequently amended or revised and subject to Paragraph 2 below.

B. Any transfer of funds between budgeted items of an individual county office or department that exceeds \$10,000 is subject to prior approval by the County Board of Supervisors.

**26. Out of Order**

A member, when declared out of order by the Chairperson, shall immediately submit to the ruling of the Chair unless an appeal is made and permission granted by a majority vote of the members present.

**27. Public Addressing the Board**

County Board encourages public comment in order to make better informed decisions. To expedite public comment and make judicious use of time, the Board has established the following policy:

**A. Subject Matter**

- All Business of the Board except amendments of County zoning ordinance.

**B. General Guidelines**

- The County Board Chairperson shall determine the amount of time an individual or entity will be allowed to speak. Generally, public comment will be limited to thirty (30) minutes maximum and three (3) minutes per individual.
- Speaker must be present.
- Speaker cannot allocate his/her time to another speaker.
- Get recognition from the Board Chair before speaking.
- Keep comments concise and avoid repetition.
- Be courteous and respectful.
- Be specific about what you want the Board to do.
- The Board may respond to comments, but will not engage in debate, during the public comment segment.
- The Board may, at the discretion of the Chair, place a topic or issue raised at public participation on a future agenda or refer to a subunit.



- C. Applicability
  - Specifically applicable to County Board.
  - All subunits of County Board may have a public comment period. The details and mechanics of such is left to the discretion of each subunit.

## 28. Adjourn or Recess

A motion to adjourn or recess shall be in order at any time except when a member has the floor or when the Board is voting.

## 29. Suspension of Rules

These rules may be suspended by a majority roll call vote of the entire membership unless unanimous consent is given.

## 30. Amending Rules

These rules may be amended at any regular session of the Board by a majority vote of the entire membership.

## 31. Elections

A. The County Board Chairperson and Vice-Chairperson shall be elected consistent with Sec.'s 19.88 and 59.12 Wis. Stats. as follows:

- By unsigned ballot;
- Nominations - Each County Board Supervisor shall cast a nomination ballot;
- Election - Each County Board Supervisor shall cast an election ballot;
- Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists).

B. Members of the Highway Committee and the Highway Committee Chairperson shall be elected consistent with Sec. 83.015 Wis. Stats. as follows:

- By signed ballot;
- Nominations - Each County Board Supervisor shall cast a nomination ballot;
- Election - Each County Board Supervisor shall cast an election ballot;
- Voting continues until one nominee achieves a majority of the County Board Supervisors present (if a quorum exists).

## 32. Rules of Order

The Rules of Order as adopted shall govern the proceedings of the Board, except as may be contrary to Wisconsin Statutes; in such event, the State Statutes shall prevail. Roberts Rules of Order (current and authorized edition) shall apply in those areas these Rules do not cover.

## 33. Executive Sessions

A. All anticipated executive sessions shall be so stated in the published agenda. When items are of an emergency nature, an executive session notice shall be given a minimum of two (2) hours prior to such sessions.

B. All Executive Sessions must be noticed according to Wisconsin Statute 19.85. The Corporation Counsel should be consulted for the proper exception notification.

C. The Chairperson must read the entire noticed reason before requesting a motion to move into an executive session.

D. A motion and a second stating the reason for said session must be adopted by majority roll call vote, prior to excusing all but elected supervisors from the Board Room, and those requested to remain.

E. Procedures in Closed Session:

- a. Consistent with the statutory exception for the closed session, the Chairperson shall announce in closed session, prior to proceeding, the anticipated process or procedures, which will occur in the closed session.
- b. By consensus, the Committee will have to agree to the Chairperson's proposed procedure.
- c. If no consensus is reached, the Committee shall decide how the Committee shall proceed.

F. A Committee may not reconvene into open session until twelve (12) hours have elapsed (and proper notice given), unless the subsequent open session was noticed at the time of the notice of the meeting, convened prior to the closed session. (See: Section 19.85(2), Wis. Stats.)

G. Recommendation/Decisions in closed session should be made in open session.

H. A Supervisor is excluded from closed or "Executive" Sessions of a subunit of County Board, of which the supervisor is not a member. However, they may be included with the subunit chairperson's prior consent. A supervisor permitted to be present is honor bound, and is subject to disciplinary action for failure to preserve the confidentiality of the proceedings.

**34. Contract**

All contracts are subject to review by the Corporation Counsel and County Administrator. Any contract with a term in excess of three (3) years is subject to review and approval by the County Board. A majority vote of the total membership is required for approval. Any Invitation to Bid, Request for Proposal or Solicitation of Contract (rental, lease, agreements, services) and related processes or procedures shall be reviewed and approved by the Corporation Counsel prior to any award by Committee, Board or Commission.

**35. Nepotism**

Members of the Door County Board of Supervisors shall not participate in discussions or vote at County Board meetings or committee meetings on matters involving the hiring, compensation, promotion or discipline of a member's wife, husband, father, mother, guardian, sister, brother or children.

**36. New or Altered Program**

Whenever any County department starts or significantly alters a new or existing program or project, which will require the expenditure of more than \$25,000 in any given year, regardless of the source of funding, said department will advise the County Board in writing, through the Board Chairperson, of the reason(s) for the new or significantly altered program or project and the source and level of funding.

**37. Unanticipated Revenue**

Unanticipated revenue (i.e., revenue not stated in a budget) may only be expended as set forth in Sec. 65.90 Wis. Stats.

**38. Donations, Gifts or Grants**

An oversight committee may accept donations, gifts or grants. County Board shall be provided notice of any donation, gift or grant in excess of \$1,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis.

**39. Ethical Principles**

*(per Ordinance 2010-04; 4/20/10)*

These ethical principles apply to any county (appointed or elected) public official, candidate for county public office and county employee.

The ethical county official, employee and candidate should:

- Properly administer the affairs of the county.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in county government.
- Keep safe all funds and other properties of the county.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county.
- Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

The ethical county official, employee and candidate should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her own benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical county official, employee and candidate accepts the responsibility that his or her mission is that of servant and steward to the public.

A county official, employee and candidate may be subject to censure or reprimand by the County Board or its designee, for violation of these ethical principles.

**40. Cell Phones**

Cell phones shall be maintained on silent or vibrate during County Board meetings, audible ring tones are prohibited. A donation of \$25.00 (to the Door County United Way) will be collected from a Supervisor if their cell phone rings during a County Board meeting.

2 0 1 6  
**RULES OF ORDER & ORGANIZATION OF ALL  
 STANDING & SPECIAL  
 COMMITTEES**

**I. Committee Organization**

- A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
- B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson's duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

**II. Quorum**

- A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
- B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

**III. Per Diem and Expenses**

- A. Recognizing that the Door County Board of Supervisors exercises legislative, administrative and policy making powers, the following rules cover the payment of per diem and expenses.
- B. Requests for payment shall be presented, on an approved form, to the County Board Chairperson, Committee Chairperson, or County Clerk, for approval.
- C. Requests for payment should not be submitted, and payment will not be authorized, unless the requester attended at least 50% of the meeting.
- D. Requests for payment should not be submitted, and payment will not be authorized except for mileage reimbursement, for any meeting if a quorum is not established.

***[IV. - VI. Effective April 18, 2016 (Per Resolution 2015-89)]***

**IV. Compensation**

- A. Each Supervisor shall be paid by the County as follows:
  - 1. A daily per diem rate of one-hundred fifty dollars (\$150.<sup>00</sup>) for County Board meeting that s/he actually attends.
  - 2. Fifty dollars (\$50.<sup>00</sup>) plus an hourly rate of twenty five dollars (\$25.<sup>00</sup>) for each hour above one-hour (up to eight-hours / \$225.<sup>00</sup> per day) that s/he actually attends, including:
    - a) a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member or an invitee (i.e., expressly invited or authorized to attend by the sub-unit's chairperson on a matter within the authorized concern of the sub-unit);
    - b) a meeting of a commission, committee or board of another local unit of government or the state as an invitee (i.e., expressly invited to attend by the commission's, committee's or board's chairperson and authorized in advance in writing to attend by the County Board Chairperson or her/his designee);
    - c) face-to-face meetings with County (or other local unit of government, state, or federal) officials or employees if related to official County business and authorized in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee;
    - d) an official legislative, administrative, or court proceeding or hearing, in which s/he is directed or required to take part, in their official capacity as a Supervisor;
    - e) the Wisconsin Counties Association's ("WCA") Annual Conference;

- f) the WCA's Annual Legislative Exchange; or
  - g) the biennial Door/Kewaunee County Legislative Days.
3. Twenty-five dollars (\$25.<sup>00</sup>) per hour for all hours (up to eight (8) hours / \$200.<sup>00</sup> per day) that s/he attends any other conference, convention, institute, meeting, school, training session, or workshop *provided* their attendance is approved in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee, or County Board.
  4. Hourly Rates will be prorated as follows:
    - a) The hourly rate is to be prorated at twelve dollars and fifty cents (\$12.50) per one-half hour.
    - b) Any fraction of an hour shall be rounded off to the nearest half-hour.
  5. A Supervisor may only receive compensation under IV. A. 1. (i.e., is not allowed pay under IV. A. 2. or 3.) on days that the County Board meets.
  6. The hourly rate of twenty five dollars (\$25.<sup>00</sup>) will be paid for time spent (portal-to-portal) in out-of-county travel under, and subject to the same limitations as, IV. A. 2. & 3.
- B. Additional compensation for the Chairperson/Vice-Chairperson
1. The County Board Chairperson will receive a monthly allowance of eight hundred and fifty dollars (\$850.<sup>00</sup>) per month.
  2. The County Board Vice-Chairperson will receive the applicable per diem and reimbursement if filling in for the County Board Chairperson or asked to attend a meeting by the County Board Chairperson.
  3. A chairperson of a sub-unit (i.e., committee, commission, or board) of the County Board will receive an additional allowance of twenty dollars (\$20.<sup>00</sup>) per meeting.

## V. Reimbursement for Expenses

- A. Mileage/Meals / Lodging Allowances
1. Each supervisor shall receive mileage for each mile traveled in going to and returning from meetings, proceedings, hearings, conferences, conventions, institutes, schools, training sessions, or workshops (as contemplated by *Section IV. A. 1, 2. & 3.* above) by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers. In addition, a supervisor residing on Washington Island is eligible to be reimbursed for one round-trip ferry ticket per day.
  2. Authorized meal expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.)*.
  3. Authorized lodging expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging)*.
  4. In-county meal and lodging expenses are eligible for reimbursement if incurred for authorized in-county events.
  5. Reimbursement can only be made for allowable expenses actually incurred.
- B. A Supervisor residing on Washington Island will, if an overnight stay on the mainland is necessary due to a meeting (as contemplated by *Section IV. A.* above) be eligible for reimbursement for in-county meals (up to seventeen dollars (\$17.<sup>00</sup>) per day), in-county lodging at the going rate per night), and one round-trip ferry ticket. This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

## VI. Compensation / Reimbursement Procedure

- A. All requests for compensation or reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed per diem / reimbursement request form(s), accompanied by any required documentation.
- B. These forms and instructions are available in the office of County Clerk, the Finance Department, and on-line @ <http://map.co.door.wi.us/Agendas-Minutes/CountyBoard/Misc/2013> and the County Board website.

## VII. Miscellaneous

- A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.
- B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.
- C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.
- D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.

## VIII. Agenda and Minutes [Wisconsin's Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]

- A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:
  1. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to the official newspaper (i.e., Door County Advocate).
  2. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.
  3. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County's website, amendments to the notice should also be posted.
  4. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
  5. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.
  6. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.
  7. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.
- B. The Chair of the committee, commission, or board, in coordination with the respective department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.
- C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk's Office.
- D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.



- E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.
- F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.
- G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.
- H. Minutes of all meetings shall be filed with the County Clerk's Office within ten (10) days of the meeting.

**IX. Authorization to Speak or Perform Limited Duties**

A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.

**X. Budget**

The County's annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

**XI. Vouchers**

Copies of Vouchers will be submitted to the appropriate over-sight committee for its information

**XII. Other**

All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.

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

**2017 MEDIATION SERVICES SEMI-ANNUAL REPORT 1/1/17 – 6/30/17**

- submitted by Gay Pustaver July 10, 2017 via e-mail

**Number of referrals dated 1/1/17 – 6/30/17 = 31 total**

( 14 = never married; 8 = new divorce action; 9 = post divorce)

January.....7

February.....6

March.....1

April.....6

May.....9

June.....2

**TOTAL.....31**

Number ordered by Judge 2

Number ordered by Family Court Comm 29

**OPEN CASES**

No. of 2016 cases open as of 6/30/17 .....0

No. of 2017 cases open as of 6/30/17 .....10

**CLOSED CASES**

No. of 2016 cases closed in 2017.....3

No. of 2017 cases closed by 6/30/17.....20

**TOTAL 2016 AND 2017 CASES CLOSED AS OF 6/30/17 = 23**

**Disposition of 23 cases from 2016 and 2017 closed as of 6/30/17**

Written, signed agreement	7
Agreement written, not signed	0
Impasse	11
Agreed between parties/attorneys	1
Parties withdrew request for mediation	0
Mediation refused by both parties	0
Inappropriate for mediation	0
Parties reconciled/divorce on hold	1
One/both parties never contacted mediator/never met	3
Made 2 <sup>nd</sup> apt; did not attend/no follow-up/inconclusive	0
Temporary agr signed; no permanent agr	0
Change of venue	0
Different mediator used	0
TPR/adoption being <i>pursued</i>	<u>0</u>
<b>TOTAL .....</b>	<b>23</b>

**page 2 Mediation Semi-Annual Report 2017 Notes**

**No cases with restraining orders**

**11 impasses for 2016 and 2017 cases closed in 2017:**

3 cases involved a move by one parent or a distance issue re: changing placement schedule

2 cases were very involved CHIPS cases

2 cases – draft agreement written and sent; one party asked for impasse

2 cases involved an out-of-state job and request to change primary placement

1 case involved a school issue

1 case involved 2 older kids wanting to live with different parents; allergy issue for one of the kids at a parent's home with cats



Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>
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 TECHNOLOGY SERVICES Dept Position Title: Director

Position Status:  Currently vacant  Will be vacant Date Vacant: \_\_\_\_\_

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: \_\_\_\_\_

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

Name of Current / Most Recent Incumbent: Tim Ullman

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: Jason Row Date 6/29/17

**Financial Information:**

Salary Range: \$41,31 - \$47,21 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 01 - OFFICIAL/ADMINISTRATOR ELSA Status EXEMPT

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

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

**Approvals:**

County Administrator [Signature] Date June 30, 2017

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 Technology Services Director

<b>Job Title</b>	Technology Services Director	<b>Last Revision</b>	7/06/2017
<b>Department</b>	Technology Services Dept.	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	County Administrator	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	R	<b>EEO Code</b>	01 – Officials/Administrators

### General Summary

This position performs the functions of setting Technology Services Department objectives, goals, planning and directing activities of the County Technology Services Department including supervision of department staff and equipment. Performs basic programmer analyst, PC, network, telecom and computer operator functions when required.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Sets department work priorities to attain short and long range County Technology Services needs and goals.
2. Directs, trains, supervises, evaluates, disciplines and participates in hiring Technology Services department staff.
3. Develops, sets, administers, and works within the Technology Services annual department budget.
4. Develops, sets, administers, and works within the five year Technology Services Capital Improvement department budget.
5. Works with other County employees and County Departments to determine the proper procedure or computer system to use in solving data problems.
6. Develops the electronic security systems of all County computer systems used by County employees. Door County HIPAA security Officer.
7. Responsible for negotiating all telecommunication contracts including wired, wireless and IP based broadband connections.
8. Responsible for negotiating any technology services based intergovernmental agreements as it pertains to technology services, hardware support or software support.
9. Develops, plans, budgets for and administers the DC Ethernet Network so that it is available for all IP based traffic.
10. In conjunction with the Communication Advisory Technical Sub-Committee, develops, plans, budgets for and administers the DC Public Safety infrastructure so that it is available for all incidents.

#### *General Job Functions*

1. Performs duties of various sub-functions in the department as needed.

### Requirements

#### *Training and Experience*

1. Bachelor's Degree in Computer Science, Information Systems Technology or closely related field strongly preferred or any combination equivalent to experience and training to provide and meet the required knowledge, skills, and abilities may be qualifying.
2. Seven (7) to nine (9) years' responsible experience in the Information Systems field.
3. Minimum of three (3) to five (5) years of supervisory experience.



## County of Door Technology Services Director

- 3. Current valid Wisconsin driver's license required.

### **Knowledge, Skills, and Abilities Required**

1. Knowledge of IBM model main frame computers, programming, systems design and analysis, to include IBM i5 (AS400), p5 (AIX), PC Server, PC Client and PC server and client Virtualization.
2. Knowledge of County payroll and accounting practices and taxation procedures.
3. Knowledge of RPG, PHP, PC programming and software products as well as their underlying operating systems.
4. Knowledge of the County Public Safety Analog and IP communication system. Knowledge of software and hardware used to support the communication and data tracking needs of the entire Public Safety system.
5. Knowledge of the entire network and how it is interconnected to provide services to end users. Knowledge to include fiber, copper and wireless interconnects. Knowledge of how various systems directly or indirectly connect to the network to provide end user resources.
6. Knowledge of network security best practice. Administration of security policy as it relates to secure access to all information systems.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Ability to communicate at a non-technical level in describing computer ability and uses.
9. Ability to work independently to creatively solve problems.
10. Ability to work with private information in a professional and confidential manner.
11. Ability to read, comprehend, and communicate, both verbally and in writing.
12. Working knowledge of supervisory practices.

### **Physical & 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).

Some exposure to weather conditions when traveling to other buildings.

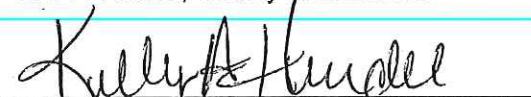
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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:

  
Ken P. Pabich, County Administrator

June 17, 2019  
Date

  
Kelly A. Hendee, Human Resources Director

6/29/17  
Date

Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Technology Services Director

Department Technology Services Dept. Division \_\_\_\_\_

Report to: (position title): Reports to the County Administrator, Technology Services Committee, and Communication Advisory Technical Sub-Committee.

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

Position performs the functions of setting Technology Services /Information Technology (TS/IT) objectives, goals, planning and directing activities of the County Technology Services Department including staff and equipment. Performs basic programmer analysts, PC, network, telecom and computer operator functions when required.

- B. Fundamental duties of the position**
- Write one duty per numbered space.
  - Rank the duties in order of importance. The most important duty should be number one.
  - After listing the specific duties, enter the percentage of time spent on each.
  - Indicate which of the items are essential, which is determined considering the following:
    - Does the position exist to perform this function? OR
    - 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
    - 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.
  - 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.	Sets department work priorities to attain short and long range County Technology Services needs and goals.	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Directs, trains, supervises, evaluates, disciplines and participates in hiring Technology Services department staff.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Develops, sets, administers, and works within the Technology Services annual department budget.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Develops, sets, administers, and works within the five year Technology Services Capital Improvement department budget.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Works with other County employees and County Departments to determine the proper procedure or computer system to use in solving data problems.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Develops the electronic security system of all County computer systems used by County employees. Door County HIPAA security Officer.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Responsible for negotiating all telecommunication contracts including wired, wireless and IP based broadband connections.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Responsible for negotiating and IS based intergovernmental agreements as it pertains to technology services, hardware support or software support.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Develops, plans, budgets for and administers the DC Ethernet Network so that it is available for all IP based traffic.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Performs duties of various sub-functions in the department as needed.	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Participates in the Communication Advisory Technical Sub-Committee (CATS) as a voting member. Assist and advise in the definition of Public Safety Policy, funding and maintenance.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Present all CATS items to the IS Committee for policy changes, approval and funding.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
Programmer Analyst	0	Network Coordinator	1
PC Network Specialist(s)	4		
Assistant Technology Services Director	0		
Administrative Assistant II – Technology Services – Help Desk	1		

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?)
- (Approve?)
- (Conduct?)
- (Conduct?)
- (Conduct?)
- (Conduct?)
- Coordinate Activities
- Plan Work of Others
- Schedule work of others
- (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
Employees in same or other department(s)	Obtain/provide information	Weekly
Other Departments (list other departments) Department Heads	Obtain/provide information	Weekly
Customers – General Public (list all)	Obtain/provide information	Weekly
Suppliers/Vendors	Obtain/provide specifics, contract negotiations	Monthly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory County Board of Supervisors	Support/contract with State or Federal requirements	Monthly
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 type="checkbox"/>	High School Diploma or equivalent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major: Computer Science
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree or equivalent	Major: Computer Science
<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"/>	Over three years and up to and including six years' experience required. : Information Systems field
<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): Supervisory

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

1.	
2.	
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required:

**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 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 type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 checked="" 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 checked="" type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

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**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? \_\_\_\_\_

III. Supervisor Comments \_\_\_\_\_

**Signature Approvals**

Supervisor

Name



Title

County Administrator

Date

Jun 30, 2017

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

Information Director-Range R  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
 IS Sub Dept  
 \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Information System Director-step 1</b>									
1.00	\$41.31	85,925				35,651			121,576
<b>Vacant, Ullman</b>									
1.00	\$50.07	104,146				38,328			142,474
Total Salary and Benefit Decrease									(20,898)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Information System Director-Control Point</b>									
1.00	\$47.21	98,197				37,454			135,651
<b>Vacant, Ullman</b>									
1.00	\$50.07	104,146				38,328			142,474
Total Salary and Benefit Decrease									(6,823)

Dept Head Signature Mark E. Janick  
 Date 7/5/2017

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$42.49, Step 3 \$43.67, Step 4 \$44.85, or Step 5 \$46.03.**

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: <b>Request to Refill Position</b>
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 TECHNOLOGY SERVICES Dept Position Title: Network Technician - Level 2

Position Status:  Currently vacant  Will be vacant Date Vacant: \_\_\_\_\_

(2)  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: 1 transfer to another dept. 1 promotion

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

Name of Current / Most Recent Incumbent: Jim Whitman / Susan Fernandez

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: Jason Aover Date 6/29/17

**Financial Information:**

Salary Range: \$ 22,560 - \$25,780 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 03-TECHNICIAN FLSA Status Non Exempt

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

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

**Approvals:**

County Administrator [Signature] Date June 20, 2017

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 Network Technician (Level II)

<b>Job Title</b>	Network Technician (Level II)	<b>Last Revision</b>	07/06/2017
<b>Department</b>	Technology Services Dept.	<b>HR Reviewed</b>	06/29/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Technology Services Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	03 – Technicians

### General Summary

Installs, configures, and trouble shoots networking and microcomputer hardware and software systems, including telephone systems and provides technical assistance and training to users by performing the following essential duties. This position is responsible for on-call rotation.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Performs network troubleshooting to isolate, diagnose, and correct common network problems.
2. Installs and upgrades a multitude of network clients. Personal computers (PCs), PC Servers, printers, wired and wireless phones, tablets, virtual machines and various network hardware and software components as required.
3. Works with storage systems including RAID/Mirroring/Redundancy and iSCSI SANs
4. Configures Microsoft Active directory groups as it relates to network printing, shared file services, departmental directory structures, and various rights or security on Microsoft servers.
5. Establishes user profiles, user environments, and end user security for network based applications.
6. Works with integrated Citrix based technologies to virtualize servers, desktops and applications.
7. Programs Cisco and HP Ethernet switches as needed.
8. Trains county staff on the proper use of personal computer software and hardware:
9. Provides end users with technical support. Responds to the needs and questions of users concerning their access of resources on the network. Assists users in resolving technology related problems such as inoperative hardware or software.
10. Develops and maintains backup/recovery procedures and virus protection procedures for personal computers and file servers.
11. Records requests or problems and the actions taken. Documents equipment purchases, installations, and disposals, and changes to computer configurations.
12. Evaluates current hardware and software capabilities and makes recommendations for improvements in computer systems.
13. Add, move and change telephones, cell phones, PC's, printers, virtual machines, fax machines, modems, answering machines, voice mail and integrated PC faxing configurations.
14. Program phone switch and its associated voice mail system (internal or external) for any type of special call features (i.e. call rerouting, call forwarding, hunt groups, voice mail, direct inward dial, and integrated voice mail faxing).
15. Assist as needed in maintenance of all structured wiring used to connect or interconnect clients to the network.
16. Setup/maintenance of departments specific software.

## County of Door Network Technician (Level II)

### ***General Job Functions***

1. Performs PC and Network administrative duties as necessary.
2. Coordinates with vendors to make purchases and/or to explain problems associated with their products or services.
3. Inventories and orders computer related supplies.

### **Requirements**

#### ***Training and Experience***

1. Post high school training in data processing, computer software and hardware, and networking.
2. Minimum of one (1) year of progressive work experience with personal computers, networking, and Microsoft products or Microsoft Certification.
3. Minimum of one (1) year of experience with PC Client / PC Server computing technologies.
4. Minimum of (1) year of experience working with Ethernet network hardware and switching methodologies. Must understand standardized or structured Ethernet network wiring and how to interconnect multiple locations together.
5. Minimum of a two (2) year Associates degree in computer related field strongly preferred or any combination equivalent to experience and training to provide and meet the required knowledge, skills, and abilities may be qualifying.
6. Current valid Wisconsin driver's license required.

#### ***Knowledge, Skills, and Abilities Required***

1. Knowledge of standard networking concepts such as VLANs, layer 2 and layer 3, routing, VPNs, subnetting, DHCP, DNS.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Knowledge, skill and ability to install, maintain, patch or upgrade software on basic Clients or Servers within the global technology environment.
4. Knowledge of Storage SAN/NAS concepts and systems
5. Knowledge of Citrix virtualization and other Citrix technologies.
6. Knowledge of Microsoft operating systems and enterprise applications
7. Knowledge of IBM i5, p5 and x-Series hardware beneficial. Knowledge of IBM AIX operating system or IBM i5 (AS/400) operating system beneficial.
8. Knowledge of Avaya VOIP phone system beneficial.
9. Ability to add, move and change physical clients (PC's, Servers, Printers, Telephones) to the wired or wireless network.
10. Ability to understand the concept of structured wiring and maintain all wiring used to interconnect physical clients to their source servers.
11. Ability to secure clients and servers utilizing best practice methodologies.
12. Knowledge of how the Internet is used to conduct day to day operations and as a research tool.
13. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
14. Ability to communicate effectively with people having varying degrees of computer knowledge and associated terminology.
15. Ability to work independently to creatively solve problems.
16. Ability to work with private information in a professional and confidential manner.



## County of Door Network Technician (Level II)

### Physical & 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 35 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:*

*Jason Rouer*

7/6/17

Jason J. Rouer, Technology Services Director

Date

*Kelly A. Hendee*

7/6/17

Kelly A. Hendee, Human Resources Director

Date



Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Network Technician

Department Technology Services Dept. Division \_\_\_\_\_

Report to: (position title): Reports to the Technology Services Director.

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

Installs, configures, and trouble shoots networking and microcomputer hardware and software systems, including telephone systems.  
Provides technical assistance and training to users.

**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.	Performs network troubleshooting to isolate, diagnose, and correct common network problems. Installs and upgrades computer servers and Clients. Installs network hardware and software components as required. Programs Ethernet switches as needed both locally (on-site) and remotely (off-site).	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Configures network printing, file services, directory structures, security and shared rights on servers. Establishes user profiles, user environments, and user security for networks.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provides user with technical support. Responds to the needs and questions of users concerning their access of resources on the network. Assists users in resolving computer related problems such as inoperative hardware and software.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Develops and maintains backup and recovery procedures for personal computers and servers.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Trains county staff on the proper use of computer software and hardware.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Evaluates current hardware and software capabilities and makes recommendations for improvements in technology via annual budgets.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Add, move and change telephones, fax machines, modems, voice mail and integrated PC faxing configurations and audio visual systems.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Monitors PC Server / PC Client environment (physical or virtual) for errors and continually looks to optimize the environment or upgrade as warranted.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Program phone switch and its associated voice mail system (internal or external) for any types of special call features (i.e. call rerouting, call forwarding, hunt groups, voice mail, direct inward dial, and integrated voice mail faxing).	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	Maintain all wiring used to connect PC's, servers, printer phones, fax machines, modems or other equipment connected directly to the network.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Develops and maintains email and archiving systems.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Develops, trains end users and assists with maintaining county's web presence. Coordinating updates with departments.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Develops, configures and maintains specialized databases.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Installs, configures and maintains network security hardware and software as needed.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15.	Performs other duties as may be assigned by Technology Services Director.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16.	Develops technology supported on-site (local), at remote sites (remote) and in mobile platforms (ambulance and Sheriff patrol).					

**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:

- 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?)
- Coordinate Activities \*
- Plan Work of Others
- Schedule work of others
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)

\* All as a result of a project. They assign direct employees in other departments as needed to complete a project.

**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
Employees in same or other department(s) Technology Services Director, Assistant Technology Services Director, Programmer Analyst, Administrative Assistant – Technology Services – Help Desk	Assist end users	Daily
Other Departments (list other departments) All	Assist end users	Daily
Customers – General Public (list all)		
Suppliers/Vendors	Define/obtain/provide technical specs.	Weekly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	As needed updates to State of Federal Systems	Monthly
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 type="checkbox"/>	High School Diploma or equivalent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major: Computer Science, Information Systems
<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"/>	Over three years and up to and including six years' experience required. Information Systems Office or Business
<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 type="checkbox"/>	Experience in (specify):

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

1.	Any Cisco Certification. (for example CCNE-Cisco Certified Network Engineer)
2.	Any IBM i5 (AS400) Certifications
3.	Any Formal Microsoft Certs. Philosophy of MCP Certifications <ul style="list-style-type: none"> <li>• 1.1 Microsoft Certified Systems Engineer (MCSE)</li> <li>• 1.2 Microsoft Certified Systems Administrator (MCSA)</li> <li>• 1.3 Microsoft Certified Application Developer (MCAD)</li> <li>• 1.4 Microsoft Certified Solution Developer (MCSD)</li> <li>• 1.5 Microsoft Certified Database Administrator (MCDBA)</li> <li>• 1.6 Microsoft Certified Desktop Support Technician (MCDST)</li> <li>• 1.7 Microsoft Office Specialist (MOS)</li> </ul>
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required:

**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 checked="" type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input 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 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 checked="" 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 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 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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling (under desks/work stations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 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.

Eye strain / carpal tunnel.

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**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? 4

III. Supervisor Comments \_\_\_\_\_

**Signature Approvals**

Supervisor

Dept. Head Jason Rowen Title Technology Services Director Date 6/29/17



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 2 IS Technicians Level II-Range H  
 Effective Date 6 Mo  
 Department IS Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>2 FT IS Technicians Level II-step 1</b>									
2.00	\$22.56	93,850				59,758			153,608
Vacant, Whitman & Moellenberndt									
1.90	\$21.24	83,940				53,879			137,819
Total Salary and Benefit Increase									15,789
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>2 FT IS Technicians Level II-Control Point</b>									
2.00	\$25.78	107,245				61,726			168,971
Vacant, Whitman & Moellenberndt									
1.90	\$21.24	83,940				53,879			137,819
Total Salary and Benefit Increase									31,152

Dept Head Signature

*M. E. Janich*

Finance Director

Date

7/5/2017

**Disclaimer:** This Fiscal Impact does not include Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.

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.

### Request to Refill Position

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

*Assistant*

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Aging Manager with title change to ADRC Deputy Director

Position Status:  Currently vacant  Will be vacant Date Vacant: 7-17-17

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: Steady

Transfer: why is the new position more attractive to employee than current one? Promotion with increased responsibility and compensation

Name of Current / Most Recent Incumbent: Jake Erickson

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 76-29-17

Financial Information:

Salary Range: J \$26.22 - \$34.45 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date June 30, 2017

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**  
**Assistant ADRC Director**

<b>Job Title</b>	Assistant ADRC Director	<b>Last Revision</b>	10/12/2015
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	ADRC	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	ADRC/Aging Program Director or designee	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	J	<b>EEO Code</b>	02 – Professionals

### **General Summary**

This position works in conjunction with the Aging and Disability Resource Center (ADRC) Director to provide administration and leadership of the programs provided at the ADRC. This position assists the ADRC Director with the development and implementation of short and long range planning, operations, programming, and supervision of staff related to ADRC Services and Older Americans Act services. Acts on behalf of the Director on all matters in his/her absence.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Works with the Director to provide leadership and oversight that promotes and enhances the operation of the ADRC
2. Participates in the writing of the Business Plan, Aging Plan, and required updates.
3. Participates in the development and oversight of the ADRC budget.
4. Serves as the designated Nutrition Director to meet the requirements for funding under the Older Americans Act. This includes oversight of multiple meal sites located throughout the county, as well as home delivered Meals (Meals on Wheels and frozen meals).
5. Performs meal site visits at regular intervals and interacts with seniors to get feedback on programming.
6. Supervises assigned staff as determined with the Director.
7. Provides support to all units including case consultation, consumer issues, complaints by consumers, or response to employee needs.
8. Participates in the interpretation of program and policy to the community and in community planning and education efforts, via media outlets, public hearings, committee meetings, and the monthly Senior Resource Center newsletter.
9. Promotes, markets, and conducts health, prevention and wellness education and activities.
10. Participates in goal development and oversight of quality of services

#### ***General Job Functions***

1. Advocates for the elderly and disabled adult population and works in collaboration with community organizations to identify and maximize services to meet identified needs.
2. Promotes interagency cooperation and represents the agency in meetings related to assigned agency programs.
3. Coordinates the Door County Caregivers Coalition and provides oversight to these services.
4. Participates in research programs (as assigned) and in the review and development of agency programs, policies and procedures.
5. Provides assistance in grant writing.

# County of Door Aging Program Manager

## Requirements

### *Training and Experience*

1. Graduate of an accredited college or university with at least a Bachelor's Degree in social work, gerontology, or a related human services field preferred, or equivalent experience.
2. Four (4) years of progressive, professional work experience directly with seniors and / or adults with disabilities.
3. At least 1 year of progressive experience with organizational management, budget development and monitoring, and public / media relations or equivalent experience.
4. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

### *Knowledge, Skills, Abilities Required*

1. Strong leadership qualities, and ability to develop and effectively lead a well-functioning team.
2. Applicant to successfully pass the "Safe Serve" exam (in order to supervise the Nutrition Program).
3. Ability to market/outreach the program in the community.
4. Ability to direct and supervise the work of others.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to communicate effectively with consumers who use our services, including ability to deal with challenging behavior when necessary.
7. 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).

Potential for physical harm exists during contacts with angry or irate members of the public. Limited office space may cause some distraction.

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:

  
 Joseph A. Krebsbach, Human Services Director

7/5/2017  
 Date

  
 Kelly A. Hundell, Human Resources Director

7/5/17  
 Date



Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Assistant ADRC Director

Department Human Service Division ADRC / Senior Resource Center

Report to: (position title): This position reports to the Director of the Department of Human Services or designee.

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

This position is responsible for the development, administration, and operation of programs and services offered by the ADRC, Elder & Adult at Risk programs, and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long term care options counseling, health and safety services for elders / adults at risk, as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve elderly persons, persons with physical or developmental disabilities and their families.

- B. Fundamental duties of the position**
- Write one duty per numbered space.
  - Rank the duties in order of importance. The most important duty should be number one.
  - After listing the specific duties, enter the percentage of time spent on each.
  - Indicate which of the items are essential, which is determined considering the following:
    - Does the position exist to perform this function? OR
    - 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
    - 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.
  - 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.	Promotes public awareness and understanding of the ADRC and represents the ADRC and its' interests to the news media, community agencies, professional organizations, and the general public.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	For the Elder / Adult at Risk program, assigns new cases and related duties, monitors safety plans and compliance, and provides direct supervision of staff.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
3.	Provides direct supervision of ADRC staff which delivers I & A services, disability and elderly benefits services, and support staff services.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
4.	Provides direct supervision for the Aging Program Manager, including assistance with the multi-year Aging Plans and Updates, annual budget, and compliance with Older American's Act requirements.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Provides leadership and oversight that promotes and enhances the operations and collaboration of the ADRC, Elder at Risk / Adult at Risk Program, and the Aging Unit.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
6.	Fiscal oversight of all 3 program areas, including budget preparation, monitoring, and contract negotiation / compliance, in conjunction with the Human Services Director.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Represents the Department to the County Board, Human Services Board, ADRC Advisory Board, and the community.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>

10.	Coordinates the Door County Caregivers Coalition, and either staffs caregiver support group meetings and / or monitors these services, if contracted.	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Provides Information and Assistance to older persons and their caregivers and provides follow-up as needed.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Promotes, markets, and conducts Health, Prevention and Wellness education and activities.	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Performs other duties as assigned by ADRC/Aging Director.	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Organizes, determines eligibility for, distributes vouchers and prepares reports for the Senior Farmer's Market Nutrition Program.	3	<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
Secretary	None		
Chef	2		
Bus Driver	None		
Meal Site Managers (3)	None		

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?)
- Coordinate Activities
- Plan Work of Others
- Schedule work of others
- (Conduct?)
- (Conduct?)
- (Conduct?)
- (Conduct?)
- (Conduct?)
- (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
<b>Employees in same or other department(s)</b> 1. Wendy Schubert 2. Arne Thompson 3. Gary Hanson 4. Judy Orthober, Stacey Volkman, Nelvie Cauldwell	1. Coordinate activities, newsletter, mow, obtain information 2. Coordinate meals with activities, plan meal calendar, site visits 3. Improve efficiency, coordinate 4. Site visits, provide support, supplies, investigate complaints	Daily  Daily Daily Weekly
<b>Other Departments (list other departments)</b> ADRC – Patti Peterson	Coordinate programs, marketing, long term planning	Daily
<b>Customers – General Public (list all)</b> 70 – 180 daily	Provide programs, events, counseling, information and assistance	Daily
<b>Suppliers/Vendors</b> Ministry Door County Hospital	Coordinate staff services	Weekly
<b>Community / Trade / Professional</b> Volunteer Center NWTC Musicians Business	Obtain volunteers Obtain interns Entertainments Guest Speakers	Quarterly Quarterly Weekly Weekly
<b>Federal / State Gov't =. / Regulatory</b> GWAAR	Obtain/provide info, participate in webinars, meetings, trainings, compliance issues, evaluations.	Daily

Other (specify):		
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**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 type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: Gerontology, Psychology, Human Services
<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 checked="" type="checkbox"/>	Up to one year of experience required.
<input 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 type="checkbox"/>	Experience in (specify):

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

1.	
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 type="checkbox"/> CDL    Endorsement Required:

**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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

*ASSISTANT*

Position Title  
 Effective Date  
 Department

~~ADRC Deputy~~ Director - Range J  
 6 Mo  
 Senior Ctr Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>ADRC Deputy Director-step 1</b>									
1.00	\$26.22	54,538				33,344			87,882
<b>Vacant, Erickson</b>									
1.00	\$25.53	53,102				33,071			86,173
Total Salary and Benefit Increase									1,709
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>ADRC Deputy Director-Control Point</b>									
1.00	\$29.96	62,317				34,822			97,139
<b>Vacant, Erickson</b>									
1.00	\$25.53	53,102				33,071			86,173
Total Salary and Benefit Increase									10,966

Dept Head Signature Mark E. Garcia  
 Date 7/5/2017

Finance Director

**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.

**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 type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input 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 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 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.

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**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.

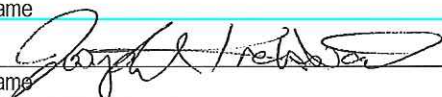
II. How many employees under your supervisor perform the same job described above by this employee? \_\_\_\_\_

III. Supervisor Comments \_\_\_\_\_

**Signature Approvals**

Supervisor \_\_\_\_\_

Dept. Head \_\_\_\_\_

Name  Title Director Date 7/7/17

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



### Request to Refill Position

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

**DEPT. HEAD TO COMPLETE:**

Department Human Services Position Title: Case Manager-Behavioral Health

Position Status:  Currently vacant  Will be vacant Date Vacant: 7-17-17

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: Steady

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

Name of Current / Most Recent Incumbent: Erin Szakala

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 7-29-17

**Financial Information:**

Salary Range: H \$22.56 - \$29.65 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Professional FLSA Status Exempt

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

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

**Approvals:**

County Administrator [Signature] Date July 10, 2017

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 Case Manager – Behavioral Health

<b>Job Title</b>	Case Manager – Behavioral Health	<b>Last Revision</b>	7-3-17
<b>Department</b>	Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Behavioral Health	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	TBD	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	02 – Professionals

### General Summary

Responsible for a wide range of Case management activities with adults who are affected by mental health, or alcohol/drug problems. The case worker will assist these individuals in remaining independent in the least restrictive environment as possible and to prevent or delay institutionalization. The primary focus will be adding support to individuals with the Adult Protective Service System.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Provide outreach in the community to individuals identified as “at risk” and connect individual to agency and community resources to meet immediate and ongoing needs.
2. Conducts assessments to determine program eligibility, client needs and services available.
3. Develop comprehensive care plans.
4. Provide support, crisis intervention, assist in development of natural supports, and make necessary referrals for services.
5. Monitor client’s day to day functioning, and effectiveness of services.
6. Works in partnership with the ADRC to address waiting list and potential candidates for long term care supports.
7. Provide outreach, short term case management, and community based services to those individuals who are outside the frame work of Adult Protective Services, coming out of the jail or those with long term care needs.
8. Complete all documentation as required by Department of Human Services/Behavioral Health Program, consistent with Targeted Case Management. To include: daily documentation of all face to face contacts, collateral contacts and updating treatment plans and crisis plans every 6 months.
9. Assist as necessary clients applying for Disability Benefits, Medicaid Applications and Reviews, Rental Assistance / Housing Authority, Energy Assistance, Payee Services, etc.
10. Provides coordination, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the clients' case plans and/or for the client's well being.

#### *General Job Functions*

1. Monitors Commitments and WATTS Reviews as needed.
2. Provides after hours emergency "On-call" services on rotating basis with other clinical staff.
3. Performs other related duties as assigned by the Program Director which may involve CCS case facilitation.

### Requirements

### Training and Experience



## County of Door Case Manager – Behavioral Health

1. Graduate of a certified college or university with a Bachelors Degree in Social Work or related field required. MSW degree preferred.
3. Complete State on-line training to be approved as screener for MH/AODA functional screen within six months.
4. Complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months of hire.
5. Current valid Wisconsin drivers license required and automobile in good working condition.

### **Knowledge, Skills and Abilities Required**

1. Demonstrate knowledge of the principles and practice of targeted case management and case facilitation for qualified clients.
2. Working knowledge of Wisconsin Statutes, Chapters 54, 55, and 36.
3. Ability to work on a team, to effectively communicate in writing and verbally, and to maintain good working relationships within the unit and in the community.
4. Ability to organize and prepare reports in a timely fashion.
5. Ability to provide empathy and support to vulnerable populations and their families.
6. Ability to respect individual choice, a diversity of lifestyles, and the individual's right to self-determination.
7. Knowledge of individual medical information privacy, confidentiality, and security statutes, regulations, policies and procedures.

### **Physical & Working Conditions**

Aproximatly 50% 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.

Only 50% 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).

Client's residences may have varying degrees of limits and potential harm or injury to self. Driving vehicle at all times of the day in varying climates.

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:*

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Joseph A. Krebsbach, Human Services Director

Date

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Kelly A. Hendee, Human Resources Director

Date



Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Social Worker – Adult Protective Services

Department Human Services Division Senior Resource Center

Report to: (position title): Reports directly to the Deputy Director of the Department of Human Services.

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

This advanced position is responsible for investigating alleged reports of elders at risk of abuse and neglect, developing service plans and providing case management. This may involve accessing Court services and is not limited to acting as a petitioner, completing comprehensive evaluations and court placement reviews. In addition, this position coordinates the Volunteer Guardianship Program, facilitates a care giver support group and assists with the coordination of the Interdisciplinary Team for elders at risk.

**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.	Develops safety plans for vulnerable elders at risk of abuse or neglect through investigation and assessment of received reports.	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Evaluate situations for potential referrals to Court, prepares necessary paperwork, testifies at court proceedings, completes comprehensive evaluations and conducts reviews for the Court for those individuals in protective placements.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Recruits, trains and matches individuals or organizations to act as guardians for persons who have been determined incompetent by the Court.	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Co-facilitates a caregiver support group and assists with coordinating the Caregiver Network.	15	<input type="checkbox"/>	<input checked="" 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"/> Discipline               | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Approve?)              |
| <input type="checkbox"/> Discharge                | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Conduct?)              |
| <input type="checkbox"/> Salary Increases         | <input type="checkbox"/> (Recommend?)                | <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
Employees in same or other department(s)	Coordination of services	Daily
Other Departments (list other departments) Law Enforcement, Public Health, Sanitation	Assessment and coordination of services	Weekly
Customers – General Public (list all)	Assessment and coordination of services	Daily
Suppliers/Vendors Hospital		Weekly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory		
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 type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: Social Work or related field
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify: Social Work or related field
<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 type="checkbox"/>	Experience in (specify):

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

1.	Social Work certification by the State Department of Regulation and Licensing	
2.		
3.		
4.		
5.		
6.	Valid State of Wisconsin Driver's License Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL	Endorsement Required:



**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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.

Safety awareness of hazardous environments including pets is constant.

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

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other: In people's homes

**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? \_\_\_\_\_

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

Case Manager - Behavioral Health Range H

6 Mo

Senior Center

Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Case Manager Behavior Health - Pay Range H Step 1</b>									
1.00	\$22.56	46,925				31,892			78,817
<b>Case Manager Behavioral Hlth-Szakala</b>									
1.00	\$30.29	63,003				34,947			97,950
Total Salary and Benefit Decrease									(19,133)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Case Manager - Behavioral Health - Pay Range H Control Point</b>									
1.00	\$25.78	53,622				33,164			86,786
<b>Case Manager Behavioral Hlth-Szakala</b>									
1.00	\$30.29	63,003				34,947			97,950
Total Salary and Benefit Decrease									(11,164)

Dept Head Signature

*Mark E. Jarvis*

Finance Director

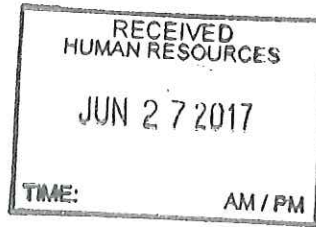
Date

7/6/2017

Disclaimer: This Fiscal Impact does not include Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.

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.

June 12, 2017



Joe Krebsbach, Director  
Door County Department of Human Services  
421 Nebraska Street  
Sturgeon Bay, WI 54235

Dear Mr. Krebsbach,

This letter is written to provide formal notice of my resignation from my position as an Adult Protective Services Social Worker. I have accepted an offer from Door County Medical Center to join their team as a Social Worker – Care Navigator. My last day of employment will be July 13<sup>th</sup>.

It has been a privilege to work for the County of Door over the past 15 years. In that time, I have learned a great deal and was lucky enough to work with many amazingly skilled and dedicated colleagues. I hope, too, that I have made a positive impact on behalf of my clients, the agency and our community.

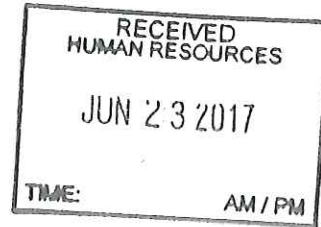
Thank you for the opportunity to be a part of this organization. I wish you all the best as you continue to fulfill its mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin M. Szakala".

Erin M. Szakala, MSW

Linda Streyle  
Circulation Supervisor  
Door County Library, Sturgeon Bay



June 16, 2017

Dear Linda,

I regretfully submit this letter of resignation for my position as Circulation Assistant. In my year with the library, I have attempted to adapt to the schedule demands in every way possible, but I continue to find that the scheduled hours create an unhealthy pattern in my life. While I regret leaving, I find that the positive choice for my personal life and lifestyle. My last day of work will be Monday, July 10<sup>th</sup>.

I have learned so much in this position, from the inner workings of the library system to finding a wide variety of educational and literary enjoyments. I believe that I have also provided a positive contribution through my work as well.

I leave with very ambivalent feelings; I look forward to a renewed healthy pattern for my home life but will also miss my coworkers and the community involvement that this position has shared with me. I thank you for all you have done to train me and the many other ways that you have shared yourself with me.

Sincerely,

  
Marggie Hatala

---

Marggie Hatala  
401 N. 11<sup>th</sup> Place  
Sturgeon Bay WI 54235





**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

July 5, 2017

Human Services Board  
Chairman: Mark Moeller  
421 Nebraska St.  
Sturgeon Bay WI 54235

Re: Completion of Introductory Period

Name: Kirsten Foss

Start Date: January 3, 2017

Kirsten has acquired the skills necessary to complete her position's responsibilities efficiently and effectively as the Human Services Department Receptionist. She functions independently and contributes to the Support Team's efforts. She always maintains a positive demeanor to support our external and internal customers and the department's vision and mission statements.

She has completed her introductory period successfully and without reservation I recommend that Kirsten progress to regular employee status as of July 3, 2017.

Sincerely,

Shawn M. Barlament

Cc: Administrative Committee  
Human Resources Department.



**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: Judy Klimek  
Human Resources  
  
SUBJECT: Monthly Personnel Transactions  
July 2017 Report

Date	Transaction *	Department	Name		Position
6/30/2017	Resigned	Parks	Price	Daniel	Seasonal
7/6/2017	Retired	Public Health	Stults	Nancy	Nurse
7/10/2017	Hired	Building & Grounds	O'Rourke	William	Custodian PT
7/10/2017	Resigned	Library	Hatala	Margaret	Circulation Asst.
7/13/2017	Resigned	Human Services	Szakala	Erin	Social Worker

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: July 2017**

Acct No.	Vendor	Description	Prepaid	Amount
52121	Diversified Benefit	Flex Spending Account Admin Services	Y	590.42
55107	WI Doc Imaging	Copier copies for June	Y	86.27
52403	Peninsula Pulse	Advertising open positions	Y	\$ 70.88
21210-21250	Minnesota Life	August Life Insurance Prens	Y	\$ 9,722.09
				\$ 10,469.66

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

Date: \_\_\_\_\_

\_\_\_\_\_  
David Lienau, Chairman  
Administrative Committee



### CHILD SUPPORT OFFICE VOUCHERS **JULY 2017** Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$151.25	
52302	OCONTO COUNTY SHERIFF	SERVICE CONTRACT	\$99.55	
52302	REME BASHI	SERVICE CONTRACT	\$143.56	
52302	SHAWANO CTY SHERIFF	SERVICE CONTRACT	\$150.00	
52302	STATE PROCESS	SERVICE CONTRACT	\$85.00	
52302	TREMPEALEAU SHERIFF	SERVICE CONTRACT	\$65.00	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$154.57	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$260.00	JE
52402	DOOR COUNTY BAR ASSOC	MEMBERSHIP DUES		\$25.00
TOTAL:			\$1,133.99	

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

Date: \_\_\_\_\_

\_\_\_\_\_  
 Chairman  
 Administrative Services Committee

6/20/17

Page  
DC40COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

## SCHEDULE OF VOUCHERS

*July*  
-----  
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 name

*Connie De-Fere*25 Court Systems  
-----  
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 06/2017

Batch Nbr: 259375

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
CONNIE DEFERE	2930	1340	54102			COC summer conference Room cost	164.00
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 08PA14PJ Dalke	56.80
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 08FA108 Quigley	211.80
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 09FA35 Soukup	837.20
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 14FA67 S.E.C.	581.20
ERICKSON PRIBYL S.C.	3629	1340	52130			GAL Fees 15FA23 L.R.B.	62.00
Vendor Total:							1,749.00 *
SCHAEFER LAW FIRM, S.C.	9332	1340	52101			Pro. Services 17CM20 Gonzalez/Victoriano	687.25
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL Fees 10FA63 Painter	266.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 03FA179 Dejardin	421.38
NINA MARTEL SC	15303	1340	52130			GAL Fees 07FA91 Jacobson	78.13
NINA MARTEL SC	15303	1340	52130			GAL Fees 10PA17PJ Weborg	106.38
NINA MARTEL SC	15303	1340	52130			GAL Fees 12FA83 Merkle	29.78
NINA MARTEL SC	15303	1340	52130			GAL Fees 13FA82 Steward	28.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 13FA95 Klotz	22.29
NINA MARTEL SC	15303	1340	52130			GAL Fees 16FA128 Fields	1.78
NINA MARTEL SC	15303	1340	52130			GAL Fees 16FA136 Harty	16.98
NINA MARTEL SC	15303	1340	52130			GAL Fees 17PA04 D.A.	33.91
NINA MARTEL SC	15303	1340	52130			GAL Fees 17FA27 Duong	15.89
Vendor Total:							754.52 *
REME BASHI	18535	1340	52425			Intrprtr fees 17PA04 CSA/G.SOTO	143.56

6/20/17

G/L DATE: 06/2017

Batch Nbr: 259375

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
REME BASHI	18535	1340	52425			Intrprtr 17PA04/08 CSA/G.Soto 6/20/17	143.56
Vendor Total:							287.12 *
SWITS. LLC	13733	1340	52425			Intrprtr fees May 2017 17CT28 5/1/2017	110.00
TOFT LAW FIRM	965	1340	52130			GAL Fees 11EA120 Erickson	927.50
Schedule Total:							\$4,945.39 *



7/05/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

*July 18*  
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 name

25 Court Systems DEPARTMENT DEPARTMENT HEAD COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 07/2017 Batch Nbr: 259403

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13FA118 Jamison / Peterson	224.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 07FA91 James / Jacobson	161.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 09FA121 Thyrion / McGraw	329.00
Vendor Total:							714.00 *
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL Fees 10FA63 Painter	175.00
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	236.99
Schedule Total:							\$1,125.99 *

**ADMINISTRATIVE COMMITTEE  
CLERK OF CIRCUIT COURT / JURY TRIALS  
Jun-17**

<b>Acct No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100.25.</b>			
1341-52407	Jurors	16CM73 1 day with Judge Ehlers	1,355.49
1341-52407	Bailiff	16CM73 1 day with Judge Ehlers	90.00
		SUBTOTAL:	\$1,445.49

<b>TOTAL OF VOUCHERS</b>	<b>\$1,445.49</b>
--------------------------	-------------------

Approved by: Department Head: \_\_\_\_\_

<b>CORPORATION COUNSEL OFFICE</b>			
<b>05-09-17 to 07-10-17</b>			
<b>Fund-Dept-Sub-Acct.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100-14-1107-52101</b>	<b>PROFESSIONAL</b>		
	Boerner Consulting, LLC	2009-089 F5 Professional Fees	\$1,650.00
<b>100-14-1107-52105</b>	<b>LITIGATION</b>		
	Brown County Sheriff's Office	2017-112 J.S. Process Service Fee	\$80.00
	Kewaunee County Sheriff's Dept.	2015-243 J.R. Process Service Fee	\$75.00
	Credit Card Member Services	2017-195 C.M. Process Service Fee w/Brown Co.	\$84.00
<b>100-14-1107-54406</b>	<b>TELEPHONE</b>		
<b>100-14-1107-52301</b>	<b>REPAIR/MAINTENANCE</b>		
<b>100-14-1107-52402</b>	<b>MEMBERSHIP</b>		
	State Bar of Wisconsin	2017 Supreme Court Assessments-CC & ACC	\$490.14
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples Advantage	Office Supplies	\$40.35
	Staples Advantage	Office Supplies	\$44.57
	Safeguard Business Systems	File Folders	\$526.97
	Staples Advantage	Office Supplies	\$70.13
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	Thomson Reuters-West Payment Center	April West Information Charges	\$152.24
	Legal Directories Publishing	2017 Legal Directories	\$49.75
	Thomson Reuters-West Payment Center	May West Info Charges	\$194.45
	State Bar of Wisconsin	Employment Law Ed 6-S1	\$73.40
	State Bar of Wisconsin	WI Ethics Opinions Ed. 2	\$103.80
<b>100-14-1107-54101</b>	<b>CONFERENCE FEES AND TRAINING</b>		
<b>100-14-1107-54102</b>	<b>TRAINING MILES, MEALS, LODGING</b>		
	Karyn Behling	Reimbursement of Meals & Lodging for Seminar	\$211.08
<b>100-14-1305-52401</b>	<b>COUNSELING CONTRACTED SERVICES</b>		
	Gay Pustaver	Mediation Services-May 2017	\$555.00
	Gay Pustaver	Mediation Services-June 2017	\$1,270.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thomson Reuters-West Payment Center	April West Information Charges	\$1,254.69
	Thomson Reuters-West Payment Center	May West Information Charges	\$1,254.69
		<b>TOTAL:</b>	<b>\$6,530.26</b>



## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS JULY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	Monthly Interagency Fee - Brown County Medical Examiner - <i>Not received yet</i>		
100.11.1101.52433	Town of Sevastopol	06/27/2017 Recording / DVD's	\$273.00	X
100.29.2112.52101	RW Management Group Inc.	Interim Department Management - Emergency Services	\$8,500.00	X
100.06.161.52159	Somerville Architects Engineers	Government Center Space Study 75% complete	\$3,975.09	X
100.11.1101.53101	Cardmember Service	FLS Banners - DyeLux prints for CB Room	\$390.00	X
100.06.1161.52158	Cardmember Service	Lodging for Consultants - HIPAA Analysis	\$492.00	X
<b>County Administrator Vouchers:</b>				
TOTAL:			\$13,630.09	

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

*Jim Melan*  
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 06/2017

Batch Nbr: 259384

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
PITNEY BOWES	25070	9102	59113			CTY CLERK - POSTAGE MACHINE LEASE - JC	975.21
PITNEY BOWES	25070	9102	59113			CTY CLERK - POSTAGE MACHINE LEASE- GC	975.21
Vendor Total:							1,950.42 **
SIR SPEEDY PRINTING	21959	1101	53109			CNTY CLERK- OFFICIAL DIRECTORIES	881.25
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - CTY BOAR MINUTES 4/18/17	258.78
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - CTY BOARD RESOL 2017-35	15.46
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK- CTY BOARD ORD 2017-03	13.05
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - CTY BOARD ORD 217-04	14.85
Vendor Total:							302.14 **
Schedule Total:							\$3,133.81 **** =====

# VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 1604

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

VENDOR NAME: LAKE MICHIGAN AREA LAND & WATER CONSERVATION ASSOCIATION

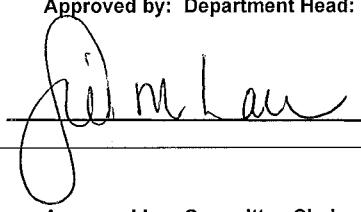
VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

Submitted By:  
J. LAU 7-12-17

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Approved by: Department Head:  


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Approved by: Committee Chair:  
 \_\_\_\_\_

Added to Voucher Listing

PAID BY

CHECK # \_\_\_\_\_

This Area to be Completed by Finance Department

Date

Paid \_\_\_\_\_

Voucher Listing Signed / Approved

Meeting Date \_\_\_\_\_

Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
100	11	1101	54101	SPRING MEETING REGISTRATION					SOIL & WATER	
				KEN FISHER	1		\$ 25.00			
				JOHN NEINAS	1		\$ 25.00			
				RICHARD VIRLEE	1		\$ 25.00			
				RANDY HALSTEAD	1		\$ 25.00			
				MIKE VANDENHOUTEN	1		\$ 25.00			
<b>VOUCHER TOTAL</b>							<b>\$ 125.00</b>	<b>VOUCHER TOTAL</b>		

6/14/17

Correction / Addendum to 6/7/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

6/14/17 Special Batch

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 names.

*N. Lind*

25 Court Systems  
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 06/2017

Batch Nbr: 259364

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRI BYL S. C.	3629	1310	52130			16GN2P Guardian ad Litem	168.40
ERICKSON PRI BYL S. C.	3629	1310	52101			17JC4 attorney for parent	780.00
ERICKSON PRI BYL S. C.	3629	1310	52130			16JC7 Guardian ad Litem	665.80
ERICKSON PRI BYL S. C.	3629	1310	52130			15GN3P Guardian ad Litem	100.00
Vendor Total:							1,714.20 **
PINKERT LAW FIRM LLP	9682	1310	52130			17GN2P Guardia ad Litem	231.00
PINKERT LAW FIRM LLP	9682	1310	52130			17GN6 Guardian ad Litem	189.00
PINKERT LAW FIRM LLP	9682	1310	52130			08JC5 Guardian ad Litem	196.00
PINKERT LAW FIRM LLP	9682	1310	52130			07GN1P Guardian ad Litem	133.00
PINKERT LAW FIRM LLP	9682	1310	52130			16JC1 Guardian ad Litem	84.00
Vendor Total:							833.00 **
Schedule Total:							\$2,547.20 **** =====



6/20/17

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DC404R

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

6/21/17 Batch

MEETING DATE

July

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. Hood*

25 Court Systems  
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 06/2017

Batch Nbr: 259374

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
LISA A HARTEL	2674	1310	52406			16CF8 DA transcript	225.00
LISA A HARTEL	2674	1310	52406			P. O. K. OW search warrant transcript	24.00
LISA A HARTEL	2674	1310	52406			T. J. V. oral search warrant transcript	20.00
Vendor Total:							269.00 **
HOLLY M JEWELL	6197	1310	52406			DA transcript of interview of A. H.	135.00
HOLLY M JEWELL	6197	1310	52406			DA transcript of interview of J. C.	182.50
Vendor Total:							317.50 **
PINKERT LAW FIRM LLP	9682	1310	52130			17GN2P Guardian ad Litem	532.00
PINKERT LAW FIRM LLP	9682	1310	52130			10JG2 Guardian ad Litem	35.00
PINKERT LAW FIRM LLP	9682	1310	52130			17GN6 Guardian ad Litem	182.00
Vendor Total:							749.00 **
STAPLES ADVANTAGE	15069	1310	53106			3342083310 toner	162.89
STAPLES ADVANTAGE	15069	1310	53106			3341786047 office supplies	149.95
Vendor Total:							312.84 **
STATE BAR OF WISCONSIN	17463	1310	53104			Probate system updates	73.40
TOFT LAW FIRM	965	1310	52130			92GN2P Guardian ad Litem annual rvw	250.00
TOFT LAW FIRM	965	1310	52130			17TP1-4 Guardian ad Litem fee	367.50
TOFT LAW FIRM	965	1310	52130			09GN6 Guardian ad Litem	245.00
TOFT LAW FIRM	965	1310	52130			17GN7 Guardian ad Litem	367.50
Vendor Total:							1,230.00 **
WEST GROUP PAYMENT CENTER	36721	1310	53104			May 2017 library charges	494.14

6/20/17

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G/L DATE: 06/2017

Batch Nbr: 259374

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
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Schedule Total: \$3,445.88 \*\*\*\*  
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**DOOR COUNTY DISTRICT ATTORNEY'S OFFICE  
VOUCHER LISTING:**

<b>Acct No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
52414	Kewaunee County Clerk of Ct	Investigative Expense	\$6.25
52408	Patrick L. Zelzer & Assoc.	Process Service Fees	\$100.00
53106	Staples Advantage	Office Supplies - DA	\$321.16
TOTAL:			\$427.41

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## VETERANS SERVICE OFFICE VOUCHERS

### June 31st, 2017 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
53106	Cellcom	Monthly Bill (Two Months)	\$324.58	x
53106	Staples Advantage	Office Supplies	\$163.16	x
58129	Door-Tran, Inc.	Veteran Trip	\$10.48	x
59117	Spring Oaks	Assist Needy Veteran with Rent	\$755.00	x
55107	Wisconsin Document Imaging	Copy Machine Bill (Two Months)	\$324.20	x
<b>TOTAL:</b>			<b>\$1,577.42</b>	

I hereby approve payment of the monthly bills for the **VETERANS SERVICE OFFICE** as listed on this document.

Date: \_\_\_\_\_

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David Lienau, Chairman  
Administrative Committee