

Notice of Public Meeting  
**Tuesday, August 15, 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 July 18, 2017 Regular Administrative 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. **Corporation Counsel**
    - ◆ “County of Door vs. Einwalter” - Door County Case Number 2017 CX 4
    - ◆ “County of Door vs. Novak's Cheese Enterprises, LLC” - Door County Case Number 2017 CX 5
    - ◆ “County of Door vs. Brauer” - Door County Case Number 2017 CX 6
    - ◆ Abatement or Removal of Human Health Hazard – P.I.N. 028-03-18333023M & 028- 03-18333023N – Door County Case No.'s 2015-GF-12 & 2016-CV-144
  - C. **Human Resources**
    - ◆ Request to Refill: Circulation Assistant - Library
    - ◆ Request to Refill: Community Relations Library Assistant - Library
    - ◆ Request to Refill: Administrative Assistant 1 – Receptionist – Human Services
    - ◆ FYI: Letter of Retirement: Kathy White - Library
    - ◆ FYI: Letter of Resignation: Sally Collins – Library
    - ◆ FYI: Letter of Resignation: Kirsten Foss – 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, September 19, 2017 – 9:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, July 18, 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, July 18, 2017 Administrative Committee Meeting was called to order at 9:01 a.m. by Chairman David Lienau.

**Establish a Quorum ~ Roll Call**

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

Others present: Supervisor Susan Kohout, Administrator Ken Pabich, CC Grant Thomas, Assistant Corp Counsel Karyn Behling, Finance Director Mark Janiak, HR Director Kelly Hendee, Land Use Services Director Mariah Goode, IS Interim Director Jason Rouer, DA Colleen Nordin, DA Administrative Supervisor Melanie Hoffman-Hass, Human Services Director Joe Krebsbach, County Clerk Jill Lau, Media Rep Peter Devlin, League of Women Voters Rep Barb Gaul, and public.

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

**Adopt Agenda / Properly Noticed**

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

**Approve Minutes of June 20, 2017 Regular Administrative Committee Meeting and July 10, 2017 Joint Administrative/ES Committee Meeting**

Motion by Virlee, seconded by Austad to approve the minutes of the June 20, 2017 regular meeting and the July 10, 2017 joint Administrative/ES meeting. Motion carried by unanimous voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

- Mariah Goode introduced Jingdezhen college students and friends who are participating in the J-1 Visa Program

**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**

No discussion or action.

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

Supervisor Fisher reiterated the need to change the per diem rate and add rules related to the announcing of the vote for the highway committee as discussed at a previous meeting. CC Thomas noted he has recorded the changes previously requested and will revise the rules and bring back the revised version for committee action at a future meeting.

**County Administrator**

**Government Center Space Study Update**

Administrator Pabich noted he is expecting some draft ideas in the next couple of weeks. He will meet with department heads and bring the information to the Property Committee.

**Corporation Counsel**

**§ 767.405, Wis. Stats. Family Court Services (Mediation) 2017 Semi-Annual Report**

Information included in the meeting packet was reviewed.

**§ 75.521, Wis. Stats. Foreclosure of Tax Liens by Action in Rem [Door County Case Number 2017-GF-12]**

Hearing is scheduled for September 18. There are two properties in the proceedings which are likely to be transferred to another local unit of government (Town of Liberty Grove and City of Sturgeon Bay).

**HIPAA Privacy Gap & Security Risk Assessments**

CC Thomas reported he had a telephone conference yesterday with the outside consultants who are guiding the county through the process. A work plan has been compiled. The work plan will stretch through most of 2018. Virtually all policies and procedures will have to be rewritten.

## Human Resources

### Request to Refill: Director – Technology Services Dept.

### Request to Refill: Network Technician II – Technology Services Dept.

Administrator Pabich explained the IS Committee recommended a department name change from Information Systems to Technology Services (resolution will be before the county board at the next meeting). Pabich reviewed the organizational chart and noted a thorough review of the department was done. Pabich reviewed changes to the department positions. A reduction of half a position will occur. Significant savings are expected. Moving the Administrative Assistant to fulltime will be taken through the budget process. The Network Technician II positions have budgeted funds for 2017. Administrator Pabich is recommending Jason Rouer be appointed as Director and a resolution for his confirmation will be before the county board at the next meeting.

Motion by Austad, seconded by Fisher to concur with the department organizational chart as presented. Motion carried by unanimous voice vote.

Motion by Fisher, seconded by Gunnlaugsson to approve the requests to refill the Technology Services Department Director and two Network Technician II positions as presented. Motion carried by unanimous voice vote.

Administrator Pabich noted Jason has done an excellent job as Interim Director and commended Jason for doing an outstanding job putting together the org chart knowing it could potentially affect his position.

### Request to Refill: Assistant ADRC Director – ADRC

HR Director Hendee noted the position is vacant due to the promotion of Jake Erickson to ADRC Director. Human Services Director Krebsbach noted the Human Service Board recommended to refill the position and any subsequent vacancies that may occur.

Motion by Gunnlaugsson, seconded by Austad to approve the request to refill the Assistant ADRC Director position and any subsequent vacancies that may occur. Motion carried by unanimous voice vote.

### Request to Refill: Case Manager-Behavioral Health – Human Services

Motion by Austad, seconded by Gunnlaugsson to approve the request to refill the Human Services Case Manager-Behavioral Health position and any subsequent vacancies that may occur. Motion carried by unanimous voice vote.

### 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

FYI.

### 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

### Vouchers, Claims and Bills

Reviewed without comment.

### 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
- Tentative – Joint Meeting with Emergency Services Committee – Immediately Following the Regular ES Meeting

### Meeting Per Diem Code

717.

### Adjourn

Motion by Fisher, seconded by Schultz to adjourn. Time: 9:35 a.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*

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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.

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R U L E S   O F   O R D E R  
G O V E R N I N G   T H E   D O O R   C O U N T Y   B O A R D   O F  
S U P E R V I S O R S

**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.



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**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.

### 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 Library Position Title: Circulation Assistant

Position Status:  Currently vacant  Will be vacant Date Vacant: 8/31/2017

Full Time  Part Time  Limited Term  Project Hours per week: 350 hours annually

Reason for Vacancy:  Separation  Transfer  Retirement  Resignation  Death

Discuss turnover with the department in the previous 18-24 months: N/A

Transfer: why is the new position more attractive to employee than current one? N/A

Name of Current / Most Recent Incumbent: Sally Collins

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: Tina Kakuske Date 8/2017

Financial Information: step 1 Control Point

Salary Range: \$13.46 - \$15.38 Is the Position Budgeted:  Yes  No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 06 - Office/Clerical FLSA Status Non-Exempt

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

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

Approvals:

County Administrator \_\_\_\_\_ Date \_\_\_\_\_

Oversight Committee Chair [Signature] Date 8/7/2017

- 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 Circulation Assistant

<b>Job Title</b>	Circulation Assistant	<b>Last Revision</b>	09/17/2015
<b>Department</b>	Library	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Library Branch Managers	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	B	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position performs routine clerical and physical tasks as required. Reports to Library Head of Circulation and Branch Managers. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Checks out materials at the circulation desk and clears returned materials. Receives payment for overdue charges and records receipt on computer.
2. Answers phone and directs calls to appropriate staff member.
3. Issues library cards. Verifies and enters information in computer database.
4. Facilitate library operations in absence of branch manager.
5. Sorts and shelves books and other library materials.
6. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
7. Aids patrons in proper use of microfilm reader, photocopier, and simple audiovisual equipment and ebook readers.
8. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
9. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent.
2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft Office software and ability to learn library software. Skill in using and instructing tablets and reading devices.
3. One (1) or more years' experience working with the public preferred.

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

1. Ability to learn and use the library computer software. Skill in using/instructing tablets and reading devices.
2. Ability to use tact and courtesy in maintaining an effective working relationship with department

**Physical and Working Conditions:**

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping, and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

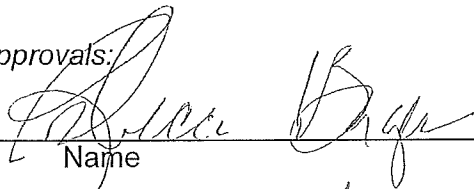
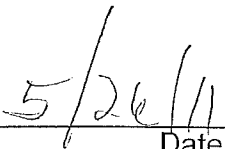
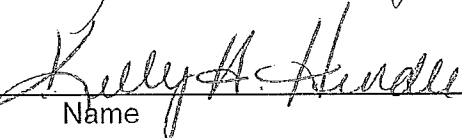
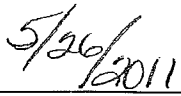
Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

**Equipment Operated:**

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, typewriter, photocopier, reader/printer and scanner.

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:

		
Name	Department Head	Date
		
Name	Human Resources Director	Date



Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>	
Date Created 04/2015	Date Revised 11/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>	

Current Position Title: Circulation Assistant

Department Library Division \_\_\_\_\_

Report to: (position title): Reports to Head of Circulation and Branch Managers.

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

Devotes majority of time facilitating check in and out of library materials in direct contact with the public. Reports to Head of Circulation and Branch Managers.

**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.	Checks materials in and out, assigns new library cards.	55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Answers telephone and in-person inquiries regarding reader's advisory, reference and circulation issues.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provides information on library services and policies. Refers patrons to appropriate departments for further assistance.	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Collects and records fines, copier and printing fees.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Assists with keeping order in the department.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Packs and unpacks OWLSnet delivery.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates, instructs and assists patrons with library equipment.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Other duties as assigned.	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
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?)
- Coordinate Activities
- Plan Work of Others
- Schedule work of others
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) All Library Staff	To serve customers	Continual
Other <u>Departments</u> (list other departments)		
Customers – General Public (list all) General Public	To provide service	Continual
Suppliers/Vendors		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

<input type="checkbox"/>	No previous experience required.	
<input type="checkbox"/>	Up to one year of experience required.	
<input checked="" type="checkbox"/>	One to at least three years' experience required.	
<input type="checkbox"/>	Over three years and up to and including six years' experience required.	
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.	
<input type="checkbox"/>	Over ten (10) years of experience required.	
<input type="checkbox"/>	Experience in related field	
<input checked="" type="checkbox"/>	Experience in (specify):	Library and Customer Service. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft Office software and ability to learn library software. Skill in using and instructing tablets and reading devices.

**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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Other: Book truck, bins	<input type="checkbox"/>	<input checked="" 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 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 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: Tablets and reading devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 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 checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered</b>				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input 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 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 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: Library

**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 [Signature] Title [Signature] Date 10-9-15

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 Circulation Asst  
 Effective Date \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Department Library Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Circulation Asst Pay Range B - Step 1</b>									
350.00	\$13.46	4,711				371			5,082
<b>Circulation Asst 2017 budget</b>									
350.00	\$13.53	4,736				373			5,109
<b>Total Salary and Benefit Decrease</b>									<b>(27)</b>
<b>Circulation Asst Pay Range B - Step CP</b>									
350.00	\$15.38	5,383				425			5,808
<b>Circulation Asst 2017 budget</b>									
350.00	\$13.53	4,736				373			5,109
<b>Total Salary and Benefit Increase</b>									<b>699</b>

\_\_\_\_\_ Dept Head Signature Mark E. Garcia Finance Director  
 \_\_\_\_\_ Date 8/8/2017

**Disclaimer: This Fiscal Impact does not include Step 2 \$13.84, Step 3 \$14.23, Step 4 \$14.61, or Step 5 \$15.00.**

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.

DEPT. HEAD TO COMPLETE:

Department Library Position Title: Community Relations Library Assistant  
 Position Status:  Currently vacant  Will be vacant Date Vacant: 9/11/2017  
 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: N/A  
 Transfer: why is the new position more attractive to employee than current one? N/A  
 Name of Current / Most Recent Incumbent: Kathy White  
 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: Tina Kakuske Date 7/2017

Financial Information: Reg. Control Pt.  
 Salary Range: \$ 17.06 - \$ 19.50 Is the Position Budgeted:  Yes  No  
 Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_  
 Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:  
 EEO 06 Office/Clerical FLSA Status Non-Exempt  
 Human Resources has performed a position review? AD (HR initial)  
 The Job Analysis and Job Description have both been updated and signed? AD (HR initial)

Approvals:  
 County Administrator \_\_\_\_\_ Date \_\_\_\_\_  
 Oversight Committee Chair [Signature] Date 8/7/2017  
 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**  
Community Relations Library Assistant

<b>Job Title</b>	Community Relations Library Assistant	<b>Last Revision</b>	09/17/2015
<b>Department</b>	Library	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Library Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	E	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position is responsible for informing patrons and residents of services and programs provided by the library and provides direct circulation and reference service to library customers. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Develops, plans, and implements community relations goals and strategies for the library for approval by Library Director.
2. Prepares press releases and public service announcements; develops positive working relationship with media.
3. Writes designs and edits service brochures, newspaper column, program posters, bookmarks, fliers, etc.
4. Creates and distributes Summer Reading Program calendar.
5. Maintains monthly event calendar board at the Sturgeon Bay Library.
6. Keeps Library Director regularly informed of projects, challenges and successes related to assigned areas of responsibility.
7. Coordinates public display cases at Sturgeon Bay Library.
8. Assists with media equipment set-up and take down.

#### *General Job Functions*

1. Works at circulation desk; uses available systems for circulation and reference assistance to customers.

### Requirements

#### *Training and Experience*

1. Bachelor's Degree or equivalent training and experience strongly preferred.
2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft® Office software and ability to learn library software. Skill in using and instructing tablets and reading devices, and websites.
3. One (1) or more years' experience working with the public preferred.

## County of Door Community Relations Library Assistant

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

1. Knowledge of library procedures and practices.
2. Knowledge of Microsoft Office© software and library software. Skill in using and /instructing patrons with electronic tablets and reading devices.
3. Knowledge of design and desktop publishing. Good graphic arts skills.
4. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
5. Ability to deal with variety and change and ability to manage multiple projects simultaneously.
6. 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**

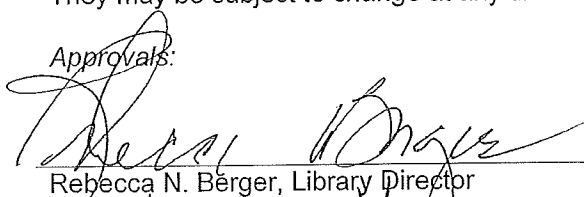
Intermittent sitting, standing, walking, bending, stooping and climbing during the shift. Ability to lift 40 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift. Reaching, handling, fingering, feeling. Vision: near/far. Speaking, hearing.

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 is continuously encountered.

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. It may be subject to change at any time due to reasonable accommodation or other reasons.

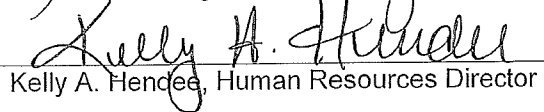
Approvals:



Rebecca N. Berger, Library Director

10-2-15

Date



Kelly A. Hendee, Human Resources Director

10/13/15

Date

Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 11/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Community Relations Library Assistant

Department Library Division Sturgeon Bay

Report to: (position title): Reports to the Library Director.

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

This position is responsible for informing patrons and residents of services and programs provided by the library. Maintains library website.

- 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.	Develops plans and implements community relations goals and strategies for the library for approval by Library Director.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Prepares press releases and public service announcements; develops positive working relationship with media.	7.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Writes, designs and edits service brochures, newspaper column, program posters, bookmarks, fliers, etc.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Writes, designs and edits materials for the Summer Reading Program.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Works at circulation desk; uses available systems for circulation and reference assistance to customers.	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Maintains monthly event calendar at the Sturgeon Bay Library.	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Keeps Library Director regularly informed of projects, challenges and successes related assigned area of responsibility.	1.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Coordinates public display cases at Sturgeon Bay Library.	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Assists with media equipment set-up and take down.	1.25	<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
N/A			

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<u>Employees</u> in same or other department(s) All Library Staff	To assist customers To coordinate public	Continual
Other <u>Departments</u> (list other departments) Administrator	County newsletter	
Customers – General Public (list all) General Public	Whenever scheduled at desk	Continual
Suppliers/Vendors		
Community / Trade / Professional Pulse, Advocate, WDOR	To spread word	Continual
Federal / State Gov't =. / Regulatory		
Other (specify): Community Groups	To schedule displays	Weekly



**D. Minimum Education , Experience and Certification Requirements**

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

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	Experience in (specify): One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft® Office software and ability to learn library software. Skill in using and instructing tablets and reading devices, and websites.

**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 type="checkbox"/> Yes <input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Other: E-readers, tablets	<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 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 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: Tablets and reading devices	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input checked="" type="checkbox"/>	<input 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered</b>				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Ability to push / pull 150 lbs. twice per day average. Ability to speak clearly and understand verbal and written instruction.

**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 *Alison Dagg*

Title *Director*

Dept. Head

Name

Title

Date *10-9-15*

**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

Community Relations Library Asst  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Library Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Community Relations Library Ass't - Pay Range E Step 1</b>									
1.00	\$17.06	35,485				28,163			63,648
<b>Community Relations Library Ass't Budget</b>									
1.00	\$21.73	45,598				15,905			61,503
Total Salary and Benefit Increase									2,145
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Community Relations Library Ass't - Pay Range E Step CP</b>									
1.00	\$19.50	40,560				28,904			69,464
<b>Community Relations Library Ass't Budget</b>									
1.00	\$21.73	45,598				15,905			61,503
Total Salary and Benefit Increase									7,961

Dept Head Signature

*M. E. Janiak*

Finance Director

Date

*8/8/2017*

**Disclaimer: This Fiscal Impact does not include Step 2 \$17.55, Step 3 \$18.04, Step 4 \$18.53, or Step 5 \$19.01.**

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.

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Admin. I (Front Desk)

Position Status:  Currently vacant  Will be vacant Date Vacant: 8/18/17

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: Kirsten Foss

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 8/4/17

Financial Information:

Salary Range: D 15.70-20.63 Is the Position Budgeted:  Yes  No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 06 - OFFICE/CLERICAL FLSA Status Non-exempt

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

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

Approvals:

County Administrator [Signature] Date 8-8-17

Oversight Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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

I want to participate  I do not wish to participate

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

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

I want to participate  I do not wish to participate



**COUNTY OF DOOR**  
**Administrative Assistant I-Human Services-Receptionist**

<b>Job Title</b>	Administrative Assistant I – Human Services – Support	<b>Last Revision</b>	12/01/2016
<b>Department</b>	Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Administrative	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Office Manager	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	D	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position is responsible for fiscal and clerical support to the divisions of the Department of Human Services to improve and enhance the mission and function of the department. Functions may include Accounts Payable, Accounts Receivable, reception, client intake and chart preparation, records management, data entry and word processing. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

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

1. Provides direct customer service through face to face and telephone contact.
2. Collects monies and receipts these transactions.
3. Provides direct support to staff which includes, but is not limited to, document generation, chart preparation, scheduling appointments and client enrollment.
4. Assists or completes procedures for Accounts Payable.
5. Assists or completes procedures for billing various insurances, Medicare, Medicaid or individuals served.
6. Enters data or scans documents into various software systems as assigned.
7. Tracks various fiscal or client information for quality assurance purposes.

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

1. Provides back-up coverage to front desk as assigned.
2. Handles agency mail
3. Cross trains in duties to assist any administrative assistant with their responsibilities.

### Requirements

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

1. High School diploma or equivalent.
2. Two years of recent progressive work experience working in a professional office setting.
3. One or more years working with Microsoft Office software.
4. Associate degree in office procedures, accounting or related field highly desirable.
5. One or more years recent clerical work experience in a medical setting preferred.

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

1. Knowledge of general office procedures and operation of office equipment.
2. Capable of maintaining a high level of confidentiality in all program areas.
3. Ability to establish and maintain tactful, courteous and helpful customer service relationships with clients, co-workers, general public and outside agencies.

# COUNTY OF DOOR

## Administrative Assistant I-Human Services-Receptionist

- 4. Ability to work independently and prioritize multiple duties and assignments.
- 5. Ability to work cooperatively with a team and follow directions.
- 6. Ability to read, comprehend and communicate, both verbally and in writing.

### Physical & Working Conditions

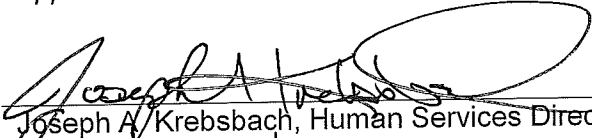
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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).

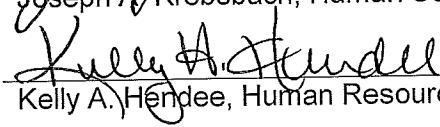
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

12/27/16  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Kelly A. Hendee, Human Resources Director

12/29/16  
 \_\_\_\_\_  
 Date

Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 03/30/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

Current Position Title: Administrative Assistant 1 - Receptionist

Department Human Services Division Support

Report to: (position title): Administrative Supervisor – Human Services

**A. Job Summary (Purpose):** Use two or three brief, **specific** statements to summarize the overall purpose of the job.  
 Provides friendly, courteous and confidential customer service at the front desk reception area to clients and staff either face to face or on the phone. Manages or assists with numerous and various financial processes.

**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.	Answers department telephone and directs clients to appropriate staff	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Prepares, routes for approval & assembles invoice vouchers for payment	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Maintains staff appointment calendars (scheduling and cancellations)	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Routes incoming mail and faxes	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Tracks department budget to actual costs for select programs	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Gathers information and produces monthly DCHS Board Voucher Memorandum	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Daily appointment reminder calls to clients	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Receipts payments on client accounts	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Enters OWI/AODA information into TCM system	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Responsible for the security and balancing of petty cash funds	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Responsible for HS MasterCard reconciliation and sign-out for use	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Distributes office supply shipments to staff/program	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.	Responsible for operations of office equipment	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Provides backup for Economic Support scanning/date stamping	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Not Applicable			

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) All employees of the department	Verifying invoice information and approval, scheduling	Daily
Other <u>Departments</u> (list other departments) Finance	Journal entries and verifying General Ledger Account information	Weekly
Customers – General Public (list all) All clients	Scheduling appointments, directing to specific program area, reminder calls for appointments	Daily
Suppliers/Vendors Providers of Services	Verifying invoice information for payment	Monthly
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 checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Associate's degree or equivalent	Major: Office related
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other: Scanner	<input checked="" 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 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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"/>
<b>Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered</b>				
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:

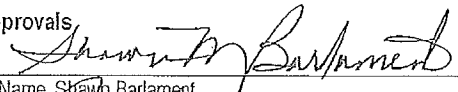
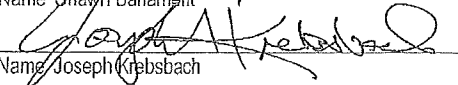
Supervisor Review:

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? 0

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

Signature Approvals

Supervisor  Title Office Manager Date 11.3.16  
 Name Shawn Barlament  
 Dept. Head  Title Director Date 11.3.16  
 Name Joseph Krebsbach

# 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

Administrative Assistant 1

6 Mo  
Human Services Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Administrative Assistant 1 Pay Range D Min Step</b>									
1.00	\$15.70	32,656				27,795			60,451
<b>Current Administrative Assistant 1 2017 Budget</b>									
1.00	\$16.95	35,256				6,478			41,734
Total Salary and Benefit Decrease									18,717
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Administrative Assistant 1 Pay Range D Control Point</b>									
1.00	\$17.94	37,315				28,479			65,794
<b>Current Administrative Assistant 1 2017 Budget</b>									
1.00	\$16.95	35,256				6,478			41,734
Total Salary and Benefit Decrease									24,060

Dept Head Signature Mark Janish Finance Director

Date 8/4/17

**Disclaimer:** This Fiscal Impact does not include Step 2 \$16.15, Step 3 \$16.59, Step 4 \$17.04, or Step 5 \$17.49.

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.

18 July 2017

833 Michigan  
Sturgeon Bay WI 54235

Tina Kakuske  
Director, Door County Library  
107 S 4th Ave  
Sturgeon Bay WI 54235

Re: Intent to Retire

Dear Tina,

After 36 years at the Door County Library, working in publicity, graphics, AV and customer service, and as much as I love my work, I find that I am ready for new adventures! I am officially submitting my letter of Intent to Retire; my last day will be Friday, September 8, 2017.

My library employment has fostered my creative side, encouraged my search for knowledge, challenged my outlook on life, and given me many wonderful people to work with. I believe that I have made a positive difference being part of the Library team all these years. I value all of the career and life experience I have gained and the friendships I have made.

In retirement, I look forward to spending a lot of time with my grandchildren, gardening, reading, writing, making To-Do lists for my husband, and working on my own (long-postponed) projects around the house and within the community.

I submit this letter with gratitude. Working for the County of Door has been interesting and rewarding, and I shall miss being part of all that happens at the Library each day!

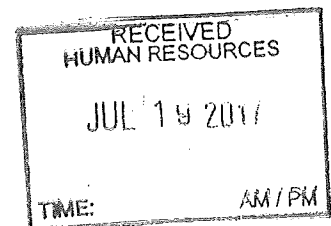
I will continue to be connected by volunteering for a few library and Friends' activities, so I do not plan to disappear entirely! Please keep me in mind for special projects!

Sincerely,



Kathy V White  
920-746-7122 [kwhite@co.door.wi.us](mailto:kwhite@co.door.wi.us)  
920-559-1656 [Mimakwg@gmail.com](mailto:Mimakwg@gmail.com)

cc: Human Resources



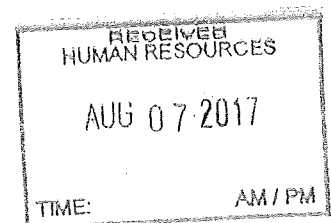
Dear Mrs. Kakuske,

I am writing to formally notify you that I am ending employment with the Door County Library, my last day will be August 30, 2017.

I appreciate my time and the opportunities I've had while with the library.

Best regards,

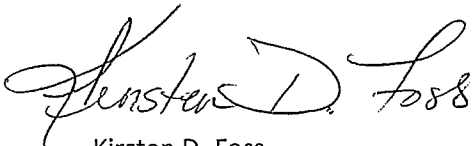
Sally Collins  
1010 South 18th Place  
Sturgeon Bay, WI 54235  
(920) 421 - 3015  
sallyanneslattery@gmail.com



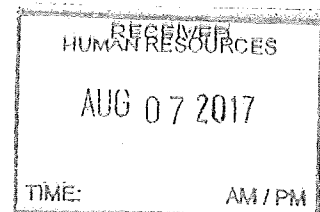
08/03/2017

This letter is to inform the Door County Human Services Department, that I Kirsten Foss officially resign my position of Administrative Assistant III. I offer Door County a two (2) week time frame for my departure. This would make my last day August 18, 2017.

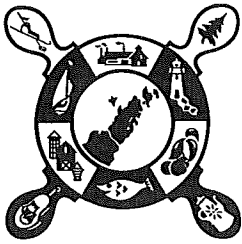
I would like to Thank Mr. Krebsbach for the opportunity, of once again, working with this department.

A handwritten signature in black ink that reads "Kirsten D. Foss". The signature is written in a cursive style with a large, stylized "K" and "F".

Kirsten D. Foss







**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: Human Resources *hu*  
 SUBJECT: Monthly Personnel Transactions  
 August 2017 Report

Date	Transaction*	Department	Name		Position
06/21/2017	Hired	Highway	Carlson	William	Stand By Bridge Tender
06/22/2017	Inactive	Highway	DeMeuse	Robert	Seasonal
07/03/2017	Promotion	Technology Services	Whitman	James	Network Coordinator
07/05/2017	Hired	Parks	Green	Mary	Seasonal
07/17/2017	Promotion	ADRC	Erickson	Jacob	ADRC/Aging Program Director
07/22/2017	Inactive	Highway	Overbeck	Mitchell	Seasonal
07/31/2017	Appointed	Technology Services	Rouer	Jason	Technology Services Director
07/31/2017	Hired	Highway	Cihlar	Blake	Sign Man
08/08/2017	Inactive	Highway	Hawkey	Trevor	Seasonal
08/08/2017	Inactive	Highway	Neubauer	Mitchel	Seasonal
08/10/2017	Inactive	Highway	Fischer	Alec	Seasonal
08/16/2017	Hired	Library	Wind	Carmen	Circulation Assistant
08/17/2017	Inactive	Highway	Bailey	Alyson	Seasonal
08/17/2017	Inactive	Highway	Soto	Peter	Seasonal
08/18/2017	Resignation	Human Services	Foss	Kirsten	Administrative Assistant
08/23/2017	Inactive	Highway	Conjurske	Sarah	Seasonal
08/24/2017	Inactive	Highway	Hanson	Bailey	Seasonal
08/30/2017	Resignation	Library	Collins	Sally	Circulation Assistant
08/31/2017	Inactive	Highway	Bailey	Alex	Seasonal
09/08/2017	Retirement	Library	White	Kathy	Community Relations Library Assistant
09/08/2017	Retirement	Child Support Agency	Moore	Nancy	Administrative Supervisor

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)



## CHILD SUPPORT OFFICE VOUCHERS AUGUST 2017 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$117.00	
52302	SPANWISH, LLC	SERVICE CONTRACT	\$226.86	
52302	WAUPACA CTY SHERIFF	SERVICE CONTRACT	\$55.00	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$145.00	JE
54102	ELAN	MILEAGE, MEALS, LODGING		\$78.72
52302	WAUKESHA CTY SHERIFF	SERVICE CONTRACT		\$60.00
TOTAL:			\$682.58	

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

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

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

<b>CORPORATION COUNSEL OFFICE</b>			
<b>7-11-17 to 8-07-17</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>		
	Reinhart Boemer Van Deuren S.C.	HIPAA Consultation	\$10,052.02
<b>100-14-1107-52105</b>	<b>LITIGATION</b>		
	Door County Sheriff's Office	2017-212 17 GN 12P Process Service Fee	\$65.00
<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>		
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples Advantage	Office Suplies	\$64.04
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	State Bar of Wisconsin	Hiring and Firing Ed 6-S1	\$40.89
	Thomson Reuters-West Payment Center	June West Information Charges	\$214.45
	State Bar of Wisconsin	Guide to WI Employment Discrimination Ed. 6	\$40.89
<b>100-14-1107-54101</b>	<b>CONFERENCE FEES AND TRAINING</b>		
<b>100-14-1107-54102</b>	<b>TRAINING MILES, MEALS, LODGING</b>		
<b>100-14-1305-52401</b>	<b>COUNSELING CONTRACTED SERVICES</b>		
	Gay Pustaver	Mediation Services July 2017	\$540.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thomson Reuters-West Payment Center	June West Information Chartes	\$1,254.69
		<b>TOTAL:</b>	<b>\$2,219.96</b>

**DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS  
AUGUST 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	\$223.00	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 80% complete	\$975.00	X
100.11.1101.54101	Cardmember Service	WI 43rd Annual Governor's Conference on Highway Safety - John Neinas	\$125.00	X
100.11.1101.53101	Staples Business Advantage	Office supplies for retreat	\$69.74	X
100.11.1101.54101	Landmark Resort & Conf. Ctr.	7/27/17 Budget Planning Retreat	\$614.04	X
<b>County Administrator Vouchers:</b>				
100.49.1115.53106	Staples Business Advantage	Copy paper, Office supplies	\$96.14	X
TOTAL:			\$10,602.92	

# VOUCHER

**STATE OF WISCONSIN**

**Door County**

62 of 67

**Submitted By:**  
J. LAU 7-28-17

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**Approved by: Department Head:**

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**Approved by: Committee Chair:**

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**VENDOR #** 37621

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

**VENDOR NAME:** WISCONSIN COUNTIES ASSOCIATION

**VENDOR ADDRESS:** 22 EAST MIFFLIN STREET, SUITE 900

**VENDOR ADDRESS:** MADISON, WI 53703

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

 Added to Voucher Listing

 Voucher Listing Signed / Approved  
 Meeting Date \_\_\_\_\_  
 Hold For Approval / Documentation  
 After Processing

↓ This Area to be Completed by Finance Department ↓

**PAID BY CHECK #** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
100	11	1101	54101	REGISTRATION - 2017 WCA ANNUAL CONF	15	175.00	\$ 2,625.00	7-28-17	COUNTY BOARD	
				Dan Austad, Dave Englebert, Roy Englebert, David Enigl,						
				Ken Fisher, Helen Bacon, Randy Halstead, Jon Koch,						
				David Lienau, Megan Lundahl, John Neinas, Nancy Robillard,						
				Kathy Schultz, Don Sitte, Steve Sohns						
				Tim O'Connor						
				REGISTRATION - 2017 WCA ANNUAL CONF	1	0.00	\$ -	7-28-17	COUNTY BOARD	
				Lauar Vlies Wotachek						
				First Term Supervisor No Reg Fee						
100	10	1103	54101	REGISTRATION - 2017 WCA ANNUAL CONF	1	40.00	\$ 40.00	7-28-17	COUNTY BOARD	
				Spouse Registration - JoAnn Neinas						
100	10	1103	54101	REGISTRATION - 2017 WCA ANNUAL CONF	1	80.00	\$ 80.00	7-28-17	COUNTY CLERK	
				Jill Lau						
<b>VOUCHER TOTAL</b>							<b>\$ 2,745.00</b>	<b>VOUCHER TOTAL</b>		



# VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 9776

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

VENDOR NAME: ELAN

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

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

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

63 of 67

Submitted By:  
J.LAU 7-28-17

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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	10	1103	54102	Kwik Trip - County Clerk Gas			\$ 29.70	06-25-17		
VOUCHER TOTAL							\$ 29.70	VOUCHER TOTAL		

8/02/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

8/2/17 Batch August 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.

*M. Good*

25 Court Systems  
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2017 Batch Nbr: 259450

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			17JC7 Guardian ad Litem	91.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			16GN7 Guardian ad Litem	98.00
Vendor Total:							189.00 **
LISA A HARTEL	2674	1310	52406			13CF82 transcript	42.00
LISA A HARTEL	2674	1310	52406			17CF93 transcript	52.00
Vendor Total:							94.00 **
HOLLY M JEWELL	6197	1310	52406			VLS search warrant transcript	16.50
HOLLY M JEWELL	6197	1310	52406			DDL search warrant application	19.50
HOLLY M JEWELL	6197	1310	52406			17CF68 DA transcript	6.00
HOLLY M JEWELL	6197	1310	52406			14CM138 transcript	18.00
HOLLY M JEWELL	6197	1310	52406			17TR1267 search warrant application	16.50
HOLLY M JEWELL	6197	1310	52406			17TR1267 DA transcript	5.50
Vendor Total:							82.00 **
PINKERT LAW FIRM LLP	9682	1310	52130			17GN6 Guardian ad Litem	70.00
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			July 2017 lease copier	150.00
Schedule Total:							\$585.00 **** =====

7/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

7/19/17 Batch

August  
MEETING DATE

2017

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

*N. Lind*

25 Court Systems  
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 07/2017

Batch Nbr: 259428

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON PRIBYL S.C.	3629	1310	52130			16JC7 Guardian ad Litem	776.20
LISA A HARTEL	2674	1310	52406			16CF8 DA transcript	52.00
LISA A HARTEL	2674	1310	52406			15CF23, 16CF150 DA transcripts	93.50
Vendor Total:							145.50 **
HOLLY M JEWELL	6197	1310	52406			12CF080 transcript	46.00
HOLLY M JEWELL	6197	1310	52406			16CF82, 83; 17CF15 transcripts	105.00
HOLLY M JEWELL	6197	1310	52406			16CF37, 39 transcripts	82.50
Vendor Total:							233.50 **
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			17ME22 Independent Evaluation	500.00
MARSHALL J BALES	20086	1310	52101			14GN11P independent evaluation	750.00
MARSHALL J BALES	20086	1310	52101			17ME22 independent evaluation	750.00
Vendor Total:							1,500.00 **
NINA MARTEL SC	15303	1310	52130			17JC8&8A Guardian ad Litem	63.00
TOFT LAW FIRM	965	1310	52130			87GN8 Guardian ad Litem	250.00
TOFT LAW FIRM	965	1310	52130			17GN7 Guardian ad Litem	52.50
Vendor Total:							302.50 **
WEST GROUP PAYMENT CENTER	36721	1310	53104			June 2017 library charges	494.14
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			June 2017 copier lease	150.00
Schedule Total:							\$4,164.84 ****



**VETERANS SERVICE OFFICE VOUCHERS**  
**June 31st, 2017 Administrative Committee Meeting**

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Cellcom Charges	\$182.19	x
53106	Staples Advantage	Office Supplies	\$97.21	x
59106	Door-Tran	Veteran Transportation Cost	\$105.00	x
55107	Wisconsin Document Imaging	Monthly Bill	\$208.39	x
53106	Sir Speedy	Office Supplies	\$159.33	x
TOTAL:			\$752.12	

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

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

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