

Notice of Public Meeting  
**Tuesday, May 1, 2018**  
**2:00 p.m.**

**ADMINISTRATIVE  
 COMMITTEE**

Door County Government Center  
**Peninsula 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. Correspondence
5. Public Comment
6. New Business (Review / Action)
  - ◆ County Board
    - ◆ Wisconsin County Executives & Supervisors White House Conference and White House Residence Tour – May 23, 2018
  - ◆ Administrator / HR
    - ◆ Request to Refill and Reclassify Technical Services Administrative Assistant
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
8. Next Meeting Date(s): Regular Meeting – June 19, 2018 – 9:00 a.m.
9. Meeting Per Diem Code
10. Adjourn

*Deviation from order shown may occur*



The White House Office of Intergovernmental Affairs would like to invite you to the

***Wisconsin County Executives and Supervisors White House  
Conference  
and White House Residence Tour***

**May 23, 2018**

**9:30 AM – White House Tour**

**12:00 PM - Conference**

For an upcoming event to develop a working relationship between the White House and County Executives and Supervisors from the state of Wisconsin. We look forward to hosting you soon.

***If you are able to attend, please submit your information in the secure form below by **2:00 PM on Friday, May 18**. This invitation is non-transferrable unless discussed with the WH Office of Intergovernmental Affairs. Please be sure to fill out the link below if you plan to attend the Tour and the Conference.***

**Conference and Tour Registration Link:**

**<https://events.whitehouse.gov/?rid=RVJ4H828GJ>**

Please note that it is essential that all information is submitted accurately, and that there are no discrepancies between the information submitted and what is listed on the ID presented to Secret Service. **Please note that the city of residence submitted must exactly match what is**

**listed on your ID. Secret Service will not permit you to bring purses/bags, iPads or portfolios on the White House Tour.**

More details forthcoming, including arrival instructions, from Katie Lagomarsino at [Katie.R.Lagomarsino@who.eop.gov](mailto:Katie.R.Lagomarsino@who.eop.gov). Event updates will be sent to the email address that you register with in the “Conference Registration Link.”

Sincerely,

Billy Kirkland

Special Assistant to the President & Deputy Director of White House Intergovernmental Affairs



22 EAST MIFFLIN STREET, SUITE 900  
MADISON, WI 53703  
TOLL FREE: 1.866.404.2700  
PHONE: 608.663.7188  
FAX: 608.663.7189  
[www.wicounties.org](http://www.wicounties.org)

Dear Wisconsin County Officials,

Many of you have recently received a request from the White House inviting Wisconsin county officials to attend a tour and meeting at the White House on May 23, 2018.

Similar events have been held for county officials of various other states. Although the National Association of Counties and state associations have offered to assist the White House in this effort, the White House has indicated such assistance is not needed.

Invitations to the White House are a rare event. Should logistics permit, I encourage you to consider attending the event and sharing your thoughts on matters of public policy.

Sincerely,

Mark D. O'Connell  
Executive Director  
Wisconsin Counties Association

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

**DEPT. HEAD TO COMPLETE:**

Department Technology Services Position Title: Administrative Assistant 3 / Business Analyst

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: 5/4/2018

☒ Full Time ☐ Part Time ☐ Limited Term ☐ Project Hours per week: 40

Reason for Vacancy: ☐ Separation ☐ Transfer ☐ Retirement ☒ Resignation ☐ Death

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

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

Name of Current / Most Recent Incumbent: Brenda LaBresh

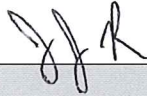
Is office space, furniture, and office equipment available? ☒ Yes ☐ No

If not, explain plan to obtain: \_\_\_\_\_

Reviewed, updated, and submitted to Human Resources:

☐ Job Analysis Questionnaire

☐ Job Description

Completed by: Jason Rouer  Date 4/25/2018

**Financial Information:**

Salary Range: \$18.89 - \$21.59 Is the Position Budgeted: ☐ Yes ☐ No

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

☐ Fiscal Impact, from Finance Department, completed and attached

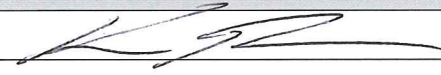
**HR TO COMPLETE:**

EEO 6 – Office / Clerical \_\_\_\_\_ FLSA Status Non-Exempt

☐ Human Resources has performed a position review? \_\_\_\_\_ (HR initial) \_\_\_\_\_ Date \_\_\_\_\_

☐ The Job Analysis and Job Description have both been updated and signed? \_\_\_\_\_ (HR initial) \_\_\_\_\_

**Approvals:**

County Administrator  Date Apr 1 26, 2018

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 3

<b>Job Title</b>	Administrative Assistant 3	<b>Last Revision</b>	04/25/2018
<b>Department</b>	Technology Services Dept.	<b>HR Reviewed</b>	
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Technology Services Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	F	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position provides administrative support for the Technology Services Department and assists with department operations and efficiencies. Work is to be completed with a high degree of accuracy and literacy. Responsibilities include all financial aspects of the department including receivables, payables, purchase orders, and the annual budget process. Responsibilities also include project tracking, service contracts, licenses, annual maintenance, and capital outlay.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Must have the ability to handle multiple projects, work independently and be well organized;
2. Responsible for processing accounts receivable / payable as well as maintaining financial records with proper accounting procedures;
3. Help create and upkeep annual TS budget (status updates, quotes, purchases, etc.)
4. Track Technology Services items including capital outlay, projects, training, meeting room, and inventory;
5. Augments department technicians where appropriate including such things as SPAM quarantine processing, equipment recycling, and web page updates;
6. Support department operational functions such as schedules, meeting preparation/minutes, time logs, department correspondence, reporting, and other clerical duties as needed
7. Handles incoming and outgoing correspondence for the department;
8. Ensure all software licenses, contracts, and maintenance agreements are current;
9. Department purchasing including supplies, all licenses, support agreements, and hardware;
10. Processes all mail, returns, and deliveries;
11. Check daily logs for the various systems
12. Acts as a receptionist at the front counter and on the telephone;

#### *General Job Functions*

1. Process, create, and data entry of various departmental reports, and vouchers.
2. Run specialty or departmental requested reports as needed.
3. Monitor internet based bidding and purchasing (Ebay or other bid forums). Use the INET to research best price for specific TS gear.
4. Maintain office equipment, order and replace consumables
5. Other miscellaneous duties as requested by TS Director.

## County of Door Administrative Assistant 3

### Requirements

#### *Training and Experience*

1. High School diploma or equivalent.
2. Strong knowledge of MS Microsoft® Office Suite with extensive experience with excel.
3. One to two years' current work experience in an office setting.
4. Two year Accounting Degree in Accounting or 1-3 years work experience.
5. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.
6. Current valid Wisconsin driver's license required.

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

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Strong knowledge with Microsoft® Office Suite and database programs.
3. Knowledge of general office procedures and the operation of normal office equipment.
4. Strong organizational skills and ability to multi-task a must; process driven.
5. Ability to work with frequent distractions from work due to walk-in or phone-in clients.
6. Ability to work with private information in a confidential and professional manner.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and public.
8. Ability to work independently

#### **Physical & Working Conditions**

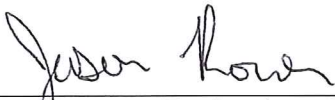
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees or the public may be encountered.

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:*



Jason J. Rouer, Technology Services Director

4-26-18

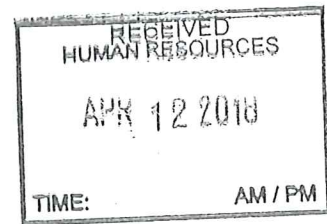
Date



Kelly A. Hendee, Human Resources Director

4-26-18

Date



April 12, 2018

Mr. Jason Rouer  
Director, Technology Services  
Door County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

RE: Resignation

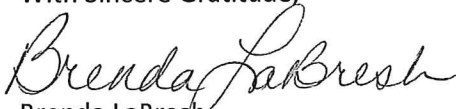
Dear Jason,

It is a very bittersweet day for me as I write this. The Technology Services team has been a family to me over the past three years. The support that you have extended to me has been nothing less than amazing. Not only have you embraced me with acceptance and compassion, you have also helped me advance in my career.

With that, I have accepted a position with the City of Madison, Information Technology Department. This will allow me to continue to do the same work I enjoy yet live close to family. My last day will be May 4, 2018.

I have made some lifelong friends here at the County and you will go with me forever. Please accept my most sincere gratitude for all that you have given to me both personally and professionally.

With Sincere Gratitude,

  
Brenda LaBresh



## 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

Tech Services Adm Ass't 3

Effective Date

6 Mo

Department

Tech Services

Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Tech Services Adm Ass't 3 Grade F-Level 1											
1.00	\$18.89	39,291					28,698				67,989
Tech Services Adm Ass't 2 Level E-Budget											
1.00	\$17.55	36,504					14,506				51,010
Total Salary and Benefit Increase										16,979	
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Tech Services Adm Ass't 3 Grade F-Control Point											
1.00	\$21.59	44,907					29,514				74,421
Tech Services Adm Ass't 2 Level E-Budget											
1.00	\$17.55	36,504					14,506				51,010
Total Salary and Benefit Increase										23,411	

Dept Head Signature

*Mark E. Janich*

4/26/2018

Finance Director

Date

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

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