



Monroe County
Personnel Department

14345 County Highway B, Room 3
Sparta, WI 54656-4509
(608) 269-8719

NOTICE OF MEETING

COMMITTEE: PERSONNEL AND BARGAINING
TIME: 9:00 a.m.
PLACE: **Rolling Hills Activity Room**
DATE: Wednesday, March 11, 2015

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - February 11, 2015 - Discussion/Action
3. New position request - Solid Waste - Discussion/Action
4. Health Insurance - Discussion Only
5. Volunteer Paid Time Off - Discussion Only
6. Topics and meeting date/time for next month's agenda - Discussion/Action
7. Adjournment

Pete Peterson
Committee Chairperson

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above. Date sent: 3/5/15

Personnel and Bargaining Committee
MINUTES
February 11, 2015

Present: P. Peterson, B. Humphrey, C. Las, C. Schnitzler
C. King

Absent:

Also present: E. Smudde, K. Kittleson, C. Schmit, P. Thorson,
E. Weihe, Judge Ziegler, S. Hendrickson, S. Nelson

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 9:05 A.M.
Roll Call - All members present

2. Minutes approval- December 10, 2014 -

Motion to approve the December 10, 2014 minutes by C. King,
second by C. Las, and approved on a 5-0 vote.

3. New Position Request -

a.) Health Department -

S. Nelson explained that due to a Public Health Nurse retiring that she has explored an alternative option for use of the position and time. This was similar to an adjustment within the Health Department in the 1990's regarding taking time from Health Education and putting it into Public Health Nursing. At this time S. Nelson explained that with the continued expansion of community based involvement throughout the Health Department that the use of Community Health Educator in place of a Public Health Nurse would be more beneficial.

Motion to approve the new position request for the Community Health Educator in place of a Public Health Nurse for the Health Department by C. Las, second by C. Schnitzler and approved on a 5-0 vote.

New Position Request -

b.) Justice Department -

P. Thorson explains the current situation that with the jail currently under construction that the Justice Department has used 2.5 LTE's to cover the Huber inmate program and that this program has been approved for nine months previously. P. Thorson and S. Hendrickson explain that the savings of using four Electronic Monitoring Specialists would cost the county approximately \$150,000 compared to alternative methods costing anywhere from

\$700,000-\$900,000. Judge Ziegler spoke on behalf of the program explaining the need for the extension for four full-time employees for the 18-24 month period and possibly beyond that if the programs warrant the need. P. Thorson explained that at this time the county would need full-time employees as the temporary staff are not enough to cover the required shifts. C. Schnitzler stated he would support this request if a sunset clause of 18-24 months was included in the resolution.

Motion to approve the addition of four full-time Electronic Monitoring Specialist positions within the Justice Department for a time of 18-24 months by B. Humphrey, second by C. Las, and approved on a 4-1 (C. King) vote.

4. Personnel Policy changes -

K. Kittleson gives the summary of how the language proposed to add to the policy manual would establish that any complaints would be addressed by the appropriate chain of command. C. Las voiced concerns that the County Administrator position was not specifically addressed and that they full county board was not the direct supervisor. Discussion ensued regarding the direct supervision of the County Administrator position within the county and how it should be addressed.

Motion to take this policy language approval before the full County Board by C. Las, second by C. King, and failed on a 2-3 (P. Peterson, B. Humphrey, C. Schnitzler) vote.

Motion to change the language to include "any complaint regarding the County Administrator should go before the County Board Chair and the full County Board," by C. Las, second by C. King, and failed on a 2-3 (P. Peterson, B. Humphrey, C. Schnitzler) vote.

Discussion continued on the responsibility and specific language of how to address the County Administrator position and where the chain of command would be.

Motion by C. Schnitzler to add the proposed policy language "*Complaints concerning an employee's performance or actions should be referred to the employee's supervisor. Any questions concerning the chair of command should be referred to the Personnel Department.*" to the current policy manual.

Motion by C. King to amend C. Schnitzler's motion to include the language, "Any complaint concerning the County Administrator will be addressed by the Administrative/Executive Committee," before the final sentence, second by C. Schnitzler, and approved on a 4-1 (C. Las) vote.

Second by B. Humphrey for the original motion to include the above changes to have the following added to the policy manual in section 4.62(1):

"Complaints concerning an employee's performance or actions should be referred to the employee's supervisor. Any complaint concerning the County Administrator will be addressed by the Administrative/Executive Committee. Any questions concerning the chain of command should be referred to the Personnel Department."

Motion approved on a 4-1 (C. Las) vote.

5. Topics and meeting date/time for next month's agenda-
Next meeting is scheduled to take place on Wednesday, March 11, 2015 at 9:00 A.M. in the Rolling Hills Activity Room. Topics to include for discussion only are the possibility of a dual choice insurance plan and discussion on volunteer paid time off.

6. Adjournment -

Motion to adjourn by C. Las, second by C. King and approved on a 5-0 vote.

Meeting adjourned at 10:13 A.M.

E. Smudde, Recorder

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ASSISTANT SOLID WASTE MANAGER POSITION IN THE SOLID WASTE DEPARTMENT TO TEMPORARILY REPLACE AN OFFICE CLERK I POSITION

WHEREAS, the Monroe County Solid Waste Committee and the Personnel & Bargaining Committee request the temporary establishment of a full-time Assistant Solid Waste Manager position in pay grade 12 and temporary elimination of a full-time Office Clerk I position in pay grade 18 in the Solid Waste Department; and

WHEREAS, due to the difficulty in finding a qualified Solid Waste Manager and the need for succession planning, the vacant Office Clerk I position will be temporarily replaced by an Assistant Solid Waste Manager position. At such time that the Solid Waste Manager retires and is replaced by the Assistant Solid Waste Manager, the Assistant Solid Waste Manager position will revert back to an Office Clerk I position; and

WHEREAS, this action will allow the County to bring a well-qualified candidate on board and train with the current Solid Waste Manager, and be ready to step up to the Manager position when the incumbent retires. At that time, the assistant manager position will revert back to a clerical position.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the temporary establishment of an Assistant Solid Waste Manager position in the Solid Waste Department and the temporary elimination of the Clerical Assistant position effective May 1, 2015.

Dated this 25th day of March 2015.

OFFERED BY THE PERSONNEL AND BARGAINING COMMITTEE:

Solid Waste Committee vote: 5 Yes, 0 No

Personnel & Bargaining Committee vote:

Finance Committee vote:

Corporation Counsel approval _____

County Administrator approval _____

Fiscal note: No additional cost in 2015 due to the Clerical Assistant position being vacant for five months, and additional cost will be budgeted for 2016

Purpose: For succession planning purposes, replace the vacant Clerical Assistant position with an Assistant Solid Waste Manager position, with the understanding that the Assistant Solid Waste Manager position is eliminated and the Clerical Assistant position is reinstated once the current Solid Waste Manager retires and the Assistant Solid Waste Manager is promoted to Solid Waste Manager.

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Solid Waste Management Date: 2/16/15
 Department Head: Gail Frie

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Succession Planning for Solid Waste Manager's Position.
Solid Waste Office Clerk I Position is vacant and will
remain vacant during the Assistant Managers Term.

Suggested Title: Assistant Solid Waste Manager Full Time Part Time ___/hrs

Personnel Director's Recommended Classification: Grade _____

Projected Start Date: _____

C. General Description of the Position: _____

Please see attached job description for C, D & E

D. Typical Examples of Work to be Performed (in detail):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E. Minimum Qualifications of a Candidate:

Education: _____

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp

1. Where will the funds for this position come from: _____

Solid Waste and Recycling Budgets

2. What equipment will need to be purchased (desk, etc.)? _____

None

Is office space presently available? yes Where? Solid Waste Office

Estimated equipment cost: 0

Is this cost in the department budget? yes

3. Grand total cost, all items, this fiscal year: _____

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: _____

Supervise and direct customers and truck drivers that use the landfill and Recycling Programs.

2. Employees directly supervised: — Indirectly: —

List title of employees reporting to this position:

H. Who will this person be responsible to? Solid Waste Manager

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Title: Assistant Solid Waste Manager

Department: Solid Waste Management (work site: 20448 Junco Road, Norwalk)

Title of Immediate Supervisor: Solid Waste Manager

Basic Functions and Responsibilities

Under the guidance of the Solid Waste Management Board, the assistant manager develops long-term management plans and serves as the liaison for Solid Waste Committee to municipal and private users of the solid waste system and contracted operators while coordinating the reduction, reuse and disposal of solid waste in efficient, economical and environmentally sound method. Also, under the guidance of the Solid Waste Manager, the Assistant Solid Waste Manager provides support through record keeping, data entry, bookkeeping, receptionist and clerical functions and general custodial duties.

Essential Duties and Responsibilities

- Ensures that the operation and maintenance of the disposal facility is in conformance with current Wisconsin Administrative Code Chapter NR 500 through 524;
- Operates and provides for scheduled maintenance for leachate pumping system and landfill gas collection system, including the flare;
- Provides asbestos inspections to facilitate practice burns for local Fire Departments;
- Develops, implements, and ensures compliance of plans in accordance with state and federal regulations;
- Administers the operation of a county-wide, state mandated recycling program including collection, transportation, processing and marketing of materials required by state law to be diverted from the waste stream of private and public sectors;
- Responsible for coordinating and overseeing direct operation of county-wide single stream recyclable collection and transfer system located at the landfill site for participation Monroe County municipalities and other cooperating municipalities;
- Develops, and provides educational programs on improved techniques for more economical and efficient disposal operations;
- Prepares monthly billing statements and annual budget and maintains financial records;
- Monitors or ensures monitoring is conducted at ground water locations;
- Coordinates the recycling and disposal activities of municipal, commercial and industrial generators of solid waste in the county;
- Issues landfill use permits and enforces permit regulations;
- Completes applications for grants and special funding;
- Drafts contract agreements, resolutions, ordinances and other documents;
- Analyses statistical data for informational reports.
- Processes landfill disposal records for monthly billing electronically and manually;
- Maintains regulatory and policy manuals for department reference;
- Receives records and prepares accounts receivable funds for deposits;
- Receives incoming calls and supplies information or acts as informational liaison;
- Prepares and generates monthly, quarterly and annual reports on recyclable materials received, transferred and processed;
- Organizes and prepares Annual Recycling Reports to Wisconsin Department of Natural Resources on State Mandated Recycling Program;
- Uses word processing to transcribe and draft correspondence and documents;

- Processes monthly payables, including preparation of voucher forms;
- Maintains departmental functions data records on personal computer;
- Provides assistance to haulers experiencing scale problems;
- Prepares and distributes meeting notices;
- Assists with preparation and dissemination of information and educational programs dealing with waste management and recycling issues;
- Amend scale tickets for special waste transactions;
- Serves as contact person during absence of Manager;

Physical Demands: A large percentage of time is spent sitting, talking, hearing, handling, fingering, using near and far vision, lifting, carrying up to 50 pounds, pushing/pulling up to 40 pounds, stands, walks, stoops, kneels, climbs, lifts, carries up to 50 pounds, is exposed to extreme weather intermittently.

Supervision Exercised: None.

Qualifications:

1. Bachelor's Degree in environmental science, engineering or related field.
2. Possess strong computer skills with knowledge of basic bookkeeping and accounting practices.
3. Hold a current Wisconsin DNR Solid Waste Facility Manager Certificate issued under Wisconsin Administrative Code NR 524; or be eligible for and attain within 30 days of next scheduled Wisconsin DNR approved training and certification test.

Closing Statement: This description has been prepared to assist in evaluating responsibilities, duties and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Exempt – Administrative.

Employee

Approved by Supervisor: _____

Date: _____

Revised: 7/92, 7/93, 7/95, 7/04, 6/05, 6/08, 9/11, 2/15