



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: 11:00 a.m.  
PLACE: **Community Services Bldg. Room 409**  
DATE: Tuesday, August 20, 2013

SUBJECT MATTER TO BE CONSIDERED

1. Call to order
2. Minutes approval - July 10, 2013 - Discussion/Action
3. Voucher and budget review - Discussion/Action
4. Jailer retirement classification - Discussion Only
5. Position authorization extension - Clerk of Courts - Discussion/Action
6. New Position requests -
  - a) Human Services - Discussion/Action
  - b) Child Support - Discussion/Action
  - c) Highway Department - Discussion/Action
7. Pay for Performance Resolution - Discussion/Action
8. 2014 Personnel department budget - Discussion/Action
9. Topics and meeting date/time for next month's agenda - Discussion/Action
10. Adjournment

Sharon Folcey  
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: 8/14/13



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: **Community Services Bldg. Room 409**  
DATE: Wednesday, July 10, 2013

SUBJECT MATTER TO BE CONSIDERED

1. Call to order
2. Minutes approval - June 12, 2013 - Discussion/Action
3. Voucher and budget review - Discussion/Action
4. 2014 Health insurance - Discussion Only
5. New Position requests - Human Services - Discussion/Action
6. New Position request - Justice Department - Discussion/Action
7. Performance evaluation system update - Discussion Only
8. Topics and meeting date/time for next month's agenda - Discussion/Action
9. Adjournment

Sharon Folcey  
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: 7/3/13

Personnel and Bargaining Committee

MINUTES

July 10, 2013

Present: B. Humphrey, G. Treu, P. Peterson, A. Hayden,  
S. Folcey

Absent:

Also present: C. Schmit, E. Smudde, K. Kittleson,  
P. Thorson, E. Weihe, L. Lazer

1. Call to Order -  
S. Folcey called the meeting to order at 9:00 A.M.
2. Minutes approval- June 12, 2013 -  
**Motion** to approve the June 12, 2013 minutes by P. Peterson,  
second by B. Humphrey, and approved on a 5-0 vote.
3. Voucher and budget review-  
Vouchers were circulated and signed by committee members. K.  
Kittleson discussed the Personnel Department budget and the  
charges on the vouchers.  
**Motion** to approve vouchers was made by G. Treu, second by P.  
Peterson, and approved on a 5-0 vote.
4. 2014 Health insurance -  
K. Kittleson explains new changes in regulations that will be  
taking place next year. Also, K. Kittleson informs the committee  
that the current company we use for our HRA/FSA accounts is being  
bought out by Employee Benefits Corporation out of Madison. K.  
Kittleson also discussed some possibly changes of removing  
retirees from the county's insurance plan. No action taken.
5. New Position requests - Human Services -  
L. Lazer explained that the counties consortium consisting of  
eight counties will be looking to allocate positions based on the  
new state budget. Based on the state budget she would recommend  
the hiring of two employees as Economic Support Specialists that  
will be completely funded by the state and have no additional  
cost to the county with a sunset clause that if the money is not  
extended beyond the two years that these positions would be  
removed. C. Schmit recommended these positions based on they  
don't cost the county, there is a sunset clause placed in the  
resolution and it brings two positions into Monroe County.  
**Motion** to approve the resolution by B. Humphrey, second by P.  
Peterson, and approved on a 5-0 vote.

6. New Position request - Justice Department -  
K. Kittleson explains the situation that a contracted employee for another organization works under P. Thorson and uses county facilities and equipment that under IRS standards they would be considered a county employee. P. Thorson states this contract position has plenty of work for a full-time position and would actually save the county money being a full-time position compared to a contracted employee. **Motion** to approve the resolution by B. Humphrey, second by A. Hayden, and approved on a 5-0 vote.
  
7. Performance evaluation system update -  
K. Kittleson explains that we have been testing the software within the department and will be bringing Halogen on site to continue the training and testing process. No action taken.
  
8. Topics and meeting date/time for next month's agenda-  
Next month's scheduled meeting is Tuesday, August 20, 2013 at 11:00 A.M. and the location has not yet been selected. Items to be discussed are new position requests for Human Services and insurance updates.

**Motion** to adjourn by G. Treu, second by P. Peterson, and approved on a 5-0 vote. Meeting adjourned at 10:07 A.M.

E. Smudde, Recorder

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL GOVERNMENT FUND						
143 PERSONNEL						
51430 PERSONNEL						
110 SALARIES	114,150.52	0.00	8,787.20	62,745.12	51,405.40	54 -----
150 FRINGE BENEFITS	29,508.63	0.00	2,343.56	16,579.33	12,929.30	56 -----
152 WORK COMP	309.13	0.00	23.72	169.42	139.71	54 -----
197 LABOR RELATIONS	40,350.00	0.00	25,465.92	32,036.57	8,313.43	79 -----
207 MEDICAL EXPENSE REIMBURSEMEN	0.00	0.00	0.00	0.00	0.00	0
214 COMPUTER OPERATION	0.00	0.00	0.00	0.00	0.00	0
225 TELEPHONE	314.00	0.00	17.22	103.58	210.42	32 ---
298 EQUIPMENT SERVICE CONTRACTS	1,753.00	0.00	133.00	801.31	951.69	45 ----
310 OFFICE SUPPLIES/EXPENSE	500.00	0.00	14.99	29.98	470.02	5
311 POSTAGE	525.00	0.00	46.00	275.00	250.00	52 -----
313 PRINTING COSTS	200.00	0.00	0.00	17.00	183.00	8
320 BOOKS/PUBLICAT/SUBSCRIPTIONS	100.00	0.00	0.00	0.00	100.00	0
324 DUES	385.00	0.00	39.00	269.00	116.00	69 -----
326 ADVERTISING	7,200.00	0.00	1,170.80	4,931.42	2,268.58	68 -----
331 CONFERENCES/SEMINARS	1,110.00	0.00	77.00	662.00	448.00	59 ----
337 MILEAGE	1,300.00	0.00	0.00	708.00	592.00	54 -----
815 CAPITAL OUTLAY OVER \$5,000	0.00	0.00	0.00	0.00	0.00	0
900 TECHNOLOGY POOL EXPENSE	1,680.00	0.00	0.00	1,680.00	0.00	100 -----
TOTAL: PERSONNEL	199,385.28	0.00	38,118.41	121,007.73	78,377.55	60 -----
51431 EMPLOYEE ASSISTANCE PROGRAM						
392 MISCELLANEOUS EXPENSE	4,000.00	0.00	1,000.00	3,000.00	1,000.00	75 -----
TOTAL: EMPLOYEE ASSISTANCE PROGRAM	4,000.00	0.00	1,000.00	3,000.00	1,000.00	75 -----
51432 SAFETY TRAINING						
392 MISCELLANEOUS EXPENSE	30,000.00	0.00	1,170.00	3,343.00	26,657.00	11 -
TOTAL: SAFETY TRAINING	30,000.00	0.00	1,170.00	3,343.00	26,657.00	11 -
51433 SECTION 125 ADMINISTRATION						
392 OPERATING EXPENSES	3,600.00	0.00	0.00	2,175.00	1,425.00	60 -----
TOTAL: SECTION 125 ADMINISTRATION	3,600.00	0.00	0.00	2,175.00	1,425.00	60 -----
51434 HEALTH REIMBURSEMENT PROGRAM						
392 MISCELLANEOUS EXPENSE	200,000.00	0.00	340.97	50,259.63	149,740.37	25 --
TOTAL: HEALTH REIMBURSEMENT PROGRAM	200,000.00	0.00	340.97	50,259.63	149,740.37	25 --
51435 RETIREMENT/FRINGE POOL						
392 MISCELLANEOUS EXPENSE	40,954.52	0.00	0.00	13,435.46	27,519.06	32 ---
TOTAL: RETIREMENT/FRINGE POOL	40,954.52	0.00	0.00	13,435.46	27,519.06	32 ---
51436 SPECIAL ASSMNT UNEMPLOYMENT						
392 SPECIAL ASSMNT UNEMPLOYMENT	4,500.00	0.00	0.00	0.00	4,500.00	0
TOTAL: SPECIAL ASSMNT UNEMPLOYMENT	4,500.00	0.00	0.00	0.00	4,500.00	0
TOTAL: PERSONNEL	482,439.80	0.00	40,629.38	193,220.82	289,218.98	40 ----

included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. <9/93>

(d) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. The action of the County Board shall be final, although the County Board may refer the resolution to an appropriate committee if more information is required. <9/93><10/01-entire section>

(f) County Board authorization for a position shall expire if the position remains vacant for one calendar year. <1/00> The Personnel and Bargaining Committee may grant an extension for extenuating circumstances through an appeal by the department head. <2/10>

(3) To insure appropriate classification and wages, the County periodically reviews positions and conducts job audits at the request of the department head. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place increased responsibility on the position, it is possible to seek a position reclassification. Due to varying circumstances involved in position reclassification, the department head shall meet with the County Administrator and Personnel Director prior to the initiation of any personnel action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL WORKER I  
POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

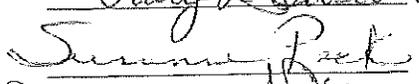
WHEREAS, the Monroe County Human Services Board requests the replacement of a contracted social worker position with a Community Mental Health (CMH) Social Worker I position in the Human Services Department; and

WHEREAS, the Internal Revenue Service currently reviews employers who have contractors that function as employees. In addition, State statute mandates case management to provide continuity of care for adult mental health and the investigation of allegations of abuse relating to the elderly and adult at risk population. Present caseloads for the CMH staff are extremely high placing the department at risk in its ability to adequately provide mandated services. Certified mental health mobile crisis coverage requires follow-up on each call to ensure that individuals continue to be in a safe environment and are no longer psychiatrically compromised. Failure to provide follow-up services jeopardizes continued program certification that allows the department to obtain external revenue. The Governor's proposed budget provides for enhanced funding for mental health programs.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the elimination of the contracted position and the establishment of a Social Worker I position in the Community Mental Health unit of the Human Services Department effective January 1, 2014.

Dated this 24th day of July 2013.

OFFERED BY THE HUMAN SERVICES BOARD:

  
\_\_\_\_\_  
Craig L. Russell  
  
\_\_\_\_\_  
Suzanne P. [unclear]  
  
\_\_\_\_\_  
James S. [unclear]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Human Services Board vote: 5 yes; 2 no; 2 absent  
Personnel & Bargaining Committee vote:  
Finance Committee vote:

Approved as to form: Andrew Kaftan \_\_\_\_\_

Fiscal note: Funding is available in the Human Services budget to transfer from contracted services to salary and benefits to cover the \$66,190 position cost.

PURPOSE: Replace a contracted position with a Community Mental Health Social Worker I position in the Human Services Department at no additional cost to the County.

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: Human Services Date: 5/20/13

Department Head: Linda M. Lazer

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):

Human Services has contracted with Monroe County ShelterCare since April, 2011 for a Social Worker to provide community mental health services. A recent review of IRS regulations concerning contracted workers by the County Administrator, Personnel Director, and Finance Director identified the need for the position to become a county employee due to the supervision provided over the duties performed by the Social Worker.

Suggested Title: Social Worker I Full Time  Part Time  /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 1, 2014

C. General Description of the Position: See attached job description for the Social Worker I (CMH)

D. Typical Examples of Work to be Performed (in detail): See attached job description for a Social Worker I (CMH)

E. Minimum Qualifications of a Candidate:

Education: See attached job description for Social Worker I (CMH)

Experience: See attached job description for Social Worker I (CMH)

F: Funding:  
Remainder of this fiscal year, if applicable:

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

Annual cost thereafter:

11	21.20	44,268	2,944	3,387	14,854	756	18	1,559
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1. Where will the funds for this position come from: Position had been covered in the CY2013 budget in the contracted services line. Funding would be categorically realigned in the CY2014 budget from contracted services to salary and benefits.

2. What equipment will need to be purchased (desk, etc.)? N/A

Is office space presently available? Yes Where? Community Services Building, Rm 3

Estimated capital cost: N/A

Is this capital cost in the department budget? \_\_\_\_\_

3. Grand total cost, all items, this fiscal year: \$ 0

4. Thereafter, annual cost of salary and fringes: \$65,694

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: N/A Indirectly: N/A

List title of employees reporting to this position:

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Sue Rettler, Clinical Administrator

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SUPERVISING COMMITTEE Action:

Approval date: 6/20/13 by a vote of 5 yes; 2 no; 2 absent

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position Denied \_\_\_\_\_ by a vote of \_\_\_\_\_

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

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FINANCE COMMITTEE Action:

Funds Approved: \_\_\_\_\_ Funds Denied \_\_\_\_\_ by a vote of \_\_\_\_\_

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

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

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

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to budget process for the next year.

(a) The department head and/or committee of jurisdiction are required to consult with the Personnel Director prior to considering new position requests. The committee must analyze the need for the new position, and shall officially act to recommend the position or increase in hours at a scheduled committee meeting. Minutes reflecting this decision will be attached to the analysis form.

(b) The requesting committee shall present the completed analysis form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will determine the grade for the new position that is consistent with similar positions in Monroe County or other counties, if no similar position exists in Monroe County. If denied, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. A request for a position may come to the committee only once in a calendar year, and this must be before the budget process begins.

(c) If approved by the Personnel and Bargaining Committee, the request shall be presented to the Finance Committee. The Finance Committee shall determine if funds are available and the appropriate account(s) to fund the position or increase in hours. If approved, this determination will be included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below.

(d) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.



**REASON POSITION IS NEEDED:**

Since the last position was added in the Child Support Agency in 1998, the case load has increased from 1,986 IV-D cases to \$2,910 as of June 30, 2013. This is an increase of 924 cases. In 2006, the Agency attended a total of 1,049 court hearings. In 2012, the number of court hearings was 1,962; an increase of 913 hearings. We currently are a staff of six (1 Director, 1 Financial Clerk, 1 Interstate Specialist/Administrative Assistant and 3 Specialists). The 3 Specialists currently average a caseload of approximately 900 cases each. An additional staff member would reduce the caseload by approximately 200 cases each. As of January 1, 2013, the Director has taken over the pending paternity caseload of approximately 120 cases to give the staff some relief. Because of this, the Director has not been able to work performance reports on a regular basis and some of our performance numbers are starting to show a decrease. As of May 31, 2013, our arrears performance is down 3.72% from 76.33% to 72.61%. In order to get our full funding for this measure, we must hit 80%. For the fiscal year 2012, we did not achieve our required performance measure of 80% in neither current support collection (78.05%) nor arrears collection (79.28%). Also, because of the caseload, the Specialists have not been able to file contempt motions against non-paying parents on a timely basis. This results in payments not getting to the custodial person. We also have not been able to do investigative work as required and have to take some information on face value instead of checking further. For example, we receive job logs from persons not working. We feel that there are a number of the logs that are false, but are unable to do further checking. A new position will allow the paternity caseload to be assigned to the Specialists again and will allow the Director to work the reports to assist in increasing our performance and also allow us to take necessary action on a timely basis to assist custodial persons in getting their payments.

Below is a graph of staffing levels for the 5 Child Support Agencies with the closest case load to Monroe County:

County	IV-D caseload as of 6/30/13	Staffing
Barron	2682	6.5
Columbia	2781	8
<b>MONROE</b>	<b>2910</b>	<b>6</b>
St Croix	3058	7.75
Portage	3080	11
Douglas	3143	10

Based on this, you can see that Monroe County has the lowest staffing level. Statistics show that for every \$1.00 spent on the Child Support Program, \$6.00 is brought in.

**FUNDING:**

Below is a chart showing our annual budget since 2007 and the amount that was given back to the general fund at the end of each year:

Year	Budget	Given to General Fund
2013	\$399,752	
2012	\$416,633	\$50,674.82
2011	\$469,567	\$47,021.00
2010	\$468,620	\$35,948.00
2009	\$433,270	\$17,000.00
2008	\$443,237	\$36,967.57
2007	\$461,640	\$73,670.06

We calculate that the new position would be covered completely by state/federal funding without any tax levy.

E. Minimum Qualifications of a Candidate:

Education: see attached job description

Experience: see attached job description

F. Funding:

Remainder of this fiscal year, if applicable:

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

Annual cost thereafter:

15	\$14.91	\$31,013	\$2,171	\$2,373	\$14,853	\$895	\$18	\$84
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1. Where will the funds for this position come from: State and Federal Funding

2. What equipment will need to be purchased (desk, etc.)? Desk, Chair, Floor Mat, Computer, Printer, Phone, Adding Machine.

Is office space presently available? Yes Where? It will be tight but we can make room in our office. There is room in the space designated for Child Support in the new Justice Center.

Estimated capital cost: \$4,000.0

Is this capital cost in the department budget? Yes

3. Grand total cost, all items, this fiscal year: \$0.00

4. Thereafter, annual cost of salary and fringes: \$51,407.00

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

Title: Child Support Specialist  
Department: Child Support (work site: Courthouse, 1st floor)  
Title of Immediate Supervisor: Child Support Director

Basic Functions and Responsibilities

Under supervision of the Child Support Director, the Specialist assists in the establishment of paternity for non-marital children and in the establishment, enforcement and collection of child support from non-custodial parents through utilization of the state-wide federally-mandated KIDS system.

Essential Duties and Responsibilities

- Creates case file by documenting all actions, composes, drafts, types legal documents to initiate and process paternity actions, nonsupport and URESA cases;
  - Initiates procedures for caseload as assigned by the supervisor, interviews, investigates, identifies and locates non-custodial parents or alleged father's addresses and employers;
  - Negotiates, determines obligations, monitors payments and orders, transmits court orders and instructions to employers;
  - Maintains public relations with custodial and non custodial parents, employers, legal counsel, out-of-state agencies, out-of-county agencies, other county departments, accountants and attorneys;
  - Researches laws and regulations to ensure compliance;
  - Performs clerical work for caseload utilizing state program;
  - Checks state records, utilizes state-wide child support data system and performs probation and prison checks;
  - Reviews and audits tax returns to determine obligations and arrearages, researches medical insurance coverage, ensure accuracy of outstanding warrants;
  - Initiates files and ensures accuracy of substitute care referrals and obtains or redirects support;
  - Attends and testifies at hearings, coordinates, witnesses and physically assists with blood tests;
  - Performs receptionist duties, including answering telephones, screening calls, relaying messages and assisting walk-ins.
- Physical Demands: A large percentage of time is spent sitting, walking, standing, talking, hearing, handling, fingering, lifting, carrying up to 10 pounds. Stoops, lifts, carries up to 40 pounds, is exposed to potential for physical attack intermittently.

Supervision Exercised

None.

Qualifications

1. Associate degree in secretarial, legal or a related field.
2. Minimum of two years child support, family law, or other closely related court experience, including computer experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the 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

Non-exempt.

\_\_\_\_\_  
employee

approved by supervisor: \_\_\_\_\_  
date: \_\_\_\_\_

revised: 10/93,1/97,12/98,4/05,6/07,4/12 (css)

List title of employees reporting to this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. Who will this person be responsible to? Child Support Director

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SUPERVISING COMMITTEE Action:

Approval date: \_\_\_\_\_ by a vote of \_\_\_\_\_

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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

\*\*\*\*\*

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

NEW POSITION ANALYSIS

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

A. Department: Highway Date: 08/12/2013

Department Head: Jack Dittmar

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):

Through a cooperative transportation stakeholder effort, the 2013-2015 state biennial budget fully funds state highway maintenance performed by County Highway Departments with an additional \$52.5 million in Routine Maintenance Agreement (RMA) funding. Monroe County's 2014 RMA increase is estimated at over \$400K. State highway maintenance expenditures are 33-40% labor, therefore \$133-\$160K of additional labor (2.27-2.73 new positions) will be required to fully utilize all new funding within Monroe County. The Department is requesting TWO new positions in 2014. Monroe County's 2015 RMA increase is estimated at more than \$770K over our 2013 RMA. Therefore, the Department will be requesting 1-2 additional new positions in 2015 to fully utilize all new funding.

The Highway Department's critical mission is winter maintenance service. Winter maintenance dictates our minimum staffing level with interstate highway winter maintenance being the most crucial. Because the WDOT has not fully funded state highway maintenance in the past, we are currently at bare minimum staffing necessary to provide interstate winter maintenance and have made it through the last few winters mainly due to staff dedication. This additional year round funding of new positions will bring us closer to the WDOT fully funding their requirements for 24 hour service on the interstate. Positions will be terminated if RMA funding is reduced.  
(use back if necessary)

Suggested Title: Public Works Laborer Full Time X Part Time    /hrs

Personnel Director's Recommended Classification: Grade 15

Projected Start Date: January 01, 2014

C. General Description of the Position: see attached position descript.

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

1. see attached position description

E. Minimum Qualifications of a Candidate:

Education: see attached position description

Experience: see attached position description

F: Funding:

Remainder of this fiscal year, if applicable: N/A

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

Annual cost thereafter:

15	17.00	35,360	2,086	2,705	14,854	756	18	2,846
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1. Where will the funds for this position come from: 100% WDOT  
reimbursement through annual County Routine Maintenance Agreement.

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

Is office space presently available? N/A Where? \_\_\_\_\_

Estimated capital cost: \$300

Is this capital cost in the department budget? Yes and is  
reimbursed by WDOT through monthly small tools cost pool charges.

3. Grand total cost, all items, this fiscal year: \$0

4. Thereafter, annual cost of salary and fringes: \$58,625

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:

None

H. Who will this person be responsible to? Highway Supervisor (in charge of state highway work)

\*\*\*\*\*

SUPERVISING COMMITTEE Action:

Approval date: 08/16/2013 by a vote of Yes, No

\*\*\*\*\*

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

\*\*\*\*\*

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

Title: Public Works Laborer  
Department: Highway (work site: County-wide)  
Title of Immediate Supervisor: Public Works management employees, others as designated

Basic Functions and Responsibilities

Under supervision of Public Works management employees the Public Works Laborer assists in monitoring, repairing and constructing highways, rights of way, County buildings, and other county projects.

Essential Duties and Responsibilities

- Operates light equipment, including trucks and tractors with attachments such as mowers, chippers, etc.;
- Operates patrol trucks with plow, wing and salt or sand spreader ensuring reasonably clean and dry winter roads;
- Operates hand and power tools, including saws, shovels, wrenches, posthole diggers, etc.;
- Assists with maintenance operations for County buildings, to include preventive maintenance, painting, electrical, plumbing, and carpentry projects;
- Performs minor preventive maintenance on equipment as it is used;
- Assists in construction of highway bases, surfaces, rights of way, bridges;
- Gathers trash on rights of way and cleans drainage culverts and hauls material to disposal area;
- Repairs and maintains guardrails on rights of way;
- Mows grass, applies herbicides to weed infested areas, trims trees and brush and disposes of same;
- Exercises safety practices;
- Possesses knowledge, skills and abilities to perform essential duties and responsibilities.

Physical demands: A large percentage of time is spent sitting, walking, standing, stooping, grasping, climbing, bending, reaching, talking, hearing, handling, fingering, using near and far vision (including color and night vision), lifting, pushing/pulling up to 80 pounds, carrying up to 40 pounds, working outdoors, exposed to adverse temperature and atmospheric conditions, noise, vibrations, environmental hazards, traveling to and moving about work sites. Kneels, crouches, crawls, runs, balances, lifts, carries, pushes/pulls 100 pounds or more intermittently.

Supervision Exercised

Limited functional supervision of seasonal or new employees.

Qualifications

1. Graduation from high school.
2. One year of related road maintenance, repair and/or construction experience.
3. Possession of valid Wisconsin Commercial Driver's License Class A or B for air-brake equipment.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the 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

Non-exempt.

\_\_\_\_\_  
employee

approved by supervisor: \_\_\_\_\_

date: \_\_\_\_\_

12/05, 7/12  
hwypwl

RESOLUTION NO. \_\_\_\_\_

ESTABLISHING 2014 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the financial impact of County taxes on taxpayers, and

WHEREAS, Monroe County continues to operate under State imposed budgetary constraints while providing mandated services, and

WHEREAS, with the enactment of ACT 10 and subsequent dissolution of all union contracts within the County (with the exception of the Wisconsin Professional Police Assoc. (WPPA) union) the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has now established a policy and practice of compensating employees based on the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the Monroe County Board did adopt Resolution 03-13-01 Ratifying the WPPA Contract Settlement for 2012-2014 which approved an effective 2% annual wage increase in 2014 for union employees, and

WHEREAS, the County Administrator is developing the 2014 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2013, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2014 budget shall include an amount equal to 2% of gross wages to be allocated accordingly to staff based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED that any performance based wage increases will be effective with the second payroll of April 2014 and the funds shall be awarded based strictly on the merits of the employees' performance; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for merit-based wage adjustments remaining after the annual performance review process has been completed shall be transferred by the Finance Department to the Non-Lapsing Retirement/Fringe Pool (Acct# 10.143.51435.392) to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Personnel Committee on \_\_\_\_\_, 2013. Vote: \_\_\_yes\_\_\_no

\_\_\_\_\_  
\_\_\_\_\_

Purpose: To establish 2014 budget for merit-based pay adjustments.

Fiscal Note: For 2014 the levied general pay increase based on employee performance shall not exceed \$223,938. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 10.143.51435.392) to cover budget variations that occur due to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year, thus reducing the annual budget for this line item from years 2013 and prior.

Drafted by County Administrator, Catherine Schmit

Approved as to form: Corporation Counsel, Andrew Kaftan \_\_\_\_\_

**MONROE COUNTY 2014 BUDGET**

	<u>12/31/2010</u>	<u>12/31/2011</u>	<u>12/31/2012</u>	<u>ACTUAL 6/30/2013</u>	<u>2013 REVISED</u>	<u>2014 PROPOSED</u>
<b>PERSONNEL</b>						
10.143.51430.110						
SALARIES	106,385	108,136	107,918	53,958	114,151	116,637
10.143.51430.150						
FRINGE BENEFITS	28,499	30,172	27,709	14,236	29,509	30,273
10.143.51430.152						
WORK COMP	361	303	302	146	309	316
10.143.51430.197						
LABOR RELATIONS	856	2,750	24,165	6,571	40,350	40,350
10.143.51430.207						
MEDICAL EXPENSE REIMBURSE	-	363	-	-	-	-
10.143.51430.225						
TELEPHONE	1,063	744	194	86	314	314
10.143.51430.298						
EQUIPMENT SERVICE CONTRACT	-	-	-	668	1,753	1,668
10.143.51430.310						
OFFICE SUPPLIES/EXPENSE	538	482	96	15	500	500
10.143.51430.311						
POSTAGE	677	572	631	229	525	525
10.143.51430.313						
PRINTING COSTS	181	61	68	17	200	200
10.143.51430.320						
BOOKS/PUBS/SUBS	41	80	80	-	100	100
10.143.51430.324						
DUES	185	160	390	230	385	385
10.143.51430.326						
ADVERTISING	-	5,905	8,449	3,761	7,200	7,200
10.143.51430.331						
CONFERENCES/SEMINARS	962	538	918	585	1,110	1,110
10.143.51430.337						
MILEAGE	644	921	1,239	708	1,300	1,300
10.143.51430.900						
TECHNOLOGY POOL EXPENSE	-	2,580	320	1,680	1,680	1,680
TOTAL EXPENDITURES	140,391	153,767	172,477	82,889	199,385	202,558
<hr/>						
<b>FINANCING PROPOSAL</b>						
COUNTY APPROPRIATION		154,715	227,818		193,812	202,558

**MONROE COUNTY  
PERSONNEL COSTS  
2014 BUDGET**

DEPARTMENT: PERSONNEL

\*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMEN T	SOCIAL SECURITY	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
PERSONNEL	KEN KITTLESON	\$ 76,171.00		\$ 5,332.00	\$ 5,828.00	\$ 6,323.00	\$ 251.00	\$ 18.00	\$ 17,752.00	\$ 206.00	\$ 94,129.00
PERSONNEL COORD.	ED SMUDDE	\$ 40,466.00		\$ 2,833.00	\$ 3,096.00	\$ 6,323.00	\$ 251.00	\$ 18.00	\$ 12,521.00	\$ 110.00	\$ 53,097.00
<b>Grand Total</b>		\$ 116,637.00	\$ -	\$ 8,165.00	\$ 8,924.00	\$ 12,646.00	\$ 502.00	\$ 36.00	\$ 30,273.00	\$ 316.00	\$ 147,226.00

Wisconsin Retirement  
General Employee - 0.0700

Social Security 0.0765

2014 Workers Compensation Rate  
Street Const. 0.0805  
Protective 0.0335  
Municipal Oper. 0.0352  
Office/Clerical 0.0027

2013 Health Insurance  
87% CoShare  
Single \$605.60 \$526.88  
Family \$1,422.75 \$1,237.79

2013 Dental Insurance  
87% CoShare  
Single \$23.98 \$20.86  
Family \$74.57 \$64.88

Life Insurance \$1.50

\*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates