



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



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1. Call to order
2. Minutes approval - May 14, 2013 - Discussion/Action
3. Voucher and budget review - Discussion/Action
4. New Position request - Information Systems - Discussion/Action
5. Performance evaluation system update - Discussion Only
6. Personnel policy manual changes - Discussion/Action
7. Topics and meeting date/time for next month's agenda - Discussion/Action
8. Adjournment

Sharon Folcey
Committee Chairperson

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Personnel and Bargaining Committee

MINUTES

June 12, 2013

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

Absent: S. Folcey

Also present: C. Schmit, E. Smudde, K. Kittleson,
J. Mehtala

1. Call to Order -

P. Peterson called the meeting to order at 9:00 A.M.

2. Minutes approval- May 14, 2013 -

Motion to approve the May 14, 2013 minutes by A. Hayden, second by G. Treu, and approved on a 4-0 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 B. Humphrey, and approved on a 4-0 vote.

4. New Position request - Information Systems -

J. Mehtala explained the need for another Information Systems Specialist due to the increased automation and electronic upgrades and projects throughout the county. Also, referenced survey of other counties IS staff to employees and Monroe is far below the average. **Motion** to approve the resolution to create a new Information Systems Specialist position effective 1/1/14 by B. Humphrey, second by G. Treu, and approved on a 4-0 vote.

5. Performance evaluation system update -

K. Kittleson explains that we have started meeting on a weekly basis with our provider and are laying the foundation for the new software.

6. Personnel Policy Manual Changes -

K. Kittleson discusses the proposed changes for the establishment of a pay for performance policy to coincide with the use the new evaluation system. **Motion** to approve the addition of the pay for performance section to the Monroe County Personnel Policy Manual as presented as 4.272 by G. Treu, second by B. Humphrey, and approved on a 4-0 vote.

K. Kittleson discusses the need to update the meal reimbursement rate from \$5 breakfast, \$7 lunch, and \$8 dinner, to \$7 breakfast, \$10 lunch, and \$15 dinner, in the policy manual and to add the requirement of receipts as policy language. **Motion** to approve the changes to the meal reimbursement plan of the Monroe County Personnel Policy Manual as presented by A. Hayden, second by B. Humphrey, and approved on a 4-0 vote.

7. Topics and meeting date/time for next month's agenda-
Next month's scheduled meeting is Wednesday, July 10, 2013 at 9:00 A.M. in Room 409 of Community Services Building A. Items to be discussed are new position requests for Human Services and Justice, and Personnel Policy updates.

Motion to adjourn by G. Treu, second by B. Humphrey, and approved on a 4-0 vote. Meeting adjourned at 9:50 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	53,957.92	60,192.60 47 ----
150	FRINGE BENEFITS	29,508.63	0.00	2,343.56	14,235.77	15,272.86 48 ----
152	WORK COMP	309.13	0.00	23.72	145.70	163.43 47 ----
197	LABOR RELATIONS	40,350.00	0.00	0.00	6,570.65	33,779.35 16 -
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	18.15	86.36	227.64 27 --
298	EQUIPMENT SERVICE CONTRACTS	1,753.00	0.00	133.00	668.31	1,084.69 38 ---
310	OFFICE SUPPLIES/EXPENSE	500.00	0.00	0.00	14.99	485.01 2
311	POSTAGE	525.00	0.00	46.00	229.00	296.00 43 ----
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	0.00	230.00	155.00 59 -----
326	ADVERTISING	7,200.00	0.00	122.40	3,760.62	3,439.38 52 -----
331	CONFERENCES/SEMINARS	1,110.00	0.00	0.00	585.00	525.00 52 -----
337	MILEAGE	1,300.00	0.00	85.00	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	11,559.03	82,889.32	116,495.96 41 ----
51431	EMPLOYEE ASSISTANCE PROGRAM					
392	MISCELLANEOUS EXPENSE	4,000.00	0.00	0.00	2,000.00	2,000.00 50 -----
TOTAL:	EMPLOYEE ASSISTANCE PROGRAM	4,000.00	0.00	0.00	2,000.00	2,000.00 50 -----
51432	SAFETY TRAINING					
392	MISCELLANEOUS EXPENSE	30,000.00	0.00	0.00	2,173.00	27,827.00 7
TOTAL:	SAFETY TRAINING	30,000.00	0.00	0.00	2,173.00	27,827.00 7
51433	SECTION 125 ADMINISTRATION					
392	OPERATING EXPENSES	3,600.00	0.00	772.10	2,175.00	1,425.00 60 -----
TOTAL:	SECTION 125 ADMINISTRATION	3,600.00	0.00	772.10	2,175.00	1,425.00 60 -----
51434	HEALTH REIMBURSEMENT PROGRAM					
392	MISCELLANEOUS EXPENSE	200,000.00	0.00	14,742.19	49,918.66	150,081.34 24 --
TOTAL:	HEALTH REIMBURSEMENT PROGRAM	200,000.00	0.00	14,742.19	49,918.66	150,081.34 24 --
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	27,073.32	152,591.44	329,848.36 31 ---

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF TWO ADDITIONAL STATE-FUNDED ECONOMIC SUPPORT SPECIALIST POSITIONS IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

WHEREAS, the Monroe County Human Services Board requests the establishment of two additional state-funded Economic Support Specialist positions in the Human Services Department; and

WHEREAS, the State of Wisconsin has determined that counties require additional staff due to the impact of the Affordable Care Act, and the State will provide new funding and training of these positions. The authorization for these two positions shall cease when the State no longer funds the positions.

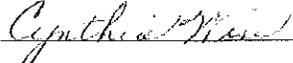
NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that effective this date they do hereby authorize the establishment of two additional Economic Support Specialist positions in the Human Services Department effective immediately, at no additional cost to the county.

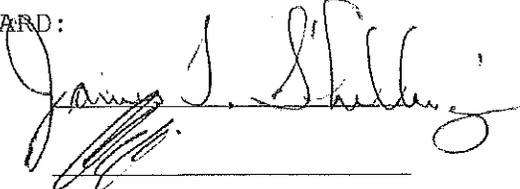
Dated this 24th day of July 2013.

OFFERED BY THE HUMAN SERVICES BOARD:



Craig L. Buswell


Suzanne Peck




James J. Stilling

Human Services Board vote: 6Y 2N 1absent
Personnel & Bargaining Committee vote: .
Finance Committee vote:
Approved as to form: Andrew Kaftan _____

Fiscal note: No cost to the county, all costs to be paid by new state funding. Cost of positions is estimated at \$38,598 for the last four and ½ months of 2013 and \$100,355 for 2014.

PURPOSE: Establish two additional Economic Support Specialist positions in the Human Services Department through new state funding and at no cost to Monroe County.

Human Services Board vote:
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

X 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: 6/17/13

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):

State specifically has allocated new state funding to support the increased workload created due to the Affordable Care Act and eligibility changes in Badger Care. Position will be terminated when state funding is no longer allocated for the Affordable Care Act workload.

Suggested Title: Economic Support Specialist Full-Time X Part-Time /hrs

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: August 12, 2013

C. General Description of the Position: Economic Support Specialist - see attached job description.

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

1. See attached job description

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
16	12.54	10,032	672	762	6,189	315	8	34

Annual cost thereafter:

16	12.54	26,074	1,747	1,982	14,854	756	18	82
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1. Where will the funds for this position come from: Funding will be 100% supported by new state funding allocated to the WREA Consortium for the Affordability Care Act workload.

2. What equipment will need to be purchased (desk, etc.)? computer and calculator

3. Is office space presently available? Yes Where? Community Service Building

Estimated capital cost: \$1,500

Is this capital cost in the department budget? No; however, funding will be reimbursed by the WREA Consortium for the capital expense related to the position.

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

4. Thereafter, annual cost of salary and fringes: \$45,513

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: None Indirectly: _____

List title of employees reporting to this position:
None

H. Who will this person be responsible to? Kara Jenkins, WREA Economic Support Supervisor; Linda Lazer, Director, Human Services

SUPERVISING COMMITTEE Action:

Approval date: 6/20/13 by a vote of 6 Yes; 2 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: Human Services Economic Support Specialist
Department: Human Services (work site: 14301 Co Hwy B, Community Services
Center, Sparta)
Title of Immediate Supervisor: Economic Support Supervisor

Basic Functions and Responsibilities

Under general supervision of the Economic Support Supervisor, the Human Services Economic Support Specialist works with clients from diverse backgrounds having social/economic problems and determines eligibility for economic assistance.

Essential Duties and Responsibilities

- Determines eligibility for economic assistance based on interpretation and a thorough knowledge of federal, state, and county laws, rules and regulations;
- Gathers and verifies confidential client data relating to employment, investment, insurance, and tax issues;
- Inputs data and generates and interprets computerized reports;
- Performs six month reviews of client eligibility information either through face-to face meetings or through phone interviews;
- Explains programs tactfully, clearly and concisely to clients and others both verbally and in writing;
- Performs work within specified time lines;
- Utilizes available resources within the community;

Physical demands: A large percentage of time is spent sitting, talking, hearing, using near vision, judgment. Walks, stands, stoops, climbs, reaches, lifts, carries up to 10 pounds intermittently, and extensive phone usage.

Supervision Exercised

None.

Qualifications

1. Two year associate degree in bookkeeping, accounting, financial management or related area.
2. Minimum of two years related experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Computer literacy.
4. Valid driver's license, reliable transportation and sufficient driver liability insurance.
5. Ability to work in a fast paced environment and to take direction from multiple supervisors.

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: 12/93,3/06
hsess

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
MEETING MINUTES
June 10, 2013

Members Present: James Kuhn, Carol Las, James Rasmussen, Craig Buswell, Paul Steele, Anthony Boltik (arrived at 5:20), Daniel Olson (arrived at 5:47, excused at 7:32)

Members Absent:

Also Present: Cathy Schmit, Pete Quirin, Peggy Thorson, Randy Williams, Gene Treu, EFJohnson representatives, Communication Services representatives, public safety members

Kuhn called the meeting to order at 5:07 p.m. Roll call taken with Boltik & Olson absent.

Las moved to approve the May 13, 2013 meeting minutes, second by Rasmussen. Motion carried (5-0).

JUSTICE DEPARTMENT

Peggy Thorson presented department vouchers in the amount of \$14,725.30, \$52.70 & \$12.64. **Steele moved to approve, second by Rasmussen. Motion carried (5-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Community Service Report: Written report provided and questions answered.

Justice Programs Report: Written report provided and questions answered.

Boltik arrived at 5:20 p.m.

New Position - OWI Case Manager Position Discussion/Action: New position for 1/1/14 with the current contracted position expiring 12/31/13. No new supplies or space, but a new computer (about \$1,000) would be needed. Las asked the advantages of having a county position. Thorson advised that direct supervision of the position as well as the cost savings to the county are the advantages. Las moves to approve the OWI Case Manager Position beginning at the termination of the current contract, second by Steele. Motion carried (6-0).

DISPATCH

Randy Williams presented department vouchers in the amount of \$2,218.88. **Steele moved to approve, second by Buswell. Motion carried (6-0). Las moves to amend the line item that Communications Services should come from as 10.216.52130.344, second by Steele. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

New Radio System/RFP/Resolution Discussion/Action: A new Resolution has been prepared in place of the failed Resolution, deleting the \$5,500 for transportation expenses, which was in the original contract. Without an RFP, we just don't know for sure what a system will cost. *Olson arrived at 5:46.* The remaining amount of \$3,700 is for the special RFP prepared by Elert. Line item transfers would need to be prepared before the \$5,500 is paid. Rasmussen would like to see something other than a simulcast system, which is very expensive, and improves upon our current system. He further indicated that in simulcast systems, overlap of signal creates problems, however, Communication Services indicated if that was the case, it was not designed properly. Kuhn indicated an expert was hired to answer the technical questions and provide a recommendation. Kuhn then recognized members of the public to speak. Gene Treu (County Board), Matt Modjeski (DNR Warden), Kevin Decorah (Fire Chief) and Dennis Dickman (Fire Chief) did speak. Kuhn indicated that we need the RFP's to know what the true cost is for a system. Boltik indicated also that RFP's need to be completed. The Emergency Association would pay for an independent consultant to test the system to determine what is wrong with the

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.

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)

ADDED NOTE: THIS IS CURRENTLY A "CONTRACTED POSITION THROUGH SHELTERCARE AND HAS BEEN IN THE JUSTICE DEPT'S CONTRACTED LINE ITEM FOR THE 3RD YEAR.

A. **Department:** Monroe County Justice Dept. & Programs **Date:** 6.10.2013

Department Head: Peggy Thorson

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):

The OWI TX Court is entering into its 3rd year of funding. Currently this position is contracted through Sheltercare. The program has now been established and flourishing. The Full Time Case Manager has been employed for 1 year 3 months and the entire time the position has been housed within the Justice Dept. office with, all supplies, and direction of employment and duties led by the Justice Department Coordinator. The position is necessary to handle the day to day needs of case management for the OWI TX Court OWI Felony 4th and 5th time offenders. The case manager position plays a major role in assisting participants to properly manage their day-to-day life domains. The Case Manager is a key to the participants success in terms of learning to get items prioritized (court appearances, fines, fees, treatment, assistance with job search, housing, food/shelter and support group meetings etc..) The Case Manager frequently is conducting random urine screens monitoring for the use of alcohol and other drugs.
(use back if necessary)

Suggested Title: OWI TX Court Case Manager **Full Time** XX Part Time
 /hrs

Personnel Director's Recommended Classification: Grade
Grade 16

Minimum	Mid Point	Maximum
\$26,074	\$32,593	\$39,111
(\$12.54)	(\$15.67)	(\$18.80)

Projected Start Date: 1.1.2014

C. **General Description of the Position:** The case manager position plays a major role in assisting participants to properly manage their day-to-day life domains. The Case Manager is a key to the participants success in terms of learning to get items prioritized (court appearances, fines, fees, treatment, assistance with job search, housing, food/shelter and support group meetings etc..) The Case Manager frequently is conducting random urine screens monitoring for the use of alcohol and other drugs.

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

1. Assist probation agent with collateral contacts

2. Conduct, supervise and maintain accurate and frequent alcohol and other drug testing records through the use of observed Urinalysis and preliminary breath testing while maintaining the chain of custody record when sending in samples for lab confirmation if needed.
3. Verify and monitor participant compliance with program and treatment requirements, including employment, driving status, fee payments, fine and cost payments, etc..
4. Participate in the team discussion of recommending, sanctions and rewards **led by Probation Agent**
5. Attend treatment team meetings and treatment court hearings as directed by supervisor
6. Maintain ongoing communications with team through frequent updates, both verbal and in writing, utilizing team approved process inclusive of the Probation Agents input
7. Case Manager is to utilize Motivational Interviewing techniques that meet evidence based standards.
8. Assist the Probation Agent in identifying and coordinating services in all major life domains such as: Family Counseling, Employment, Education, Housing, Mental Health, Community Service Work, and other goals set to maintain sobriety etc..
9. Gather and input data for evaluator as instructed by immediate supervisor
10. Conduct frequent random substance abuse testing, assist in coordinating these efforts as instructed with corrections, law enforcement, bond monitoring by the Monroe County Justice Department Coordinator or her designee
 - True random testing of clients by case manager is to be conducted (random = going to the location of the client at an unanticipated time day or hour)
 - a minimum of 2 evening checks per week out in the field via mouth swab has been requested by the team.
 - In office checks are to be truly random and not to take place only during a client's scheduled office visit.
 - Two week-end random checks are completed by bond monitoring program for OWI TX whenever possible.
 - Case Manager testing results will be staffed with his/her direct supervisor as soon as possible, followed by an update to P & P agent then team staff

11. Complete a team approved Intake and initial program assessment qualification review for potential participants of the Monroe County OWI TX Court.

- The OWI TX Court assessment will move to the use of the COMPAS assessment tool once the State of WI, Dept. of Corrections makes the Compass available to Monroe County for use through a cooperative inter-agency agreement and approved by corporation counsel.

12. Assist in the maintenance of confidential OWI court files on site as directed by Monroe County Justice Dept Coordinator

13. Assist with development and maintenance of system for program data collection and storage on site as directed by Monroe County Justice Dept Coordinator

14. Other duties as assigned and by direct supervisor from the Monroe County Justice Dept

(use back if necessary)

New Position Analysis

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in social work, psychology, AODA certification or related field preferred but not required.

Experience: Individuals with AODA experience/knowledge 2 Years of case management experience and combined education and work experience may substitute for degree requirements. —

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:

16	12.54 - 18.80	\$26,074 \$39,111	\$2,132 @ \$15.41	\$2,453 @ \$15.41	\$14,854 Full benefit family	\$779 Family ins	\$18	\$87
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1. Where will the funds for this position come from: Currently in the Justice Dept. in the "Contracted line item as \$60,000"

2. What equipment will need to be purchased (desk, etc.) Computer
Is office space presently available? YES Where? Current location and the very office occupied now by the case manager.

Estimated capital cost: _____

Is this capital cost in the department budget? _____

3. Grand total cost, all items, this fiscal year: for 2014 are estimated at \$53,375 which includes \$1000 for computer/monitor)

4. Thereafter, annual cost of salary and fringes: 52,375 (without an increase figured in)

G. Supervisory responsibility (if applicable): Will be supervised by Peggy Thorson

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

2. Employees directly supervised: 0 Indirectly:

List title of employees reporting to this position:

NONE

H. Who will this person be responsible to? Peggy Thorson

SUPERVISING COMMITTEE Action:

Approval date: _____ by a vote of _____

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