



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: 5:00 p.m.
PLACE: **Rolling Hills Activity Room**
DATE: Wednesday, March 9, 2016

SUBJECT MATTER TO BE CONSIDERED

1. Call to order - Roll Call
2. Minutes approval - February 9, 2016 - Discussion/Action
3. Personnel budget review - Discussion Only
4. Rule 21 Resolution - Discussion Only
5. New position requests -
 - a. County Administrator - Discussion/Action
 - b. Land Conservation - Discussion/Action
6. Compensation Plan Adjustment - Discussion/Action
7. Topics and meeting date/time for next month's agenda - Discussion/Action
8. 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**: 3/2/16

Personnel and Bargaining Committee
MINUTES
February 9, 2016

Present: P. Peterson, C. King, B. Humphrey, C. Las
Absent: C. Schnitzler
Also present: E. Smudde, K. Kittleson, D. Brandt, S. Bohl,
A. Erickson, C. Schmit, P. Mulvaney

1. Call to Order - Roll Call

P. Peterson called the meeting to order at 5:00 P.M.
Roll Call - P. Peterson, C. King, B. Humphrey, C.
Las - Present
- C. Schnitzler - absent

2. Minutes approval- January 13, 2016 -

Motion to approve the January 13, 2016 minutes by C. King,
second by C. Las and approved on a 4-0 vote.

3. Personnel budget review -

K. Kittleson and E. Smudde explained current state of budget.

4. Elected officials wage rates -

K. Kittleson circulated a resolution to all attendees and
discussed the proposed wage increases for the elected officials.
K. Kittleson recommended a 3.9% increase for the County Clerk, a
6.3% increase for the Treasurer, and a 9.5% increase for the
Register of Deeds in 2017 based on using the midpoint of pay
grades 8 and 9 of the current compensation plan. Along with
those increases the elected officials would receive a 2%
increase the following years of 2018-2020.

C. King motioned to amend the 2% wage increase for 2018-2020 to
1.5%, but the motion failed due to lack of a second.

Motion to approve the resolution with the recommended wage
increases by B. Humphrey, second by P. Peterson, and approved on
a 3-1 (C. Las) vote.

5. Topics and meeting date/time for next month's agenda-

Next meeting is scheduled to take place on Wednesday, March 9,
2016 at 5:00 P.M. in the Rolling Hills Activity Room. Topics to
include aging of the compensation plan and a new position
request.

6. Adjournment -

Motion to adjourn by B. Humphrey, second by C. King, and
approved on a 4-0 vote. Meeting adjourned at 5:17 P.M.



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02/29/2016 16:08
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MONTHLY COMMITTEE REPORT
PERSONNEL & BARGAINING

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FOR 2016 02		JOURNAL DETAIL 2016 2 TO 2016 2						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
11430000 PERSONNEL								
PL100 SALARIES & FRINGE BENEFITS								
<u>11430000 511000 SALARIES</u>	132,168	0	132,168	15,472.65	.00	116,695.35	11.7%	
<u>2016/02/000031</u> 02/04/2016 PRJ	4,991.20 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	4,991.20 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		
<u>11430000 515005 RETIREMENT</u>	8,725	0	8,725	1,021.19	.00	7,703.81	11.7%	
<u>2016/02/000031</u> 02/04/2016 PRJ	329.42 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	329.42 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		
<u>11430000 515010 SOCIAL SECURITY</u>	8,195	0	8,195	944.87	.00	7,250.13	11.5%	
<u>2016/02/000031</u> 02/04/2016 PRJ	304.80 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	304.80 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		
<u>11430000 515015 MEDICARE</u>	1,918	0	1,918	220.96	.00	1,697.04	11.5%	
<u>2016/02/000031</u> 02/04/2016 PRJ	71.28 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	71.28 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		
<u>11430000 515020 HEALTH INSURANCE</u>	5,799	0	5,799	966.48	.00	4,832.52	16.7%	
<u>2016/02/000031</u> 02/04/2016 PRJ	241.62 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	241.62 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		
<u>11430000 515025 DENTAL INSURANCE</u>	251	0	251	41.72	.00	209.28	16.6%	
<u>2016/02/000031</u> 02/04/2016 PRJ	20.86 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>11430000 515030 LIFE INSURANCE</u>	36	0	36	6.00	.00	30.00	16.7%	
<u>2016/02/000031</u> 02/04/2016 PRJ	3.00 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>11430000 515040 WORKERS COMP</u>	173	0	173	20.11	.00	152.89	11.6%	
<u>2016/02/000031</u> 02/04/2016 PRJ	6.49 REF 160204				WARRANT=160204	RUN=1 BI-WEEKL		
<u>2016/02/000196</u> 02/18/2016 PRJ	6.49 REF 160218				WARRANT=160218	RUN=1 BI-WEEKL		



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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
TOTAL SALARIES & FRINGE BENEFITS	157,265	0	157,265	18,693.98	.00	138,571.02	11.9%	
PL200 OFFICE ADMINISTRATIVE COSTS								
<u>11430000 531000 OFFICE SUPPLIES</u>	800	0	800	12.02	.00	787.98	1.5%	
<u>2016/02/000241</u> 02/11/2016 API	6.05 VND 015000	IN 3291008946				COUNTY CLERK/STAPLES OFFICE SUPPLIES	1012190	
<u>2016/02/000241</u> 02/11/2016 API	5.97 VND 015000	IN 3290913316 D				COUNTY CLERK/STAPLES OFFICE SUPPLIES	1012190	
<u>11430000 531050 POSTAGE</u>	525	0	525	245.00	.00	280.00	46.7%	
<u>11430000 531060 PRINTING</u>	200	0	200	.00	.00	200.00	.0%	
<u>11430000 531065 ADVERTISING</u>	9,600	0	9,600	162.20	.00	9,437.80	1.7%	
<u>2016/02/000152</u> 02/09/2016 API	162.20 VND 006499	IN ADVERTISING JAN PERI RIVER VALLEY NEWSPAP ADVERTISING					1012107	
<u>11430000 532000 BOOKS/PUBLICAT/SUB</u>	100	0	100	.00	.00	100.00	.0%	
<u>11430000 532500 DUES</u>	385	0	385	50.00	.00	335.00	13.0%	
TOTAL OFFICE ADMINISTRATIVE COSTS	11,610	0	11,610	469.22	.00	11,140.78	4.0%	
PL300 TECHNOLOGY & EQUIPMENT								
<u>11430000 522025 TELEPHONE</u>	242	0	242	.00	.00	242.00	.0%	
<u>11430000 553100 EQUIPMENT SERVICE</u>	1,668	0	1,668	266.00	.00	1,402.00	15.9%	
<u>2016/02/000330</u> 02/09/2016 API	133.00 VND 004998	IN I00276579 FEBRUARY E O JOHNSON				I00276579	1012419	
TOTAL TECHNOLOGY & EQUIPMENT	1,910	0	1,910	266.00	.00	1,644.00	13.9%	
PL350 IT POOL								



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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
11430 PERSONNEL	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
11430000 PERSONNEL								
11430000 599000 TECHNOLOGY POOL	893	0	893	893.00	.00	.00	100.0%	
TOTAL IT POOL	893	0	893	893.00	.00	.00	100.0%	
PL400 CONF / EDUCATION & TRAVEL								
11430000 533010 CONFERENCE/SEMINAR	1,175	0	1,175	125.00	.00	1,050.00	10.6%	
11430000 533200 MILEAGE	1,352	0	1,352	134.56	.00	1,217.44	10.0%	
2016/02/000031 02/04/2016 PRJ	134.56	REF 160204				WARRANT=160204	RUN=1 BI-WEEKL	
TOTAL CONF / EDUCATION & TRAVEL	2,527	0	2,527	259.56	.00	2,267.44	10.3%	
PL600 PROGRAM COSTS								
11430000 519000 LABOR RELATIONS	5,350	0	5,350	350.00	.00	5,000.00	6.5%	
TOTAL PROGRAM COSTS	5,350	0	5,350	350.00	.00	5,000.00	6.5%	
TOTAL PERSONNEL	179,555	0	179,555	20,931.76	.00	158,623.24	11.7%	
TOTAL PERSONNEL	179,555	0	179,555	20,931.76	.00	158,623.24	11.7%	
TOTAL EXPENSES	179,555	0	179,555	20,931.76	.00	158,623.24		



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ACCOUNTS FOR:
11431 TRAINING

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

11431000 TRAINING

EE600 PROGRAM COSTS

11431000 515700 EMP. EDUCATION & T

20,000

0

20,000

.00

.00

20,000.00

.0%

TOTAL PROGRAM COSTS

20,000

0

20,000

.00

.00

20,000.00

.0%

TOTAL TRAINING

20,000

0

20,000

.00

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20,000.00

.0%

TOTAL TRAINING

20,000

0

20,000

.00

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20,000.00

.0%

TOTAL EXPENSES

20,000

0

20,000

.00

.00

20,000.00



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11432 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
11432000 EMPLOYEE ASSISTANCE PROGRAM							
<hr/>							
EA600 PROGRAM COSTS							
<hr/>							
<u>11432000 519100 EMPLOYEE ASSISTANC</u>	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL PROGRAM COSTS	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EMPLOYEE ASSISTANCE PROGRAM	6,000	0	6,000	1,477.50	.00	4,522.50	24.6%
TOTAL EXPENSES	6,000	0	6,000	1,477.50	.00	4,522.50	



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ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11433	SECTION 125 FEES							
11433000 SECTION 125 FEES								
SX600 PROGRAM COSTS								
11433000	515080 SECTION 125 ADMIN	3,600	0	3,600	624.00	.00	2,976.00	17.3%
2016/02/000333	02/26/2016 API	312.00	VND 002558 IN 1453523	FEB 16	EMPLOYEE BENEFITS CO FEBRUARY INV 14535 1012421			
TOTAL PROGRAM COSTS		3,600	0	3,600	624.00	.00	2,976.00	17.3%
TOTAL SECTION 125 FEES		3,600	0	3,600	624.00	.00	2,976.00	17.3%
TOTAL SECTION 125 FEES		3,600	0	3,600	624.00	.00	2,976.00	17.3%
TOTAL EXPENSES		3,600	0	3,600	624.00	.00	2,976.00	



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ACCOUNTS FOR: 11434	HEALTH REIMBURSEMENT PROG	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11434000 HEALTH REIMBURSEMENT PROG								
MR600 PROGRAM COSTS								
11434000 515770	MEDICAL EXPENSE RE	160,000	0	160,000	2,752.83	.00	157,247.17	1.7%
2016/02/000333	02/26/2016 API	1,152.00	VND 002558 IN 1453523	FEB 16	EMPLOYEE BENEFITS CO	FEBRUARY INV 14535	1012421	
TOTAL PROGRAM COSTS		160,000	0	160,000	2,752.83	.00	157,247.17	1.7%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	2,752.83	.00	157,247.17	1.7%
TOTAL HEALTH REIMBURSEMENT PROG		160,000	0	160,000	2,752.83	.00	157,247.17	1.7%
TOTAL EXPENSES		160,000	0	160,000	2,752.83	.00	157,247.17	



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JOURNAL DETAIL 2016 2 TO 2016 2

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11435 RETIREMENT/FRINGE POOL							
<hr/>							
11435000 NON-LAPSING RETIREMENT/FRINGE							
<hr/>							
FP600 PROGRAM COSTS							
<hr/>							
<u>11435000 515200 NON-LAPSING RETIRE</u>	50,000	0	50,000	15,391.06	.00	34,608.94	30.8%
<u>2016/02/000196</u> 02/18/2016 PRJ	17,339.15	REF 160218					
<u>2016/02/000265</u> 02/19/2016 GEN	-1,948.09	REF					
						WARRANT=160218 RUN=1 BI-WEEKL	
						COR CH SL PO HEALTH INS	
TOTAL PROGRAM COSTS	50,000	0	50,000	15,391.06	.00	34,608.94	30.8%
TOTAL NON-LAPSING RETIREMENT/FRINGE	50,000	0	50,000	15,391.06	.00	34,608.94	30.8%
TOTAL RETIREMENT/FRINGE POOL	50,000	0	50,000	15,391.06	.00	34,608.94	30.8%
TOTAL EXPENSES	50,000	0	50,000	15,391.06	.00	34,608.94	



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JOURNAL DETAIL 2016 2 TO 2016 2

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	419,155	0	419,155	41,177.15	.00	377,977.85	9.8%

** END OF REPORT - Generated by LESLIE SCHREIER **

RESOLUTION NO. _____

RESTORING THE COUNTY BOARD'S RESPONSIBILITY TO ESTABLISH PERSONNEL POLICY

WHEREAS the County Board is responsible for establishing policy this should entail policy changes and

WHEREAS this was taken away when the personnel policy was rewritten in response to Act 10.

NOW THEREFORE BE IT RESOLVED that the personnel policy manual section 4.01(5) be amended as follows by removing the following sentence, "Subsequent revisions shall be approved by the County administrator and the Personnel and Bargaining Committee," and inserting "All revisions must be approved by the County Board."

Dated this ____ day of February, 2016

Offered by Rule 21

Approved as to form by Corporation Counsel

Fiscal Note: No impact

Purpose: To restore County Board authority

Drafted by James Kuhn

RECEIVED
MAR 02 2016
MONROE COUNTY CLERK

PETITION

WE THE FOLLOWING BY OUR SIGNATURE DO HEREBY PETITION FOR THE ATTACHED RESOLUTION " TO RESTORE THE COUNTY BOARD'S RESPONSIBILITY TO ESTABLISH POLICY" BE BROUGHT BEFORE THE MONROE COUNTY BOARD BY THE PERSONNEL AND BARGAINING COMMITTEE.

Print JAMES B. KUHN

Signature James B. Kuhn

Print Wallace Habegger

Signature Wallace Habegger

Print CRAIG BUSWELL

Signature Craig L Buswell

Print DAVE PIERCE

Signature Dave Pierce

Print Mary COOK

Signature Mary J Cook

Print ROD SHERWOOD

Signature Rod Sherwood

Print Nodji Van Wychen

Signature Nodji Van Wychen

RECEIVED
MAR 02 2016
MONROE COUNTY CLERK

10/13

MC-5

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 submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 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 write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) 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 approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) 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

- 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: County Administrator Date: March 1, 2016

Department Head: County Administrator

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):

Propose eliminating the existing ½ clerical position and replacing it with a FT Purchasing & Procurement Coordinator. This staff person can assume additional duties and best utilize the expanded capabilities of the new MUNIS financial and document management software maximizing the county's investment in this system as well as create countywide efficiencies in purchasing practices, generate savings, monitor compliance, centralize asset and documentation management, provide leadership and expertise in the development of RFPs, RFQs and Bid processes utilizing MUNIS system functionality facilitating streamlined, fair, transparent and compliant processes. Also provides direct fraud prevention practices as well as assist with the development of the annual budget and departmental compliance with financial practices, policies and procedures as established by Monroe County. This staff person will also provide support in responding to utilization of MUNIS systems as well as develop training sessions as needed.

Suggested Title: Purchasing & Procurement Coordinator Full Time X
 Part Time /hrs

Personnel Director's Recommended Classification: Grade 13

Projected Start Date: 10/1/2016 est.(or when adequate funding is available)

C. General Description of the Position: Coordinate County purchasing and procurement functions. Coordinate County RFP, RFQ and/or Bid processes. Coordinate the handling of County contracts, verifying appropriate legal review, signatures, maintain repository, monitor renewal/expiration dates and electronic document management of contracts. Coordinate asset management and associated documentation related to county-owned assets. Provide quality control with an emphasis on compliance with policies/procedures and fraud prevention. Also provides administrative support services to the County Administrator including, but not limited to, budget development & compliance review, reporting and as countywide TCM document management facilitator. Duties may include developing staff training sessions as needed (i.e. department head, MUNIS, Safety, etc.) All tasks to be facilitated by the maximization of the functionality of the investment in the new MUNIS financial and document management software.

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

1. Coordinate all Purchasing & Procurement functions
2. Development of County RFPs, RFQs, and Bids
3. Coordinate Contract processes; reviewing for process/procedure compliance, monitoring for expiration/renewal and utilizing the efficiencies gained thru the MUNIS systems functionality.
4. Fixed Asset Management ensuring the appropriate acquisition of assets, funding, recording and maintenance of asset related documentation.
5. Quality Control ensuring compliance with County Ordinances, Policies and Procedures with a diligent eye on fraud prevention.
6. TCM Document Management primary countywide facilitator; facilitating document imaging of historical, current & supporting electronic documents as well as provide departmental training as needed.
7. Provide administrative support to the Office of the County Administrator including assisting in the development and compilation of the proposed annual budget as well as assisting with monitoring compliance with the terms of the annual budget as adopted.
8. Develop and generate reports as needed i.e. monthly committee reports, budget reports, print management reports.

E. Minimum Qualifications of a Candidate:

Education: Associate Degree in Accounting or Finance preferred.

Experience: Minimum of 5 years office experience, two years purchasing and/or procurement experience preferred.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
13	\$20.11 midpoint	\$41,829	\$2,761	\$2,627	\$13,628	\$780	\$18	\$54

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

Existing County Administrator annual budget in 2016 with the elimination of the existing clerical position.

2. What equipment will need to be purchased (desk, etc.)? None

Is office space presently available? Yes Where? Admin. Office

Estimated equipment cost: n/a

Is this cost in the department budget? n/a

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

Approx. \$15,000 if new employee takes full benefits (wage at midpoint)

4. Thereafter, annual cost of salary and fringes:

Approx. \$61,000 if new employee takes full benefits (wage at midpoint)

Presently, just under \$30,000 annually for clerical position.

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

__ _ n/a

H. Who will this person be responsible to? County Administrator

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: Purchasing and Procurement Coordinator
Department: County Administrator
Title of Immediate Supervisor: County Administrator

Basic Functions and Responsibilities

This is a confidential administrative and financial support position working for and selected by the County Administrator per WI Stats 59.18(3). Employee works under the general supervision of the County Administrator and may exercise independent judgment within established guidelines after gaining adequate experience in the operation of the office.

Essential Duties and Responsibilities

Purchasing

- facilitate vendor payment processing in coordination with the Finance Dept.
- Vendor maintenance & W9 Compliance
- Online web-based purchasing process development & maintenance
- Negotiate preferred pricing & vendor discounts
- Establish countywide standardized specs for commonly acquired items

RFPs, RFQs and Bids

- Coordination of County procurement processes thru Munis software systems; Particularly utilizing the Bid, Contracts, and Procurement software modules.
- Development & Distribution of RFPs, RFQs and/or Bid documents
- Coordinate the RFP, RFQ and/or Bid opening process for county with vendors
- Coordinated centralized purchasing of County Vehicles, IT Pool, Equipment, Property, Supplies per established specifications

Contracts

- Coordinate County Contract processes utilizing Munis software systems
- Verify authorized and approved signatures
- Manage all contract related documents ensuring they are scanned & indexed appropriately utilizing the Munis software systems.
- Monitor contract compliance & contract renewal deadlines

Asset Management

- Assure supporting documentation is scanned and indexed to the appropriate assets utilizing the Munis software systems (i.e. warranty, user manual, title, registration, maintenance records, etc.)

Quality Control

- Ensure compliance with County Ordinances, Policies & Procedures
- Fraud detection

TCM Document Management

- Primary County electronic document management facilitator

Provide support to the Office of the County Administrator

- Clerical/Receptionist Services
- Budget Development and Compliance
- Financial Systems & Document Management Support & Training
- Report Development (i.e. Budget, Print Management, Committee)
- Drafts and prepares general and confidential correspondence and reports of County Administrator, governing committees, department heads, management and special committees meetings as assigned by the County Administrator;
- Keeps confidentiality of work-related matters;
- May back up and/or perform tasks for other departments as assigned;
- Performs other administrative and clerical duties as necessary or directed by the County Administrator;

Physical Demands

Works indoors in the controlled environment of an office setting; lifts, pushes, pulls up to 10 pounds, occasionally up to 80 pounds; moves about county with occasional exposure to adverse environmental and atmospheric conditions.

Supervision Exercised

None, but may exercise functional supervision of various operations as delegated by the County Administrator.

Qualifications

1. Associate degree in Accounting or Finance preferred.
2. Minimum of five years of office experience, two years purchasing and/or procurement experience preferred.
3. Must be computer literate and proficient in MS Excel, MS Word and MS Outlook
4. Demonstrated effective oral, written and interpersonal communication skills.

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 Category

Non-Exempt - Confidential

Administrator signature

Date: _____

Revised: 3/16

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 submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 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 write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) 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 approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) 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

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: Land Conservation Date: 2/26/16

Department Head: Bob Micheel

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 LCD programs and landowners of Monroe County are being underserved without an administrative Assistance position. The existing professional staff are side tracked and sometimes consumed with clerical/non-essential duties when they were hired to provide a professional service to the residents of Monroe County. Support staff is a key component of being successful in implementing Federal, State and Local conservation programs. Monroe County has dropped numerous programs, educational efforts and staff time in the field since the clerical staff was not re-hired in 2007.

Suggested Title: Land Conservation - Administrative Assistant I

Full Time X Part Time /hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 7/2016

C. General Description of the Position: The Land Conservation - Administrative Assistant provides support for the LCD/NRCS office and professional staff. This position is the first point of contact for landowners/customers when contacting the Land Conservation Department or the Natural Resource Conservation Service (NRCS). They will be responsible for answering questions & or request and directing the customer to the right professional. This person should have a working knowledge of programs & responsibilities of the LCD and their conservation partners. Strong communication skills coupled with a working knowledge of the LCD/NRCS computer programs/software will be a priority for this position.

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

1. Performs reception duties for the LCD/NRCS office. Receives, sorts and distributes mail, directs customers to the appropriate personnel/agency & or directly handles the request.
2. Provide basic clerical support for all technical and professional staff (Word, Excel, Access, and Power-Point).
3. Responsible for all related departmental minutes and agendas.
4. Maintains financial tracking database for LCD budget items & vendor information, prepares and post bills utilizing county

software (MUNIS); tracks and prepares annual reports for State and Federal programs as directed by the County Conservationist.

5. Maintains, bills, collects permit fees for non-metallic mining, manure storage, and crop rental acreage for Monroe County.
6. Coordinates and organizes special events: conservation awards, banquets, meetings, trainings, and speaking contest, etc. This would also include development and or assisting with the school - conservation educational programs.
7. Develops, designs, edits, and disseminates conservation information, education materials, department newsletter, etc. Update and maintain LCD website.
8. Maintain/assemble landowner conservation files, contracts, GIS & Soil maps, etc.
9. Responsible for maintaining and ordering general office supplies, including keeping an inventory of all LCD assets.
10. Maintain LCD contractor list/contact list; mail out project bid notices, bid invites, bid results, etc.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma; Associated degree in business/accounting or related field with advanced training in business administration, bookkeeping and accounting.

Experience: A minimum of 2 years of office management experience and or a combination of training and experience which provides the required knowledge and skills. Requires computer experience utilizing Microsoft Programs (Database, Word, Excel, Access, and Power Point) and accounting applications.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$13.50	\$28,080	\$1,854	\$1,741	\$13,628	\$779	\$18	\$37

Medicare = \$408

1. Where will the funds for this position come from: The Natural Resource Conservation Service (NRCS) will pay for 50% of this position and associated cost while the County pays for the other 50 %.(see attached: LCD staff support funding)

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

Is office space presently available? Yes Where? Front door

Estimated equipment cost: N/A

Is this cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: \$23,272.50

4. Thereafter, annual cost of salary and fringes: \$46,545.00

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position Will have: N/A

2. Employees directly supervised: Indirectly:

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? County Conservationist/Director

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

MONROE COUNTY - PROPOSED 0.73% increase
2016 SALARY RANGES @ 50th PERCENTILE (7.1.2016)

Pay Group	Job Title	Dept	Annual			Hourly		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
1	County Administrator	ADM	\$80,544	\$100,680	\$120,816	\$38.72	\$48.40	\$58.08
2	OPEN		\$74,906	\$93,632	\$112,358	\$36.01	\$45.02	\$54.02
3	OPEN		\$69,662	\$87,078	\$104,493	\$33.49	\$41.86	\$50.24
4	Corporation Counsel	CC	\$64,786	\$80,982	\$97,179	\$31.15	\$38.93	\$46.72
	Finance Director	FIN						
	Highway Commissioner	HWY						
	Human Services Director	HS						
	Personnel Director	PER						
	Rolling Hills Administrator	RH						
5	Information Systems Director	IS	\$60,251	\$75,314	\$90,376	\$28.97	\$36.21	\$43.45
6	Clinical Administrator	HS	\$56,033	\$70,042	\$84,050	\$26.94	\$33.67	\$40.41
	Director of Nursing	RH						
	Health Director/Health Officer	HD						
7	Assistant Director of Health Department	HD	\$52,111	\$65,139	\$78,166	\$25.05	\$31.32	\$37.58
	Chief Deputy	SHE						
	Sanitation & Zoning Administrator	SPZ						
8	Assistant Director of Nursing/Rehab Services	RH	\$48,463	\$60,579	\$72,695	\$23.30	\$29.12	\$34.95
	ADRC Social Work Supervisor	HS						
	Communications Center Administrator	CCTR						
	County Conservationist	LC						
	Forestry & Parks Administrator	FP						
	Lieutenant	SHE						
	Property Manager	MNT						
	Public Health Nurse	HD						
	Social Work Supervisor	HS						
	Solid Waste Manager	SW						
9	Assistant Finance Director/HS Business Services	FIN	\$45,071	\$56,338	\$67,606	\$21.67	\$27.09	\$32.50
	Assistant Finance Director/RH Business Services Admin	FIN						
	Highway Patrol Supervisor	HWY						
	Resident Care Coordinator	RH						
	RN Supervisor	RH						
	Senior Services Director	SS						
	Assistant Jail Administrator	SHE						
10	Child Support Director	CS	\$41,916	\$52,395	\$62,874	\$20.15	\$25.19	\$30.23
	Director of Active Treatment	RH						
	Director of Activity	RH						
	Director of Social Services	RH						
	Economic Support Supervisor	HS						
	Emergency Management Coordinator	EM						
	Food Service Supervisor	RH						
	Information Systems Analyst	IS						
	Justice Coordinator	JUS						
	Personnel Coordinator	PER						
	Registered Nurse	RH						
	Sergeant	SHE						
	Shop Superintendent	HWY						
	Social Worker II	HS						
11	County Historian/Director	HIST	\$38,982	\$48,727	\$58,473	\$18.74	\$23.43	\$28.11
	Information Systems Specialist	IS						
	Investigator	DA						
	Patrol/Investigator	SHE						
	Real Property Coordinator	TRE						
	Sanitation & Zoning Officer	SPZ						
	Social Worker I	RH						
	Social Worker I	HS						
	OWI Court Social Worker/Case Manager	JUS						
	WIC Coordinator/Nutritionist	HD						

**MONROE COUNTY - PROPOSED 0.73% increase
2016 SALARY RANGES @ 50th PERCENTILE (7.1.2016)**

Pay Group	Job Title	Dept	Annual			Hourly		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
12	District Attorney Office Manager II	DA	\$36,253	\$45,316	\$54,379	\$17.43	\$21.79	\$26.14
	Assistant Solid Waste Manager	SW						
	Community Health Educator	HD						
	Equipment Operator II	HWY						
	Highway Foreman	HWY						
	Human Services Administrative Coordinator	HS						
	Soil & Water Conservationist	LC						
	Veteran Services Officer	VS						
WIC Nutrition Educator	HD							
13	Administrative Assistant II	CA	\$33,715	\$42,144	\$50,573	\$16.21	\$20.26	\$24.31
	Assistant Justice Coordinator	JUS						
	Equipment Operator I	HWY						
	Highway Sign Person	HWY						
	Jailer	SHE						
	Judicial Assistant	CIR						
	Legal Secretary	CC						
	Legal Secretary	DA						
	Mechanic	HWY						
	Highway Parts Person	HWY						
	Preventative Maintenance Technician	MNT						
Welder	HWY							
14	Accounts Receivable Clerk/Accountant II	FIN	\$31,355	\$39,194	\$47,033	\$15.07	\$18.84	\$22.61
	Assistant Activity Director/Volunteer Coordinator	RH						
	Assistant Mechanic	HWY						
	Deputy Clerk of Court/Accountant II	CLC						
	Director of Medical Records	RH						
	Dispatcher	CCTR						
	Highway Office Manager I	HWY						
	Human Services Accountant II	FIN						
	Humane Officer	SPZ						
	Justice Program Specialist	JUS						
	Bond Programming Specialist	JUS						
	Electronic Monitoring Specialist	JUS						
	Medical Records Technician	HD						
Section Leader	HWY							
Sheriff Office Manager I	SHE							
15	Accounts Payable Clerk/Accountant I	FIN	\$29,160	\$36,450	\$43,741	\$14.02	\$17.52	\$21.03
	Bailiff	SHE						
	Benefit Specialist	SS						
	Child Support Specialist	CS						
	Deputy Register of Deeds	ROD						
	Health Department Accountant I	FIN						
	Highway Helper	HWY						
	Human Services Accountant I	FIN						
	Licensed Practical Nurse	RH						
	Medical Transcriptionist/Office Clerk II	HD						
	Medical Transcriptionist/Office Clerk II	RH						
	Payroll Clerk/Accountant I	FIN						
	Public Works Laborer	HWY						
	Register in Probate	CIR						
Senior Services Accountant I	FIN							
16	Administrative Assistant I	ME	\$27,119	\$33,899	\$40,679	\$13.04	\$16.30	\$19.56
	Administrative Assistant I	SPZ						
	Administrative Assistant I	EXT						
	Administrative Assistant I	SHE						
	Deputy Veteran Services Officer	VS						
	Deputy County Treasurer	TRE						
	Deputy County Clerk	COC						
	Economic Support Specialist	HS						
	Forestry & Parks Park Ranger	FP						
	Interstate Specialist/Administrative Assistant I	CS						
	Nutrition Program Coordinator	SS						
	Receptionist/Administrative Assistant I	SHE						

**MONROE COUNTY - PROPOSED 0.73% increase
2016 SALARY RANGES @ 50th PERCENTILE (7.1.2016)**

Pay Group	Job Title	Dept	Annual			Hourly		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
16	Resident Service Coordinator	RH						
(cont)	Social Services Aide	HS						
	Transportation Coordinator	SS						
	Victim/Witness Specialist	DA						
17	Accounts Office Clerk II	HWY	\$25,221	\$31,526	\$37,831	\$12.13	\$15.16	\$18.19
	Active Treatment Program Assistant	RH						
	Beautician	RH						
	Child Support Office Clerk II	CS						
	Civil Office Clerk II	CLC						
	Clerk Of Courts Office Clerk II	CLC						
	Court Office Clerk II	CLC						
	Criminal Office Clerk II	CLC						
	Dietary/Head Cook	RH						
	District Attorney Office Clerk II	DA						
	Family Office Clerk II	CLC						
	Juvenile Court Office Clerk II	CIR						
	Maintenance Custodian	MNT						
	Recording Office Clerk II	ROD						
	Small Claims Office Clerk II	CLC						
	Traffic Office Clerk II	CIR						
	Treasurer Office Clerk II	TRE						
	Unit Secretary Office Clerk II	HS						
	Unit Secretary/Transcriptionist Office Clerk II	HS						
18	Jury/Traffic Office Clerk I	CLC	\$23,455	\$29,319	\$35,183	\$11.28	\$14.10	\$16.91
	Purchasing/License Office Clerk I	COC						
	Receptionist/Office Clerk I	CLC						
	Receptionist/Office Clerk I	SPZ						
	Senior Services Office Clerk I	SS						
	Solid Waste Office Clerk I	SW						
	Unit Secretary Office Clerk I	HS						
	WIC Health Screener/Office Clerk I	HD						
19	Dietary Cook	RH	\$21,813	\$27,267	\$32,720	\$10.49	\$13.11	\$15.73
	Nursing Assistant	RH						
	Supply Aide	RH						
	Transportation Aide	RH						
20	Activity Aide	RH	\$20,287	\$25,358	\$30,430	\$9.75	\$12.19	\$14.63
	Dietary Aide	RH						
	Dietary Aide/Housekeeper	RH						
	Housekeeper	RH						
	Laundry Aide	RH						
	Mini-Bus Driver	SS						
	Research Assistant	HIS						
	Site Manager/Driver	SS						
	Van Driver	SS						
21	OPEN		\$18,866	\$23,583	\$28,300	\$9.07	\$11.34	\$13.61

benchmark positions

March 2016 - Discussed to be approved starting 7/1/16