

Agenda
***Revised December 12, 2013**
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549
December 17, 2013 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of November 19, 2013 minutes
7. Communications
8. Monthly Financial Report
9. Consideration of reclassification of the Administrative Specialist I and Administrative Assistant I positions at the Fair Park
10. Consideration of creation of a full-time Enforcement Specialist position in Child Support
11. Consideration to eliminate a full-time Van Driver position and create two less-than-half-time Van Driver positions at Human Services
12. Update on Safety consultant position
13. *Consideration to Create a Medical Examiner position and eliminate the Coroner position, effective January 1, 2015
14. *Consideration to amend Personnel HR0645, Holidays, to allow new employees to carryover the Floating Holiday
15. Report from Human Resources Director
 - a. Vacant position requests
 - b. Emergency help requests
 - c. New hires starting above minimum
 - d. Update on new and re-classification grade placements
16. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations.
17. Reconvene into open session for consideration and possible action regarding items discussed in closed session
18. Set next meeting date and agenda
19. Adjournment

Next scheduled meeting: January 21, 2014 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 19, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, J. Schroeder, P. Rogers and G. David (in at 8:34am). Absent: D. Schulz. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; J. Nehmer; B. Frank; S. Jensen; Bill Barnes, Nationwide; Jeff Francis, Nationwide; D. Diestler; B. Lamers.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by P. Rogers, second by J. Schroeder, to approve the October 22, 2013 minutes. Motion carried 4:0.
7. Communications: None.
8. Fourth quarter retirement. At this time, one retirement from Highway for October – December, 2014.
9. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now, but the consultant for labor negotiations was being utilized more than was anticipated.
10. Terri Palm, HR Director, reported hiring a CCS Facilitator, with previous County experience, at Step 3.
11. Motion by P. Rogers, second by G. David, to recommend to County Board the creation of a pool of occasional part-time Group Home Workers at Human Services. Motion carried 4:0.
12. Ben Wehmeier, County Administrator, reported that the Fair Park Director was reviewing current job descriptions and looking at possible changes with the retirement of Gail Zastrow. Motion by P. Rogers, second by J. Schroeder, to support a reclassification to be implemented upon vacancy due to retirement, if deemed appropriate by staff. Motion carried 4:0.
13. Motion by J. Schroeder, second by G. David, to amend the contract for flexible spending benefits to allow a \$500 carryover extension per IRS Notice 2013-71, to be reviewed again in October. Motion carried 4:0.

14. T. Palm provided a brief history of deferred compensation choices in Jefferson County and reviewed the employee survey, which indicated the majority of those responding would not want to change our plan with Nationwide Deferred compensation. No action taken.
15. An update provided regarding a change from elected Coroner to appointed Medical Examiner position. HR will continue to work with the Coroner to draft a job description and have the potential new position evaluated for grade/classification placement.
16. Motion by J. Schroeder, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, and 19.5 (1)(f), consideration of an employee's specific medical history. All present responding "Aye". Moved into closed session at 9:03am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier and T. Palm and S. Jensen from 9:29am to 9:46am.
17. Motion by P. Rogers, second by J. Schroeder, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 9:52am.
 - a. Motion by J. Schroeder, second by G. David, to approve the extension of the leave of absence through December 30, 2013. Motion carried 3:1 (Braughler). Also noted that Committee was supportive of S. Jensen to recruit emergency help if possible.
18. Next meeting scheduled for December 17, 2013, at 8:30am to include regular items. P. Rogers indicated she would not be available for the January meeting.
19. Motion by G. David, second by P. Rogers, to adjourn. Meeting adjourned at 9:55am.

Human Resources Committee Secretary

Date

Human Resources
41

Date Ran 11/21/2013
Period 10
Year 2013

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(4.00)	-	(40.00)	40.00	(48.00)	(48.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(4.17)	(14.48)	(41.67)	27.19	(50.00)	(35.52)	28.96%
451200	RECORDS & REPORTS	-	(4.17)	-	(41.67)	41.67	(50.00)	(50.00)	0.00%
Totals		-	(12.33)	(14.48)	(123.33)	108.85	(148.00)	(133.52)	9.78%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	16,301.78	15,872.50	144,667.33	158,725.00	(14,057.67)	190,470.00	45,802.67	75.95%
511210	WAGES-REGULAR	-	427.90	-	4,279.03	(4,279.03)	5,134.83	5,134.83	0.00%
511240	WAGES-TEMPORARY	356.56	189.67	369.69	1,896.67	(1,526.98)	2,276.00	1,906.31	16.24%
511310	WAGES-SICK LEAVE	117.44	-	2,745.67	-	2,745.67	-	(2,745.67)	#DIV/0!
511320	WAGES-VACATION PAY	1,159.03	-	9,546.11	-	9,546.11	-	(9,546.11)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	29.08	-	290.83	(290.83)	349.00	349.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	4,494.15	-	4,494.15	-	(4,494.15)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	11.98	-	2,516.43	-	2,516.43	-	(2,516.43)	#DIV/0!
512141	SOCIAL SECURITY	1,310.41	1,229.73	11,863.32	12,297.34	(434.02)	14,756.81	2,893.49	80.39%
512142	RETIREMENT (EMPLOYER)	1,169.91	1,081.96	10,904.13	10,819.56	84.57	12,983.47	2,079.34	83.98%
512144	HEALTH INSURANCE	2,514.42	3,813.33	37,791.99	38,133.33	(341.34)	45,760.00	7,968.01	82.59%
512145	LIFE INSURANCE	8.17	8.50	87.48	85.00	2.48	102.00	14.52	85.76%
512173	DENTAL INSURANCE	97.20	243.00	2,406.20	2,430.00	(23.80)	2,916.00	509.80	82.52%
521218	ARBITRATOR	-	1,050.00	-	10,500.00	(10,500.00)	12,600.00	12,600.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	3,624.08	19,970.56	36,240.83	(16,270.27)	43,489.00	23,518.44	45.92%
521220	CONSULTANT	-	1,250.00	-	12,500.00	(12,500.00)	15,000.00	15,000.00	0.00%
521225	SECTION 125	336.20	542.50	3,991.58	5,425.00	(1,433.42)	6,510.00	2,518.42	61.31%
521226	ERGONOMICS	-	41.67	-	416.67	(416.67)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	-	291.67	250.00	2,916.67	(2,666.67)	3,500.00	3,250.00	7.14%
521228	LABOR NEGOTIATIONS	1,440.40	-	3,171.90	-	3,171.90	-	(3,171.90)	#DIV/0!
521229	RECRUITMENT RELATED	68.80	812.50	759.52	8,125.00	(7,365.48)	9,750.00	8,990.48	7.79%
521296	COMPUTER SUPPORT	-	311.25	3,788.84	3,112.50	676.34	3,735.00	(53.84)	101.44%
531243	FURNITURE & FURNISHINGS	-	25.00	-	250.00	(250.00)	300.00	300.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	-	41.67	908.60	416.67	491.93	500.00	(408.60)	181.72%
531311	POSTAGE & BOX RENT	31.82	33.33	297.36	333.33	(35.97)	400.00	102.64	74.34%
531312	OFFICE SUPPLIES	27.90	115.00	567.21	1,150.00	(582.79)	1,380.00	812.79	41.10%
531313	PRINTING & DUPLICATING	125.66	58.33	887.37	583.33	304.04	700.00	(187.37)	126.77%
531314	SMALL ITEMS OF EQUIP	-	-	325.03	-	325.03	-	(325.03)	#DIV/0!
531323	SUBSCRIPT TAX,LAW & OTHER	-	219.58	2,598.70	2,195.83	402.87	2,635.00	36.30	98.62%

531324	MEMBERSHIP DUES	-	62.92	600.00	629.17	(29.17)	755.00	155.00	79.47%
532325	REGISTRATION	200.00	310.58	490.00	3,105.83	(2,615.83)	3,727.00	3,237.00	13.15%
532332	MILEAGE	209.05	112.50	726.47	1,125.00	(398.53)	1,350.00	623.53	53.81%
532334	COMMERCIAL TRAVEL	-	50.00	-	500.00	(500.00)	600.00	600.00	0.00%
532335	MEALS	62.44	78.67	102.50	786.67	(684.17)	944.00	841.50	10.86%
532336	LODGING	420.00	220.00	630.00	2,200.00	(1,570.00)	2,640.00	2,010.00	23.86%
532339	OTHER TRAVEL & TOLLS	-	-	5.25	-	5.25	-	(5.25)	#DIV/0!
532350	TRAINING MATERIALS	258.53	346.00	645.36	3,460.00	(2,814.64)	4,152.00	3,506.64	15.54%
533225	TELEPHONE & FAX	22.52	21.25	229.00	212.50	16.50	255.00	26.00	89.80%
535242	MAINTAIN MACHINERY & EQUIP	-	21.25	345.42	212.50	132.92	255.00	(90.42)	135.46%
571004	IP TELEPHONY ALLOCATION	29.80	30.17	298.00	301.67	(3.67)	362.00	64.00	82.32%
571005	DUPLICATING ALLOCATION	47.98	128.33	479.81	1,283.33	(803.52)	1,540.00	1,060.19	31.16%
571009	MIS PC GROUP ALLOCATION	563.35	458.17	5,616.10	4,581.67	1,034.43	5,498.00	(118.10)	102.15%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	188.50	191.17	1,885.00	1,911.67	(26.67)	2,294.00	409.00	82.17%
591519	OTHER INSURANCE	84.79	82.42	848.32	824.17	24.15	989.00	140.68	85.78%
594813	CAP OFC EQUIP	-	345.83	4,915.00	3,458.33	1,456.67	4,150.00	(765.00)	118.43%

Totals		28,209.64	33,771.51	282,725.40	337,715.09	(54,989.69)	405,258.11	122,532.71	69.76%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!

Total Business Unit		28,209.64	33,759.18	282,710.92	337,591.76	(54,880.84)	405,110.11	122,399.19	69.79%
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RESOLUTION NO. 2013 - _____

Resolution reclassifying the Administrative Specialist I and Administrative Assistant I positions at the Fair Park

WHEREAS, Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, states that “reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, unless otherwise recommended and approved by the Board of Supervisors,” and

WHEREAS, Gail Zastrow, Fair Administrative Specialist I, has announced her retirement after nearly 20 years with Jefferson County and the Jefferson County Fair Park, and

WHEREAS, the Fair Park Director recognizes that it will be nearly impossible to fill the Administrative Specialist I position with an applicant that has the skills and knowledge of the Fair Park, the County Fair and the 4-H program obtained by Ms. Zastrow during her 20-years of service, and

WHEREAS, the Fair Park Director also recognizes the need to increase the marketing, sponsorship and promotional opportunities for the Fair Park and the County Fair, while at the same time increase the flexibility of duties between staff, and

WHEREAS, the Fair Park Director requests, and the County Administrator and the Human Resources Committee recommend, reclassification of both the Administrative Specialist I position (Grade 4) to a Marketing/Administrative I position (Grade 3) and the incumbent of the Administrative Assistant I position (Grade 2) to a Marketing/Administrative I position (Grade 3), effective upon the retirement of Ms. Zastrow.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations in the Fair Department be and is hereby amended to reflect the above reclassification changes, effective January 28, 2014.

Fiscal Note: Sufficient funds are available in the 2014 Fair Department budget, as there is no additional cost anticipated for the reclassifications.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Human Resources Committee

01-14-14

NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Child Support Agency
Subdepartment/Unit: _____

Proposed Job Title: Child Support Specialist

Requested by: Stacey Jensen, Agency Director

Please provide a brief summary of the purpose and duties of the new position.

Workload demands, increase in caseload, various staff absences require an additional staff person to perform the job functions of a Child Support Specialist.

What are the consequences if this position is not approved?

If this position is not approved and the agency is not full-staffed, it is possible federally mandated timelines and performance standards may not be met. Part of the agency funding is based on performance. Therefore it is imperative that the agency maintain a staffing level that allows the agency to provide the required agency services.

How would this position be funded?

The Agency will receive an additional \$49,406 in state/federal revenue which was not included in the 2014 budget. This position will also be eligible for approximately 66% federal reimbursement.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

The workload is currently being performed by the other Child Support Specialists and Agency Director as time permits and on overtime.

RESOLUTION NO. 2013 - _____

Resolution creating a full-time Enforcement Specialist in the Child Support Agency

WHEREAS, the Child Support Agency (CSA) receives federal, state and county funding to support its efforts in child support enforcement, and

WHEREAS, there is an additional \$50,934 money available money through the State that was not anticipated when the 2014 budget was adopted, and

WHEREAS, the workload to establish paternity and to establish and enforce child support and health insurance for Jefferson County residents has increased significantly in recent years, and

WHEREAS, the Child Support Director and the County Administrator recommend the creation of a part-time Enforcement Specialist to address the increase of cases, and

WHEREAS, after due consideration, the Human Resources Committee recommends the creation of the full-time, non-exempt Enforcement Specialist as requested by the Child Support Director and County Administrator.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budgets setting forth position allocations in the Child Support Agency be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: The total cost for this position is \$67,459 which is fully funded in 2014 with state and federal funding.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

VACANT _____

Requested by
Human Resources Committee

12-10-13

NEW POSITION COVER FORM

This is request for 2 new positions.

Department/Facility: Human Services
Subdepartment/Unit: Aging Division
Proposed Job Title: 2 Part time Drivers
Requested by: Kathi Cauley

Provide a brief summary of the purpose and duties of the new position.

These new positions would work 19 hours a week or less and provide transportation for Jefferson County elderly and disabled residents who need to transportation to medical appointments.

What are the consequences if this position is not approved?

The ramifications are: First, we would not spend our state allocation and have to return funds. Secondly, we would have to pay social workers, with higher salaries and high case loads, to do this work. Lastly, elderly and disabled citizens would not have transportation to reach necessary appointments.

How would this position be funded?

State money we already receive. We will have lower costs, by eliminating full time van driver transportation and by scheduling volunteer drivers less. We will be able to fund Brown Cab, \$9000 for 2014, to provide transportation for medical appointments between Fort Atkinson and Jefferson.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

We presently have a full time van driver. We are eliminating this position as of 1/5/14.

Please indicate what, if any, staffing changes you foresee in the next 5 years.

We will continue to participate in county wide transportation planning to understand what staff changes are necessary.

Submitted by: Kathi Cauley 12/10/13

REQUEST TO FILL A NEW POSITION

1. **Position to be filled:** DRIVER - part time
Department/Unit: Human Services
Approximate Hours: 19 hrs/week

Grade 2, \$13.188-16.954

Cost: \$13,030 **Benefits:** \$2,430 **Yes** X **No**

Wages	13,030
Benefits	<u>2,430</u>
Total	\$15,460

1. **Fiscal Note (how is position funded):** Each position is 80% funded by State s.85.21 Transportation Funds. The net county cost is \$3,092, which is the required match.
2. **Why is the position vacant?** These positions are new. Please see above.
3. **What efforts have you made to change the position?**
These positions are new.
4. **What would happen if the position is not filled?**
First, we would not spend our State allocation and have to return funds. Secondly, we would have to pay social workers, with higher salaries and high case loads, to do this work. Lastly, elderly and disabled citizens would not have transportation to reach necessary appointments
5. **Your recommendation, including anticipated date to fill?** I am requesting to fill these positions on 1/15/14 after County Board approval.

Submitted by: Kathi Cauley, Director
Human Services

Date: 12/10/13

RESOLUTION NO. 2013 - _____

Resolution eliminating one vacant full-time, non-exempt, Van Driver position and creating two part-time, non-exempt, Van Driver positions at Human Services

WHEREAS, elderly and disabled citizens rely on County transportation to tend to simple, basic needs of life such as shopping for groceries, picking up prescription drugs and going to medical appointments, and Appointments, and

WHEREAS, too often citizens needs are either not met or, currently, professional Social Workers are utilized to meet this increased need for services, and

WHEREAS, enhancing the flexibility of drivers would assist in meeting these needs, and

WHEREAS, the Human Services Director and the Human Services Board, recommend the elimination of a vacant full-time, non-exempt, Van Driver position and the creation of two part-time, non-exempt, Van Driver positions to assist in the challenge of meeting the special transportation needs of elderly and disabled adults so they can enjoy living independently in their own homes and connected to their communities, and

WHEREAS, after due consideration, the Human Resources Committee recommends the changes proposed by the Human Services Board and the Human Services Director.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage of this resolution.

Fiscal Note: The annual cost of a Driver, working 19 hours per week is \$13,296.00. The position is 82% funded by Transportation grant funds (\$10,903.00) and 18% funded with tax levy (\$2393.00). The total tax levy cost for the remainder of 2013 is \$1695.33. As there are sufficient funds budgeted in the 2013 Wisconsin DOT Specialized Transportation grant account, no budget amendment is needed.

AYES _____

NOES _____

ABSENT _____

ABSTAIN _____

Requested by
Human Resources Committee

01-14-14

JEFFERSON COUNTY JOB DESCRIPTION QUESTIONNAIRE (JDQ)

NAME: New Position	TITLE: Medical Examiner	DATE: December 2013
DEPARTMENT: _____		WORK LOCATION: _____
PHONE: _____		
IMMEDIATE SUPERVISOR: _____		SUPERVISOR'S TITLE: _____

TIME EMPLOYED IN CURRENT JOB TITLE: Years _____ Months _____

TIME EMPLOYED IN CURRENT DEPARTMENT: Years _____ Months _____

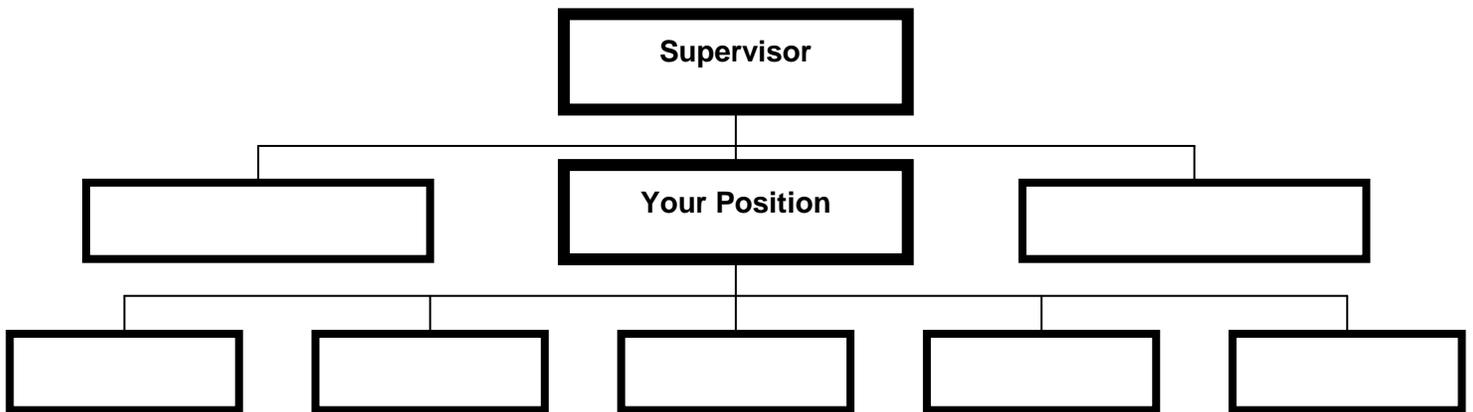
TOTAL EMPLOYMENT WITH ORGANIZATION: Years _____ Months _____

WORK HOURS (Start/Finish) _____

FULL TIME _____ REGULAR PART-TIME _____ (%) OTHER _____

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization.

Statutory position to conduct medicolegal death investigation which occur as a result of incidents which begin in Jefferson County.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Indicate the approximate percentage of time spent on each accountability annually. Then explain how the outcomes could be measured.

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
10%	Responds to death calls and documents the death scene. Examines deceased and the circumstances of the death.	No complaints that ME not there/late.
10%	Performs the death scene investigation, determines cause and manner of death; determines need for autopsy, toxicology, x-ray, etc; determines need for detectives, crime lab, District Attorney, etc., administers death notification and pronouncements, interviews witnesses, and documents death scenes. May initiate proceedings to convene an inquest when necessary	All information is gathered immediately and no inquiries for additional information later
10%	Identifies the deceased and notifies next of kin personally or in conjunction with other law enforcement and judicial agencies. Answers family questions and concerns over deceased individuals.	Zero complaints from family members.
10%	Obtains personal data and medical history of the deceased by examining documents and interviewing relatives, friends and acquaintances of the deceased.	Not necessary to re-question; correct assessment made for reason of death
10%	Collects, maintains and disposes of evidence; obtains samples and specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides.	

10%	Arranges for performance of pathological or mediological examinations and other tests, including autopsies, as individual situations warrant, and may accompany body to and observe the autopsies.	
2%	Provides court testimony as needed. Testifies as an expert witness when requested concerning the facts and conclusions disclosed by autopsies, physical examinations and any other tests performed.	Case not dismissed because of ME error
10%	Maintains complete files on all cases reported to the Medical Examiner's office. Maintains a log and statistical data on all case reported to the Medical Examiner's Office. Completes forms, prepares and presents questionnaires and reports. Keeps appropriate records.	Audit successful. Required reports to State are accepted
10%	Prepares and provides cremation authorizations, permission to embalm, disinterment permits and death certificates as required. Prepares and submits reports, documentation and correspondence including Medical Examiner's reports, traffic fatality reports and firearm death reports.	Reports are not rejected/returned because of errors
5%	Appoints and supervises Chief Deputy Medical Examiner and Deputy Medical Examiners; selects new employees, coordinates, assigns and reviews the work of the deputies; acts on problems and concerns, maintains standards and recommends salary as appropriate.	Any problems do not reoccur; deputies respond accordingly
5%	Manages department purchases, billings, accounts payable and maintains property audits of the office. Prepares and administers department annual budget, monitors, oversees, and authorizes expenditures, processes and pay invoices. Purchases and maintains supplies and equipment.	Budget balances
5%	Attends training meetings and seminars, maintains current knowledge of methods and procedures through professional literature, publications, Internet, etc., provides training, in-service, and public speaking as needed.	New techniques are applied to make office efficient

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1. Formal preparation/education (or equivalent) necessary to qualify for the position.

Graduation from high school or equivalent. Associate degree in nursing, medical terminology, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two years of medical investigative experience. A combination of educations and experience that provides the necessary knowledge, skills and abilities maybe considered. Approved training in death investigation within one (1) year of job commencement. Continuing education to improve death investigation skills. Accounting, secretarial and computer skills is preferred. Valid Wisconsin Driver's license and access to personal transportation or other reliable means of city and rural travel on a 24-hours basis. Must be available twenty four (24) hours a day, seven (7) days a week, unless proper replacement and reported to dispatching/paging agency.

2. Relevant experience required to qualify for the position (number of years of relevant experience needed)

Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses.

3. Note any other training/certifications, etc. which is needed for the position.
4. Please indicate additional education, experience or training that is *desired* for the position.
5. Please indicate your education, experience, etc. that you have.

IV. JUDGMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGMENTS	WHAT IS THE IMPACT OF THESE JUDGMENTS
<p>Cause and Manner of death, certification of death certificate</p> <p>Funeral arrangements for unclaimed bodies, strangers, and estranged individuals</p>	<p>DA, family, insurance companies see results</p> <p>Public may occasionally see, family members, friends of deceased</p>	<p>May affect criminal or civil charges, insurance claims</p> <p>Arrangements for funeral services are made at discretion of medical examiner to ensure that the decedent's remains are made in a respectful suitable manner and a cost effective manner to the county</p>

V. WORK RELATIONSHIPS

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

TYPICAL WORK RELATIONSHIPS	PURPOSE OF THE RELATIONSHIP
<p>Law enforcement DA</p> <p>Fire/EMS</p> <p>Hospital, nursing home, other medical facilities</p> <p>Physicians and other medical staff</p> <p>County employees in other depts.</p>	<p>Cooperative but separate death investigations Relevant records on appropriate cases are given to DA for review</p> <p>Records, information gathered from these agencies relevant to their interaction with patient or scene prior to ME arrival on scene</p> <p>Records, information gathered from these agencies relevant to their interaction with patient or scene prior to ME arrival on scene</p> <p>Contact with these professionals relevant to patients past medical history and discussion of certification of death certificate</p> <p>Contact with other depts. in relationship to their specific roles and relationship with the medical examiner's office (ie. Reg of deeds and filing of death certificates.</p>

Funeral homes	Involved in family wishes. Often at scene to remove decedent from scene
Organ donation agencies	Required reorting. Often assist families to help facilitate donation
Families of the decedent	Contact with the decedent's family is necessary to explain the role of the ME office, gather information about the deceased, determine disposition, and conduct follow up
Media	Contact regarding inquiries, news stories

VI. WORK ENVIRONMENT

Please complete the following:

X Inside (sheltered) 70 % Noise _____% X Travel required 75 %

X Outside work 30 % X Fumes, odors 10 %

Temperature extremes _____% X Hazards 10 % Other (note below) _____%

Are there any unusual physical requirements for your position? X Yes No

If yes, please explain: Ability to lift weight and encounter unpleasant situations (visual as well as smells)

V. PROBLEM SOLVING.

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Have to quickly assess situation including medical information, circumstances surrounding death and determine who has jurisdiction regarding the decedent.	Medical personal, law enforcement, hospital staff, DA, funeral homes, organ donation agencies

VIII. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Responsibility for others:

- a. Number of People: approximately 4
- b. Their Position Titles: Chief Deputy ME, Deputy ME
- c. Which, if any, of the following do you perform?:
 - 1. Directly Supervise?
 - 2. Train / Instruct?
 - 3. Give Work Direction?
 - 4. Do Project Management?
 - 5. Conduct Performance Reviews?
 - 6. Discipline?
 - 7. Hire?

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

ME Budget

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS

Does your position require any unusual or unique mental requirements? Deal with death every day, including elderly, abused, children, etc.

X. ADDITIONAL DATA / NOTABLE INFORMATION

Please identify any other information, which would help someone else understand your position more clearly:

XI. SUPERVISOR'S REMARKS

EMPLOYEE SIGNATURE : _____ DATE: _____

SUPERVISOR SIGNATURE : _____ DATE: _____

DEPARTMENT HEAD SIGNATURE : _____ DATE: _____

HUMAN RESOURCES SIGNATURE : _____ DATE: _____

HR0645

HOLIDAYS. [am. 12/13/11, ord. 2011-21]

- A. All eligible employees shall be allowed the following days with pay, pro-rated for eligible part-time employees, working at least half-time: [am. 12/13/11, ord. 2011-21]

New Year's Day	Floating Holiday
Spring Holiday, as determined annually By the Human Resources Committee	Thanksgiving Day The day after Thanksgiving
Memorial Day	December 24
Independence Day	Christmas Day
Labor Day	

- B. Nonrepresented Sheriff's Department staff shall follow their respective union contract schedule. [am. 12/13/11, ord. 2011-21]
- C. In lieu of the paid holidays above, Communications Operators and Cooks in the Sheriff's Department, and Intake/On-call Workers, Group Home Workers and the Lueder Haus Supervisor at Human Services, shall receive ten (10) floating holidays each year. Such days are to be taken at the discretion of the employee subject to the approval of the supervisor. Such employees shall work if scheduled on any day otherwise observed as a holiday by other County employees without additional compensation. Employees who have not used all of their holidays shall have them automatically paid out, on the first pay period in January at the previous year's rate in effect on December 31st. Holidays may be carried over into the new year upon approval of the County Administrator, used by March 1 or be forfeited. [cr. 12/13/11, ord. 2011-21]
- D. When a paid holiday falls on Saturday, the next preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21]
- E. When an employee is required to work on a designated holiday or works extra hours during the week of a designated holiday, holiday hours which would be compensated in accordance with policy so as to exceed a total of 40 hours for the week may be banked for the employee's use at a mutually agreeable time. This section does not apply to exempt employees receiving random hours. [am. ord. 85-10, 7/9/85; ord. 2002-33, 3/11/03; ord. 2010-29, 3/14/11, renumbered 12/13/11, ord. 2011-21]
- F. Except as provided in HR0645 (C), unused holidays cannot be carried over from one year to the next. Unused holidays shall be deemed waived. An exception will be considered for new employees hired in November or December who can demonstrate that they did not have a reasonable opportunity to use the floating holiday. These employees may request carryover with approval by the department head, Human Resources Director and County Administrator. Also, In exceptional circumstances, such as when December 24 or December 25 are the holidays affected by the emergency, the County Administrator may allow an employee to carry the unused holiday time into the next ensuing year. Such holiday time shall be used by March 1 of the succeeding year. A report summarizing approved requests shall be made to the Human Resources Committee [am ord. 2002-33, 3/11/2003; ord. 2003-27, 12/9/03; ord. 2006-35, 2/14/06; renumbered & am. 12/13/11, ord. 2011-21].

**Report to Human Resources Committee
December 17, 2013**

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests during the fourth quarter of 2013:

Child Support

- Coop Student

Clerk of Courts.

- Deputy Court Clerk II

Highway

- Highway Worker

Human Services

- Group Home Worker (PT)
- Child Alternate Care Coordinator
- Child Protection Services Ongoing Professional
- Comprehensive Community Services Facilitator
- Intake/Oncall Worker

Sheriff's Office

- Administrative Assistant II
- Communications Operator
- Deputy Sheriff

UW Extension

- Administrative Specialist I

Emergency Help Requests. The following were emergency help requests approved in the third quarter of 2013:

- **Clerk of Courts.** Request for clerical assistance in FCC
- **Human Resources.** Request to hire 100 hours of assistance to work on completing job descriptions.
- **Child Support Agency.** Request to seek Enforcement Specialist assistance due to LOA
- **Human Services.** Request for Group Home Worker assistance due to two vacancies
- **Sheriff.** Request for Communications Operator assistance

Hiring above Minimum. Approval was granted to rehire a former Communications Operator at Step 5, Grade 5 to assist as either emergency help or part-time worker to cover for vacancies.

Update on new and reclassification grade placements. See attached.

Respectively submitted,



Terri M Palm
Human Resources Director

Carlson Dettmann Consulting, LLC

MEMORANDUM

Date: December 10, 2013
To: Terri Palm, Human Resources Director
From: Katie McCloskey, Senior Human Resources Consultant
Re: Safety Coordinator Position

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review of the newly created Safety Coordinator position in the Human Resources Department. A Job Description Questionnaire (JDQ) dated November 15, 2013 was submitted our review. The request is for a classification review of this newly created position and for a recommendation of placement on the Jefferson County non-represented pay schedule. This is a shared position with Walworth County and it has been agreed upon that the position will be placed on the Jefferson County's wage schedule.

According to the JDQ, the position will report to the Jefferson County Human Resource Director and the Walworth County Administrator. The position will develop, implement and coordinate occupational health and safety programs for both Counties and assist departments, safety committees, managers and employees in identifying and resolving occupational health and safety issues. The position will be responsible for ensuring county-wide programs are implemented and maintained. The position will conduct accident and risk investigations and serve as staff support to various committees and/or work groups. A Bachelors Degree in Safety, Occupational Health or Industrial Engineering is required with a minimum of three years related work experience. The position will not have direct supervisory responsibility but will have a lead role in leading safety programs and training others in the area of safety.

CDC analyzed the position based on the new JDQ and applied our point factor job evaluation system based on the information provided. It is our recommendation, based on our analysis and application of job points, the position of Safety Coordinator, be placed at a **Grade 8** on the non-represented pay schedule. It is our recommendation that this position be treated as an exempt position under the FLSA regulations.

If you have any questions or would like to discuss my recommendation further, please do not hesitate to contact me at (608) 334-5285.

Carlson Dettmann Consulting, LLC
6907 University Avenue
Middleton, WI 53562
(608) 239-7991 (Charlie) (608) 334-5283 (Katie)
Charles.carlson@carlsondettmann.com
Katie.mccloskey@carlsondettmann.com

Carlson Dettmann Consulting, LLC

MEMORANDUM

Date: December 10, 2013
To: Terri Palm, Human Resources Director
From: Katie McCloskey, Senior Human Resources Consultant
Re: GIS/Engineering Technician Position

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review of the newly created GIS/Engineer position in the Highway Department. A Job Description Questionnaire (JDQ) dated November 19, 2013 was submitted our review. The request is for a classification review of this newly created position and for a recommendation of placement on the Jefferson County non-represented pay schedule.

According to the JDQ, the position will be responsible will report to the Operations Manager in the Highway Department. The position will create, organize, and manage all mapping applications and databases for the Highway Department GIS program. It will be responsible for importing data and various file formats from external sources and integrate the data into the Highway Department GIS system. The position will develop complex maps for display and analysis, and maintain and update the GIS system and will assist in engineering technical work for highway projects including survey work and field staking work. Four-year bachelor's degree in Geography with a GIS Emphasis or a minimum of an associate's degree in Civil Engineering with GIS coursework is required. Two to five years of experience is required or a four-year degree with GIS emphasis education/training can be counted toward the experience requirement. At this time, no supervisory responsibilities are anticipated.

CDC analyzed the position based on the new JDQ and applied our point factor job evaluation system based on the information provided. It is our recommendation, based on our analysis and application of job points, the position of GIS/Engineering Technician, be placed at a **Grade 8** on the non-represented pay schedule. It is our recommendation that the position be treated as non-exempt from the FLSA regulations.

If you have any questions or would like to discuss my recommendation further, please do not hesitate to contact me at (608) 334-5285.

Carlson Dettmann Consulting, LLC

MEMORANDUM

Date: December 10, 2013
To: Terri Palm, Human Resources Director
From: Katie McCloskey, Senior Human Resources Consultant
Re: Fair Parks Marketing Administrative Assistant

Jefferson County asked Carlson Dettmann Consulting (CDC) to conduct a classification review of the newly revised position Fair Parks Administrative Assistant position in the Fair Parks Department. A Job Description Questionnaire (JDQ) dated December 4, 2013 was submitted our review. The request is for a classification review of this newly created position and for a recommendation of placement on the Jefferson County non-represented pay schedule.

According to the JDQ, the position will report to the Director of Fair Parks and provide administrative, clerical, marketing and sales support to the Fair Park Director. The position will perform general administrative, clerical and customer service duties such as answering phones, greeting the public, answering general questions, processing mail, ordering supplies, preparing billing statements/invoices, collect fees and completing forms and documents as directed. The position will also make cold calls to prospective clients for sponsorships, company picnics and vendor agreements. One to Two years previous office and/or customer service experience, focusing on communications/sales/marketing industry are required.

CDC analyzed the position based on the new JDQ and applied our point factor job evaluation system based on the information provided. It is our recommendation, based on our analysis and application of job points, the position of Fair Parks Marketing/Administrative Assistant, be placed at a **Grade 3** on the non-represented pay schedule.

The County also asked for us to make a recommendation on a new job title for the position. Some title suggestions are Fair Parks Marketing Associate, Administrative Marketing Associate. You could also consider Customer Service Associate or Fair Parks Associate.

If you have any questions or would like to discuss my recommendation further, please do not hesitate to contact me at (608) 334-5285.