



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA- AMENDED AGENDA

Date & Time of Meeting: **Monday, August 19, 2019; 3:00 p.m.**

Meeting Location: **Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau, WI 54403**

Members: EJ Stark, Chair; Bill Miller, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, Yee Leng Xiong, Jeff Zriny

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly, or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12/20/05)

Human Resources, Finance & Property Committee Mission/Purpose: Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to the human resources initiatives, finance and property of the County.

1. Call to Order-Please silence your cellphones
2. Public Comment Period – None
3. Approval of the Minutes of the July 29, 2019 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports-2020 Budget Update
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 - (1) Approval of the July 2019 Claims and Questioned Costs-Palmer
 - (2) Tax Deed Bid Opening
City Of Wausau SALE #2019 -7
110 Miller Ave, Wausau, WI
 - (3) Presentation and discussion of engineering study of existing Wausau Library Roof and building envelope and possible next steps
 - (4) 2020 Reclassification and Job Evaluation Requests – 2020 Chart:
 - a. Administrative Specialist (Court Clerks) (4004, 4128, 4007, 4002, 4126, 4124), Clerk of Courts
 - b. Administrative Specialist (25503), Sheriff's Office
 - c. Social Service Professional (26148), Social Services
 - (5) Increase casual, seasonal, temporary employee pay rates – Countywide effective 8/25/19 and PRF start of 2019 winter season
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - (1) Discussion and Possible Action by Committee-2019 Interdepartmental Transfers-Palmer
 - (2) **Resolution to Accept Donation from the Wausau Area Pickleball Inc. to Construct 6 Pickleball Courts at Marathon Park-Polley**
 - (3) Restructure Chief Park Ranger position to contracted Deputy position; Abolish 1 FTE Assistant Park and Recreation Manager (Chief Park Ranger) DBM C42 in the Parks, Recreation & Forestry Department and create 1 FTE Deputy Sheriff-Recreational Safety, effective September 8, 2019 in the Sheriff's Office
 - (4) 2020 New Position Requests – 2020 Chart:
 - a. Administrative Assistant, CPZ (1 FTE)
 - b. Deputy Sheriff-Recreational Safety, Sheriff's Office (1FTE)
 - c. Communications Specialists, Sheriff's Office (6 FTE)
 - d. Administrative Coordinator-Property Lister, Treasurer (1 FTE)
 - e. Regulatory Compliance & Environmental Health/Safety Specialist, Solid Waste (1 FTE)
 - f. District Attorney position (dependent on state funding), District Attorney
 - (5) Increase range maximum for the Marathon County Pay Grid by 3% effective 1/12/2020
6. Policy Issues Discussion and Committee Determination-None
7. Announcements:

Next Meeting Date-September 9, 2019 3 pm
8. Adjourn

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715 261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED EJ STARK/s/K Palmer
Presiding Officer or Designee

Faxed to: Wausau Daily Herald
Faxed to: City Pages
Faxed to: Record Review
Faxed by/time: K Palmer 8/16/2019 1:30 pm

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: K Palmer 8/16/2019 1:30 pm



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, July 29, 2019; 3:00 p.m.**

Meeting Location: **Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau, WI 54403**

Members: EJ Stark, Chair; Bill Miller, Vice-Chair; Tim Buttke, John Durham-excused, Kurt Gibbs, Yee Leng Xiong-excused, Jeff Zriny Others: Kristi Palmer, Nan Kottke, Brad Karger, Audrey Jensen, Alicia Richmond, Amanda Ley, Mary Jo Maly, Peter Weinschenk, WSAW news person, Lance Leonhard

Call to Order-Please silence your cellphones

- 1. Public Comment Period - None
- 2. Approval of the Minutes of the June 17, 2019 Human Resources, Finance and Property Committee Meeting
Motion by Buttke seconded by Gibbs to approve the June 17, 2019 minutes; vote unanimous
- 3. Educational Presentations/Outcome Monitoring Reports-2020 Budget Timetable and Terminology
Palmer discussed handout on 2020 budget timeline and levy limits and State of Wisconsin Tax Incremental Financing Program-No formal action taken

4. Operational Functions required by Statute, Ordinance, or Resolution:

A. Discussion and Possible Action by Human Resources and Finance and Property Committee

(1) Tax Deed Bid Opening

<u>Town Of Rib Mountain SALE #2019 - 5</u>	\$ 6,000
2608 Petunia Road, Wausau	

No Bids

<u>Town Of Texas SALE #2019 - 6</u>	\$13,000
T701 Marshall Hill Rd, Wausau	

No Bids

<u>City Of Wausau SALE #2019 - 7</u>	\$21,500
110 Miller Avenue, Wausau	

One bid came in for the amount \$13,000 and there is a check for \$1,300. This bid will be rejected the bid. Motion by Gibbs and seconded Zriny to reject the bid as it did not meet the minimum bid requirements of \$21,500; vote unanimous

(2) Review of the Marathon County 2018 Comprehensive Annual Financial Report and Internal Control Letter-Communication to Those Charged with Governance and Management-Presentation by John Rader –Director of Baker Tilly Virchow Krause LLP

John Rader discussed in 2018 Marathon County Comprehensive Annual Report and the Internal Control Letter with the Management Response. No formal action taken by the committee

B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration

(1) Discussion and Possible Action by Committee-2019 Interdepartmental Transfers-Palmer
Motion By Buttke and seconded by Gibbs to approve transfers; vote unanimous

(2) **Motion to Go into Closed Session** (Roll call vote suggested) Pursuant to §19.85(1)(g),Wis. Stats., Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning a strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved-Corbett

Motion by Gibbs and seconded by Buttke to go into closed

Roll Call Vote

Miller-aye, Buttke-aye, Gibbs-aye, Zriny-aye, Stark-aye; roll call vote all ayes to go into closed session

(3) Motion to Return to Open Session (No roll call vote needed)

Motion Gibbs and seconded by Miller to return to open session; vote unanimous

(4) Announcements and Possible Action Based on Closed Session Item

We are going to look to Administration to look to mitigate this risk in the future and settle the claim with the Finance department determining the funding



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5. Policy Issues Discussion and Committee Determination-None
6. Announcements:
 Next Meeting Date-August 19, 2019 3 pm
7. Adjourn-Motion by Gibbs and seconded by Buttke to adjourn at 4:30 pm. Vote unanimous

MARATHON COUNTY REQUEST FOR RECLASSIFICATION - 2020

Revised 7/31/2019

Current Position Information							Requested DBM or Classification	2020 Reclass Recommendation (Effective 1/12/2020) (Recommendation after analysis by ERD)					APPROVED BY HR/FP COMM 08/19/2019 YES or NO	
Dept.	Position #	Incumbent Name	Current Hourly Rate (5/2019)	Current Occ Code	Current Classification	Current DBM		Occ Code	New Classification	DBM	New Hourly Rate	2020 Budget Impact		
Clerk of Courts	4004	Cheree Coss (60976)	\$19.06	5022	Administrative Specialist (Court Clerks)	B21	B24	5015	NEW 5015 Criminal Justice Specialist (Min \$17.66)	B22	\$20.00	\$2,239		
	4128	Rebecca Klumpyan (61745)	\$18.12								\$19.00	\$2,097		
	4007	Kathi Porath (62245)	\$17.34								\$19.00	\$3,955		
	4002	Becky Schneider (60643)	\$18.97								\$20.00	\$2,455		
	4126	Marissa Wachtel (63188)	\$18.05								\$19.00	\$2,265		
	4124	Kassidy Wood (63751)	\$18.00								\$19.00	\$2,385		
											Total:	\$15,396		
Sheriff	25503	Sarah Lechleitner (63212)	\$18.18	5022	Administrative Specialist	B21	5023 Admin Coordinator-B23	5015	NEW 5015 Criminal Justice Specialist (Min \$17.66)	B22	\$19.25	\$2,552		
Social Services	26148	Amber Pax (64128)	\$30.67	5404	Social Service Professional	C42	Between SS Prof-C42 & SS Manager-C52	5405	Senior Social Services Professional (Min \$27.55)	C43	\$32.20	\$3,624		
											Total 2020 Budget Impact: Includes mandated expenses tied to wages - (FICA, UI, WRS & WC)		\$21,572	

POSITION RECLASSIFICATION REQUEST– COURT CLERK (B21)

Current Classification: Administrative Specialist (Court Clerk, B21)

Request: Higher Classification to B24

Recommendation: Criminal Justice Specialist (Court Clerk, B22)

Summary: The role of the court clerk is essential to providing efficient service and coordination of the courtroom operations. Their involvement begins with preparing docket of cases to be called, securing information for the judges to ensure all critical issues are addressed, entering real time information into CCAP, preparing appropriate legal documents, and ensuring the safety within the courtroom. Due to technological changes such as mandatory electronic filing, the responsibilities of the court clerk have expanded to include a higher level of decision making.

The variety and complexity of caseloads presented has continued to increase in our courtrooms. In addition to the knowledge of courtroom proceedings and the judicial system, court clerks must be able to demonstrate an appropriate set of skills to include multi-tasking, problem-solving, attention to detail, the ability to working a fast paced environment, and effective decision making. With limited supervision, court clerks need to anticipate the evolving needs within the courtroom, and coordinate with external parties including jail staff, court security, attorneys, and judicial assistants.

Court Clerks are required to think on their feet, anticipate and resolve problems that may occur, work with other departments and agencies to coordinate various forms of media usage (TV's, video conferencing, phones and other electronic devices), and recording information into CCAP during a proceeding, where they are required to determine what goes on record and also make sure all items are address before they go off record. All of these changes support the position being elevated.

Final Recommendation: After reviewing the classification structure, it has been determined that this position performs responsibilities that require independent decision making and may involve complex cases, we recommend court clerks be reclassified into the classification of Criminal Justice Specialist, B22.

2020 Fiscal Impact: \$15,396 including salary and benefits for six employees in this classification, effective January 12, 2020.

Please note: Costing is based on 2020 proposed rates.

Reclassification/Pay Grade Adjustment

Clerk of Courts Office - Court Clerk Positions (Admin Specialist B21) Proposed to Court Clerk (Criminal Justice Specialist B22)

FTE % (6): 100.00%

Annual Hours 2080

(6 EMPLOYEES TOTAL HOULRY RATE)

\$109.34

Employees:

Six total detailed below.

Current DBM

Item	2020 Proposed Rates	Actual Total Rates (6) \$109.54	Minimum \$16.16	Mid-Point \$18.99	Maximum \$21.82
DBM B21 - Wages		\$227,843	\$33,613	\$39,499	\$45,386
FICA Retirement	6.20%	\$14,126	\$2,084	\$2,449	\$2,814
FICA Medicare Rate	1.45%	\$3,304	\$487	\$573	\$658
Unemployment Insurance	0.10%	\$228	\$34	\$39	\$45
Retirement - Employer	6.75%	\$15,379	\$2,269	\$2,666	\$3,064
Worker's Comp - Clerical	0.08%	\$182	\$27	\$32	\$36
Estimated Cost		\$261,062	\$38,514	\$45,258	\$52,003

Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020

Item	2019 Proposed Rates	Recommended Total Rates(6) \$116.00	Minimum \$17.66	Mid-Point \$20.75	Maximum \$23.84
DBM B22 - Wages		\$241,280	\$36,733	\$43,160	\$49,587
FICA Retirement	6.20%	\$14,959	\$2,277	\$2,676	\$3,074
FICA Medicare Rate	1.45%	\$3,499	\$533	\$626	\$719
Unemployment Insurance	0.10%	\$241	\$37	\$43	\$50
Retirement - Employer	6.75%	\$16,286	\$2,479	\$2,913	\$3,347
Worker's Comp - Clerical	0.08%	\$193	\$29	\$35	\$40
Estimated Cost		\$276,458	\$42,088	\$49,453	\$56,817
TOTAL ANNUAL INCREASE FOR 6 EMPLOYEES		\$15,396	\$3,574	\$4,195	\$4,815

Six Employees in ths position:

	Current Rate	Requested Rate	2020 Budget Impact
	From DBM B21	To DBM B22	
Cheree Coss (60976)	\$19.06	\$20.00	\$2,239
Rebecca Klumpyan (61745)	\$18.12	\$19.00	\$2,097
Kathi Porath (62245)	\$17.34	\$19.00	\$3,955
Becky Schneider (60643)	\$18.97	\$20.00	\$2,455
Marissa Wachtel (63188)	\$18.05	\$19.00	\$2,265
Kassidy Wood (63751)	\$18.00	\$19.00	\$2,385
Total hourly rate for six:	\$109.54	\$116.00	\$15,396

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name: <u>Rebecca Klumpyan</u>
Your Supervisor's Name: <u>Kelly Schremp</u>
Your Division: <u>Court Clerk</u>
Your Department: <u>Clerk of Courts</u>
Your Current Classification: <u>Administrative Specialist - Court Clerk (B21)</u>

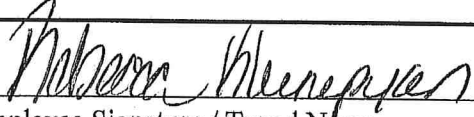
- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: B24

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

The current classification of B21 is more in line with administrative assistant functions that do not require a great deal of independent decision making. The court clerk position has changed immensely and now requires more responsibility and specialized training than it had in the past. The qualifications and skills required to be a successful court clerk are now more in line with the classifications listed in B24.

Use additional sheets if necessary

 Employee Signature / Typed Name	<u>4/1/19</u> Date
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Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

The original PDQ and job classification didn't even begin to touch upon all of the skills necessary to excel as a court clerk. This is not a position that just anyone is qualified for. It takes special skills and confidence to work under the pressure of the judges, attorneys and litigants in the courtroom. Bottom line is that without a court clerk, the courts cannot function. They are a necessary & extremely valuable part of the court system.

Keely Schremp

Immediate Supervisor Signature / Typed Name

4-1-19

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30th**.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

The original classification was inaccurate and did not touch on any of the unique talents it takes to be a court clerk. They need to know and understand all legal terminology and procedures and have to be able to anticipate what the judge may need. Not everyone can fill this position, so therefore I strongly agree that this position should be reclassified.

Shirley Lang

Department Head Signature / Typed Name

4-1-19

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30th**.

Marathon County Position Description Questionnaire

Return Completed Form To

Employee Resources Department

1. EMPLOYEE INFORMATION: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study.

Employee Name: Rebecca Klumpyan Date Form Completed: March 26, 2019

Official Job Title: Court Clerk - Administrative Specialist Department: Clerk of Courts Office

Work Phone: 715-261-1308 Site: Marathon County Courthouse

E-mail: rebecca.klumpyan@wicourts.gov Time in Current Position: 1 years 8 months

Immediate Supervisor: **Immediate supervisor reports to:**

Name: Kelly Schremp Name: Shirley Lang

Title: Chief Deputy Clerk of Court Title: Clerk of Court

Work Phone: 715-261-1309 Work Phone: 715-261-1333

E-mail: kelly.schremp@wicourts.gov E-mail: shirley.lang@wicourts.gov

2. POSITION SUMMARY- This is very important.

Please write 1 to 3 sentences which describe the purpose and major duties of your position.

Example: I provide administrative support to the purchasing department. My duties include answering phones, filing and retrieving documents, answering questions from vendors, entering data, and tracking documents.

The court clerk performs a wide variety of advanced level judicial and administrative support in all case types using the Consolidated Court Automation Program (CCAP). The clerk processes in court proceedings, drafts formal court orders/ documents, assists with scheduling hearings, and answers inquiries from the public and other agencies regarding complex cases and the judicial process. The clerk has daily interactions with judges, attorneys, and other officials within and outside the judiciary, and must be able to communicate effectively with them.



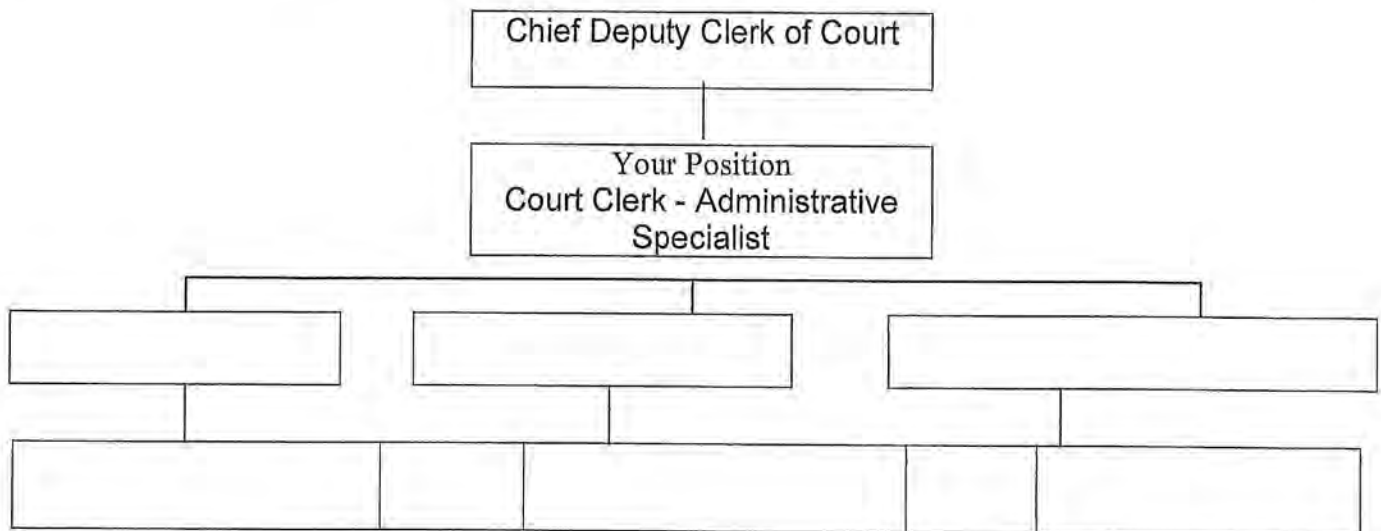
3. SUPERVISORY RESPONSIBILITIES – This is very important.

For each statement in the chart below, if the statement applies to your position, please check the box under the “Yes” column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Full-time Equivalent Employees	Head Count
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	NA	NA
<input type="checkbox"/>	I evaluate and sign performance reviews of other regular employees.		
<input type="checkbox"/>	I provide work direction to and review the work of student workers, temporary and/or contract employees.		

4. ORGANIZATION CHART

Complete the organization chart below. **Please use titles and not names.** List only those positions for which you sign performance evaluations.





5. ESSENTIAL DUTIES. This is very important.

In the table below, please list your essential duties (**those duties that make up at least 5% of your time**), and the decisions you make in carrying out each duty. Provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state “prepares reports”, but state “prepares reports such as status reports, staff reports”, or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Avoid phrases such as “assists with” or “participates in.” **Do not use acronyms.**

In the Frequency column, please indicate how often you perform each duty: D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

In the “Percent of Time” column please indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>
1. In-Court Processing	1 > Translate oral court proceedings simultaneously into an accurate and precise written record in accordance with model recording keeping standards. 2 > Determine when and if appropriate to interrupt during a proceeding to correct the record and/or update the Judge with pertinent information. 3 > Determine and set future court dates in	Daily	80%

	<p>appropriate branch and notify necessary personnel.</p> <p>4 > Prepare formal court orders as directed by Judge to include: bond forfeitures, warrants, civil orders, family court orders, and small claims judgments w/ appropriate associated costs and fees .</p> <p>5 > Communicate continuously with attorneys, judges, social workers, jail staff, litigants, and other clerk of court staff.</p> <p>6 > Evaluate the need for court security when litigants and citizens become verbally aggressive, threatening, and create a hostile environment.</p> <p>7 > Establish video and audio conferencing with prisons, mental health facilities, and other courts.</p> <p>8 > Administer oaths to witnesses, victims, bailiffs, interpreters, and jury servants.</p> <p>9 > Track and record all received, denied, and withdrawn exhibits during motion hearings, contested placement hearings, divorce hearings, and jury trials.</p> <p>10 > Coordinate/organize court calendars on a daily basis such as: In custody initial appearances, traffic</p>		
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	<p>court, truancy court, small claims, injunctions, and child support hearings while prioritizing cases for maximum efficiency in accordance with Judges preferences.</p> <p>11 > Determine required forms during a hearing and prepare for processing, such as voter ineligibility, bonds, written explanation of determinent sentence, judgments, prison forms, DNA submission forms, and half price IID exemption forms.</p> <p>12 > Predict/Anticipate the 'needs' of the Judge.</p> <p>13 > Daily exposure to secondary trauma as it relates to listening to disturbing testimony and viewing evidence.</p> <p>14 > Jury trial preparations and processing, meeting the expectations of the Judge, and knowledge of trial procedure.</p>		
2. Forms Assistance/Pre-Trial Meetings	<p>1> Conduct one-on-one meetings with pro se litigants to review their divorce forms, which include financial disclosure statements, marital settlement agreements, and judgments.</p> <p>2> Guide litigants in completing their legal documents correctly and accurately.</p>	Weekly	5%
3. Financial Processing	<p>1> Code attorney invoices conforming to standard procedures to</p>	Weekly	5%

	<p>ensure proper entry into the financial system.</p> <p>2> Calculate invoices for accurate billing and create assessment for repayment from defendant.</p> <p>3> Verify trust accounts and remove and modify account assessments as necessary.</p> <p>4> Turn delinquent accounts over to collections by tracking for timely payments, missed payments, and payment plans that are in place.</p> <p>5> Confirm proper notice has been provided and transfer past due accounts to the State Collection Agency.</p> <p>6> Receipt payments to the proper account to maintain the same running balance as the Department of Corrections, Wisconsin Department of Revenue, Clerk of Court, State of Wisconsin, and other third parties.</p>		
4. Exhibit Management	<p>1> Process exhibits which have been received in court by cataloging each exhibit and indicating its storage location. Track and review exhibits attached to open case files and upon case closure, calculate retention periods as required by Supreme Court Rule 72.</p> <p>2> Ensure secure storage of weapons,</p>	Weekly	5%

	drugs, and biological material. Draft and provide notice to parties prior to destruction of any exhibits or return exhibits to offering party once retention period has expired.		
5.		Select	
6.		Select	
7.		Select	
8.		Select	
9.		Select	
10.		Select	
11. Other duties as assigned.	<p>1> Review scanned documents (Quality Control) for accuracy and completeness.</p> <p>2> Retain documents for the appropriate time period based on retention policy.</p> <p>3> Generate bonds and explain the bond and associated conditions to the defendant after court when necessary.</p> <p>4> Receipt payments for financial obligations.</p> <p>5> Operate countywide switchboard system and transfer calls to correct extension.</p> <p>6> Provide coverage to the courthouse information desk and assist the public with any questions they have, and direct them to the correct location within the courthouse.</p> <p>7> Accurately enter juvenile documents into the computer system.</p> <p>8> Scan documents into the correct case(s) and disburse to appropriate parties.</p>	Daily	5%

9> Draft affidavits and send to correct parties.
10> Accurately enter party information into CCAP when new case is filed. Ensure documents are filed and scanned into correct location.
11> Docket and scan any paper documents into the correct case and location prior to sending final Judgment to parties.
12> Enter required information regarding the final divorce/legal separation as stated in the final Judgment.
13> Distribute pertinent information to the Child Support Agency as required.
14> Accurate entry of Department of Revenue information into CCAP of new cases, satisfactions of judgments, and withdrawals as sent by the Department Of Revenue.
15> Complete bi-annual review of records and billing of new cases, satisfactions, and withdrawals to the Clerk of Courts and to Dept. of Revenue.
16> Accurate entry of Department of Workforce Development information into CCAP on penalty warrants, warrant withdrawals, and warrant satisfactions in a timely manner.
17> Bi-annual review of



	records and billing of penalty warrants, warrant withdrawals, and warrant satisfactions to the Clerk of Courts and to DWD.		
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Attach additional sheets if necessary.

6. REQUIRED KNOWLEDGE AND SKILLS Please list the knowledge and skills required for entry into your position, and not what you might necessarily know or be able to do after being in your position for a number of years. *Knowledge:* refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing. *Skills:* refers to proficiencies which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Knowledge & Skills
1. Knowledge of court rules, statutes, and county ordinances.
2. Ability to understand and process complex case information accurately and efficiently for all case types including: criminal, civil, traffic, juvenile, probate, and family.
3. Understanding of legal terminology, court procedures, and the judicial system.
4. Adaptable to changing court schedules, court calendars, courtroom location, and procedures.
5. Ability to communicate effectively with attorneys, Judges, administrative staff, defendants, and the public, in which sometimes can be in uncomfortable circumstances.
6. Ability to multi task in a stressful and fast paced environment with frequent interruptions.
7. Ability to process and prepare legal documents and formal orders of the court simultaneously during a court hearing.
8. Tolerate exposure to disturbing testimony and evidence and adhere to confidentiality.
9. Ability to prioritize and organize, coordinate daily court calendar, and adjust to maintain courtroom efficiency.
10. Must be able to speak clearly and with authority in the courtroom.



7. EDUCATION - *This is very important.* Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry into your position.** This may be different from what the organization currently requires and/or from your own level of education.

**Position
Requires:**


- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)
- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in _____

- Master's degree in _____

Other (explain): _____

What field(s) should training or degree be in?

Training or Education in the legal field is preferred.

 **8. EXPERIENCE - *This is very important.***

Identify the minimum type and years of experience required for **entry into your position?**

	Minimum Time Required	
Experience/Training in the legal field _____	1	years
OR Administrative/Office support w/knowledge of courtroom proceedings & judicial system. _____	2	years
_____		years

9. SPECIAL REQUIREMENTS:

List any registrations, certifications or licenses that are required for **entry into your position.**

Do not use acronyms.

10. MACHINES, TOOLS AND EQUIPMENT. List any specialized machines, tools, equipment or software used in your work and show the time spent using each. Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time Infrequently <10% Seldom 10-25% Moderately 25-50% Frequently >50%
CCAP (Consolidated Court Automation Program)	Frequently > 50%
CART Video	Moderately 25% - 50%
FTR Recorders (For The Record Recorder)	Frequently > 50%
ELMO Projection device	Infrequently <10%
Switchboard Phone Operation System	Infrequently <10%
Assisted Listening Devices	Infrequently <10%

11. DECISION-MAKING & JUDGMENTS.

a. Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1. Provide a clear and concise summary of court proceedings into the Consolidated Court Automation Program (CCAP) by determining mandatory and appropriate information that should be included in the court record.

2. Use discretion in addressing difficult situations in a professional and appropriate manner while orchestrating the decorum of the courtroom.

b. When making decisions do you most often (Check only one):

- Routinely check with your supervisor before doing anything other than following standard procedures.
- Follow standard procedures and established practices to resolve problems using limited discretion.
- Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.
- Create and implement new solutions not previously applied.

c. Indicate which of the following types of decisions you make regularly in the course of your work.

<input type="checkbox"/>	I plan and schedule the work of others.
<input type="checkbox"/>	I set goals and objectives for others.
<input checked="" type="checkbox"/>	I provide training and instruction to others.
<input type="checkbox"/>	I assign work activities to others.
<input type="checkbox"/>	I establish standard procedures.
<input type="checkbox"/>	I make hiring and promotion decisions.
<input type="checkbox"/>	I provide discipline and performance counseling.
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.

12. PHYSICAL FACTORS - Your answers in this section *will not* affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Infrequently <10%	0--Not Important
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Never	0--Not Important
Stooping: Bending body downward and forward by bending spine at the waist.	Infrequently <10%	0--Not Important
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Infrequently <10%	0--Not Important
Crouching: Bending the body downward and forward by bending leg and spine.	Infrequently <10%	0--Not Important
Crawling: Moving about on hands and knees or hands and feet.	Never	0--Not Important
Reaching: Extending hand(s) and arm(s) in any direction.	Seldom 10% - 25%	1--Somewhat Important
Standing: Particularly for sustained periods of time.	Infrequently <10%	1--Somewhat Important
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Frequently > 50%	3--Extremely Important
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Infrequently <10%	0--Not Important
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Infrequently <10%	0--Not Important
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Infrequently <10%	0--Not Important
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Frequently > 50%	3--Extremely Important
Grasping: Applying pressure to an object with the fingers or palm.	Frequently > 50%	3--Extremely Important

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Infrequently <10%	0--Not Important
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently > 50%	3--Extremely Important
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently > 50%	3--Extremely Important
Seeing: The ability to perceive the nature of objects by the eye.	Frequently > 50%	3--Extremely Important
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Frequently > 50%	3--Extremely Important

13. WORKING CONDITIONS - Your answers in this section will not affect how your job is classified.

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition. **If most of your work is in an office setting, you may select the "Does Not Apply" box below.**

Does Not Apply

	Condition	Time
<input type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Select
<input type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Select
<input type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Select
<input type="checkbox"/>	Extreme temperatures	Select
<input type="checkbox"/>	Inadequate lighting	Select
<input checked="" type="checkbox"/>	Work space restricts movement	Frequently > 50%
<input type="checkbox"/>	Intense noise	Select
<input type="checkbox"/>	Travel	Select
<input checked="" type="checkbox"/>	Environmental (disruptive people, imminent danger, threatening environment)	Frequently > 50%

14. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

Based on the enclosed information I believe my official job title should be changed to Judicial Clerk or Court Specialist to reflect my current job duties with a suggested wage scale of B24 (non-exempt).

I am enclosing a letter from the Judges and Court Commissioners in support of these changes.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.
Digital Signatures are acceptable.

Signed: Rebecca Mumpson Date: 3/26/19

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL THEN SUBMIT THE COMPLETED QUESTIONNAIRE TO HIS/HER DEPARTMENT HEAD.

TO BE COMPLETED BY SUPERVISOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments

Any supervisory comments must be discussed with the employee.

SUPERVISORY SIGNATURES (Digital signatures are acceptable)

Please check the appropriate statement:

I agree with the incumbent's position questionnaire as written.

The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor Signature: Keely Schremp Date: 4-1-19

Department Head Signature: Shirley Lang Date: 4-1-19

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature: _____ Date: _____



GREG HUBER
JUDGE

P: 715-261-1350
F: 715-261-1319

Cindy Hohn
Judicial Assistant

KARLA SOMMER
Reporter

P: 715-261-1356

April 5, 2019

Mr. Frank Matel
Employee Resource Director
Marathon County Courthouse
500 Forest St.
Wausau, WI 54403

The Marathon County Judges and Court Commissioners support the reclassification request for our court clerks as the position has evolved over recent years. Their duties and responsibilities have significantly increased and their job classification should reflect that.

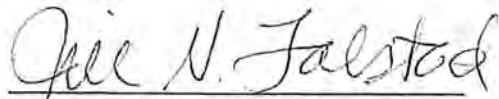
In 2016, The Marathon County Clerk of Courts implemented a mandatory electronic filing system. The system requires a court clerk to have the ability and skill to simultaneously process court proceedings with specialized computer knowledge of the CCAP system. This allows the public and attorneys to have "real-time" information. We rely on our clerks to comprehend, interpret, and disseminate information accurately from court proceedings and help the courts run efficiently on a consistent basis. Entry of inaccurate information in CCAP can create tremendous difficulties for the clerks office, as well as, attorneys, media, and the public.

Court clerks must possess significant knowledge of the judicial system and a thorough understanding of complex case information. They must intimately know and recognize the distinctions of required information according to the wide variety of model recording-keeping standards. We process a large variety of cases such as family, civil, probate, juvenile, criminal, traffic, small claims, truancy, CHIPS (children in need of protection/services), mental commitments, and other cases. Clerks are often exposed to disturbing evidence and testimony. They experience the emotions of litigants, family members, and victims of crimes, while maintaining professionalism and composure.

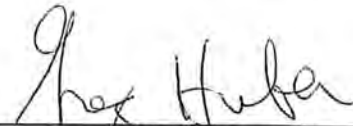
The court clerks must have the ability to multi-task by processing court proceedings as they are occurring, completing orders & documents as required, anticipating our needs and inquiries, and updating our electronic calendars continuously as our calendars change throughout the day. They are in constant communications with jail staff, court security, coworkers, other courts, and several other departments with updates of court proceedings and court calendar changes. Clerks work in a stressful and fast-paced environment with frequent interruptions.

In summary, court clerks possess specialized qualifications, skills, and knowledge that set them apart from their current position classification. We strongly believe that our court clerks should be recognized and compensated for their unique and extremely critical role in the court system. Thank you for your consideration.

Sincerely,



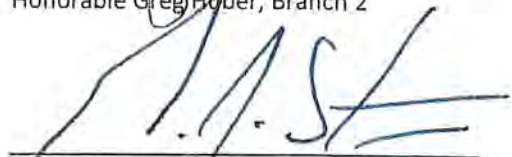
Honorable Jill Falstad, Branch 1



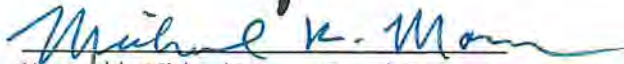
Honorable Greg Huber, Branch 2



Honorable Lamont Jacobson, Branch 3



Honorable Gregory Strasser, Branch 4



Honorable Michael Moran, Branch 5



Sandra Marcus, Court Commissioner



Douglas Bauman, Court Commissioner

POSITION RECLASSIFICATION REQUEST– Sarah Lechleitner

Current Classification: Administrative Specialist, B21

Request: Administrative Coordinator, B23

Recommendation: Criminal Justice Specialist, B22

Summary: The Administrative Specialist position in the Sheriff's office, assigned to the Investigations Division has grown in responsibility over the last few years. This position functions with little supervisor and needs to make critical decisions on a daily basis.

Specific duties of this position include entering and managing ACCIS reports for all agencies in Marathon County. Accurate and timely submissions are required for receiving grants. This position has also taken over the role of managing the Confidential Informant list for SIU and the Central Wisconsin Narcotics Federal Task Force. This position also works with the jail to coordinate prisoner transports between 3-5 WI facilities and also out of state transfers. Errors entered into any of these systems could result in serious consequences that may jeopardize our deputies/confidential informants/ or other agency staff. Over the years, this position has taken on many additional tasks that have centralized the coordination of the Investigative Unit that have increased their efficiencies.

Final Recommendation: It has been determined that this position performs responsibilities in line with that of the Criminal Justice Specialist classification. We recommend the position be re-classified to B22.

2020 Fiscal Impact: \$2,552 including salary and benefits, effective January 12, 2020.
Please note: Costing is based on 2020 proposed rates.

Reclassification/Pay Grade Adjustment

**Sheriff Office - Investigations Administrative Specialist B21 - Sarah
Proposed to Criminal Justice Specialist B22**

FTE: 100.00%
Annual Hours: 2080
Current Rate: \$18.18 **Employee:** Sarah Lechleitner

Current DBM

Item	2020 Proposed Rates	Current Rate \$18.18	Minimum \$16.16	Mid-Point \$18.99	Maximum \$21.82
DBM B21 Wages		\$37,814	\$33,613	\$39,499	\$45,386
FICA Retirement	6.20%	\$2,344	\$2,084	\$2,449	\$2,814
FICA Medicare Rate	1.45%	\$548	\$487	\$573	\$658
Unemployment Insurance	0.10%	\$38	\$34	\$39	\$45
Retirement - Employer	6.75%	\$2,552	\$2,269	\$2,666	\$3,064
Worker's Comp - Clerical	0.08%	\$30	\$27	\$32	\$36
Estimated Cost		\$43,326	\$38,514	\$45,258	\$52,003

Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020

Item	2020 Proposed Rates	Recommended Rate \$19.25	Minimum \$17.66	Mid-Point \$20.75	Maximum \$23.84
DBM B22 Wages		\$40,040	\$36,733	\$43,160	\$49,587
FICA Retirement	6.20%	\$2,482	\$2,277	\$2,676	\$3,074
FICA Medicare Rate	1.45%	\$581	\$533	\$626	\$719
Unemployment Insurance	0.10%	\$40	\$37	\$43	\$50
Retirement - Employer	6.75%	\$2,703	\$2,479	\$2,913	\$3,347
Worker's Comp - Clerical	0.08%	\$32	\$29	\$35	\$40
Estimated Cost		\$45,878	\$42,088	\$49,453	\$56,817
ANNUAL INCREASE		\$2,552	\$3,574	\$4,195	\$4,815

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name:	<u>Sarah Lechleitner</u>
Your Supervisor's Name:	<u>Captain Greg Bean</u>
Your Division:	<u>Investigations</u>
Your Department:	<u>Marathon County Sheriff's Office</u>
Your Current Classification:	<u>Administrative Specialist</u>

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: **Administrative Coordinator**

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Approximately two to three years ago, this position enters and manages ACCIS reports for all agencies in Marathon County. Accurate and timely submissions are a must for receiving grants. In addition this position now manages the Confidential Informant list for SIU and the Central Wisconsin Narcotics Federal Task Force. Accurate and timely data entry is essential for de-confliction between local, state and federal agencies and assures the safety of all law enforcement involved and the general public.

The above is in addition to what the position was when I took over four years ago. I was only doing warrant/transport, scheduling work and back up to the Process Unit. While doing so I was heavily involved in the paperless warrant process which gained national and international recognition.

Use additional sheets if necessary

<u>Sarah Sublett</u>	<u>4/30/2019</u>
Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

I agree with the employee's review request.

I disagree with the employee's review request.


Reason/comment:

In the four years Sarah took over this position, it went from processing warrants and scheduling transports to being part time in SIU completing the ACISS requirements. Sarah has been recognized annually for her accurate ACISS records which insures Marathon County drug enforcement grants. See attached. In 2018, \$41,826 was secured for over time reimbursement from grants because of Sarah's work.

It was at that time this department recognized Sarah's abilities and she willingly took on extra duties that otherwise would have had to be completed by other personnel or additional employees. The paperless process, which involved other county departments, has prevented numerous law suits for false arrest.

Now in 2019, this department became lead on organizing a Federal Task force. The task force consists of local, state and federal agencies under one roof and is responsible for disrupting organized illegal activity involving drugs in Marathon County and beyond its borders. This position will now be responsible for assigning and maintaining the confidential informant list and keeping it up to date and accurate. This will allow for officer safety and the general public's safety.

Sarah is a self-motivated employee who requires very little supervision. She is left to make important decisions on a daily basis and with multiple duties in different units will have to coordinate her time to each unit for it to remain efficient. And she must do this to maintain the accuracy of her work.

	<u>Greg Bean</u>	<u>04-30-19</u>
Immediate Supervisor Signature / Typed Name		Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30th**.

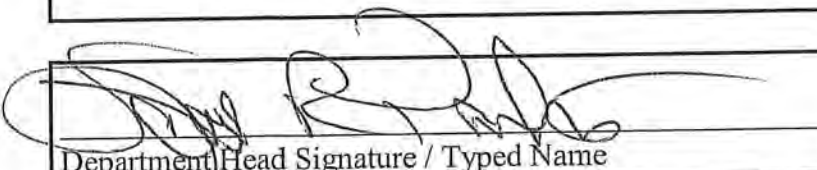
Department Head or Designee Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

I agree with the narrative drafted pertaining to the expertise Sarah has developed in her role and the benefits she provides to not just the Sheriff's Office but to other area law enforcement. Her efforts have directly impacted the grant dollars being received by area law enforcement to assist in attempting to overcome the controlled substance problems this community faces. Sarah willingly and eagerly accepts new roles and workloads striving to be successful in all she does. I concur her position should be reclassified as requested.


Department Head Signature / Typed Name

04-30-19

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30th**.

Marathon County Position Description Questionnaire

Return Completed Form To

Employee Resources Department

1. EMPLOYEE INFORMATION: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study.

Employee Name: Sarah Lechleitner Date Form Completed: April 12, 2019

Official Job Title: Administrative Specialist Department: Sheriff's

Work Phone: 261-1411 Site: Courthouse Annex

E-mail: sarah.lechleitner@co.marathon.wi.us Time in Current Position: 4 years months

Immediate Supervisor: **Immediate supervisor reports to:**

Name: Lt. Ryan Weber Name: Captain Greg Bean

Title: Lieutenant Title: Captain

Work Phone: 261-1430 Work Phone: 261-1424

E-mail: ryan.weber@co.marathon.wi.us E-mail: gregory.bean@co.marathon.wi.us

2. POSITION SUMMARY- **This is very important.**

Please write 1 to 3 sentences which describe the purpose and major duties of your position.

Example: I provide administrative support to the purchasing department. My duties include answering phones, filing and retrieving documents, answering questions from vendors, entering data, and tracking documents.

Purpose is to provide confidential administrative support and assistance to the Warrant/Transport unit. Duties include: administer warrant records by processing/cancelling warrants, scheduling transports for courts, jail, and safe keepers. Data enter all Marathon County drug reports into ACISS; receive, screen & respond to telephone calls, e-mails, requests for information for all units in Investigations. Create memos, letters, spreadsheets, forms & reports; Provide backup to the Process Unit in her absence.

Provide confidential administrative support and assistance to the new Central Wisconsin Narcotics Federal Task Force by assigning and managing the Confidential Informant (CI) list. In addition to this I will be responsible for the de-confliction of informants who will be working with law enforcement. Effective de-confliction ensures the informant and officer's involved in these investigations are safe. My responsibilities will also include additional data entry into ACISS for all taskforce members as well as all Marathon County law enforcement agencies.



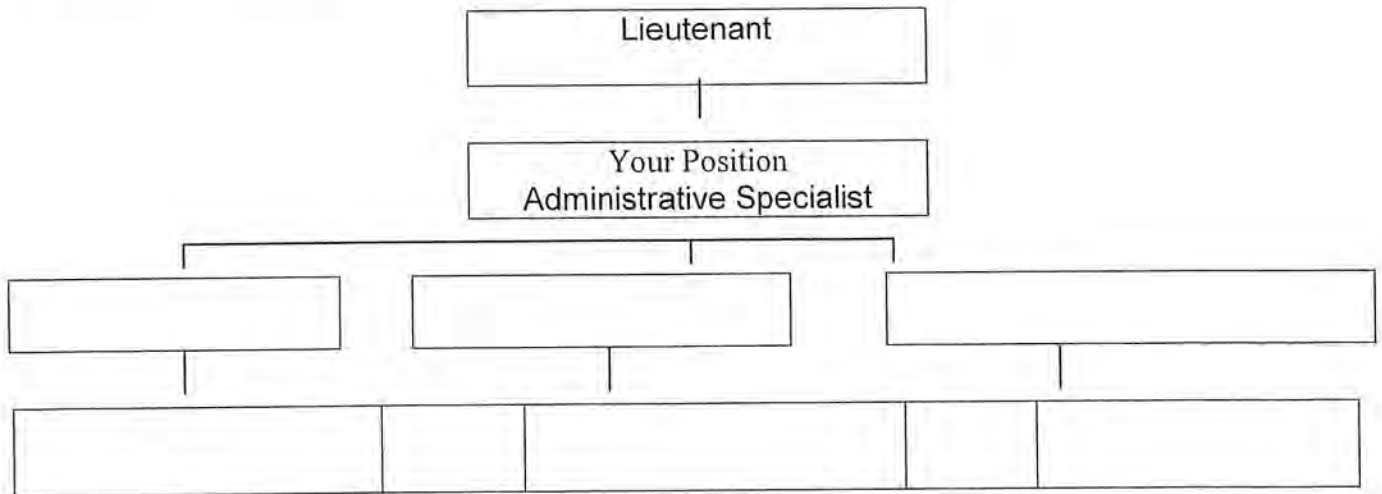
3. SUPERVISORY RESPONSIBILITIES – This is very important.

For each statement in the chart below, if the statement applies to your position, please check the box under the “Yes” column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Full-time Equivalent Employees	Head Count
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	NA	NA
<input type="checkbox"/>	I evaluate and sign performance reviews of other regular employees.	NA	NA
<input type="checkbox"/>	I provide work direction to and review the work of student workers, temporary and/or contract employees.	NA	NA

4. ORGANIZATION CHART

Complete the organization chart below. **Please use titles and not names.** List only those positions for which you sign performance evaluations.





5. ESSENTIAL DUTIES. *This is very important.*

In the table below, please list your essential duties (**those duties that make up at least 5% of your time**), and the decisions you make in carrying out each duty. Provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state “prepares reports”, but state “prepares reports such as status reports, staff reports”, or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Avoid phrases such as “assists with” or “participates in.” **Do not use acronyms.**

In the Frequency column, please indicate how often you perform each duty: D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

In the “Percent of Time” column please indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	M	25%
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	M	10%
1. Manages warrant records by processing/canceling warrants in the TIME system.	Timely and accurate entry and cancelations	Daily	30
2. Schedules transport for court appearances, warrant pick-ups, probation and prison transports.	Schedules transport for court appearances, warrant pick-ups, probation and prison transports.	Daily	10
3. Data entry into the ACISS system for all Marathon County Agencies.	What drug cases should be entered for Grants, what ones should be generally entered	Weekly	20
4. Manages phone line, emails, and requests for information for the Investigations Division.	Able to help the public and other agencies without needing to consult higher management	Daily	10



5. Prepares spreadsheets, word documents, invoices and other reports for the Investigations Division.	Organizing information for most efficient reports/help with investigations	Weekly	10
6. CEDEAG meeting minutes	Summarize discussions	Monthly	5
7. Provides back up for Civil Process	Determining which paperwork needs to be entered during their absence	Monthly	5
8. Manages the Confidential Informant List	De-conflict informants to ensure safety of officer's in high-risk narcotics investigations and maintain records related to informants.	Daily	5
9. Assists in Evidence	Cases to be closed, evidence to be sent to crime lab	Occasionally	5
10.		Select	
11. Other duties as assigned.		Select	

Attach additional sheets if necessary.

6. REQUIRED KNOWLEDGE AND SKILLS Please list the knowledge and skills required for entry into your position, and not what you might necessarily know or be able to do after being in your position for a number of years. **Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing. **Skills:** refers to proficiencies which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Knowledge & Skills
1. Perform basic level of data analysis including the ability to review, classify, categorize, prioritize and reference data, statutes, policies, guidelines and group, rank, investigate and diagnose.
2. Provide guidance, assistance, and interpretation to others such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
3. Utilize a wide variety of reference and descriptive data and information such as regulations, correspondence, meeting minutes, invoices, and schedules.
4. Communicate effectively and professionally orally and in writing with department personnel, various county departments, Federal, State and local jail and prisons, mental health institutions and the general public
5. Carry out instructions furnished in written, oral or diagram form. Involves standardized work with latitude for independent judgment.
6. Exercise the judgment, decisiveness and creativity in situations involving a variety of duties that may be subject to frequent change.
7. Operate a variety of office equipment and learn new technology when introduced.
8. Coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill.

9.
10.

7. EDUCATION - *This is very important.* Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry into your position**. This may be different from what the organization currently requires and/or from your own level of education.

Position Requires:

- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)
- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in _____

- Master's degree in _____

- Other (explain): LPO

What field(s) should training or degree be in?

Administrative Assistant or Legal Secretary

8. EXPERIENCE - *This is very important.*

Identify the minimum type and years of experience required for **entry into your position**?

	Minimum Time Required
Administrative Assistant or Secretarial Support, computer office applications, communication & interpersonal skills, leadership	1 years
_____	years
_____	years

9. SPECIAL REQUIREMENTS:

List any registrations, certifications or licenses that are required for **entry into your position**.

Do not use acronyms.

None



10. MACHINES, TOOLS AND EQUIPMENT. List any specialized machines, tools, equipment or software used in your work and show the time spent using each. Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time Infrequently <10% Seldom 10-25% Moderately 25-50% Frequently >50%
IntelliTime Time Card / Scheduler	Seldom 10% - 25%
Tiburon Law Enforcement Records Program, Consolidated Court Automation Programs (CCAP)	Moderately 25% - 50%
TIME Portals	Frequently > 50%
ACISS	Moderately 25% - 50%
Laserfiche	Frequently > 50%
Superion	Moderately 25% - 50%

11. DECISION-MAKING & JUDGMENTS.

a. Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1. Entering and cancelling warrants/ scheduling the amount of transports in one day.
2. Transport individuals arrested out of state that have a Marathon County Warrant or go through the courts to have the person released and the warrant quashed or updated.

b. When making decisions do you most often (Check only one):

- Routinely check with your supervisor before doing anything other than following standard procedures.
- Follow standard procedures and established practices to resolve problems using limited discretion.
- Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.
- Create and implement new solutions not previously applied.

c. Indicate which of the following types of decisions you make regularly in the course of your work.

<input checked="" type="checkbox"/>	I plan and schedule the work of others.
<input checked="" type="checkbox"/>	I set goals and objectives for others.
<input checked="" type="checkbox"/>	I provide training and instruction to others.
<input checked="" type="checkbox"/>	I assign work activities to others.
<input checked="" type="checkbox"/>	I establish standard procedures.
<input type="checkbox"/>	I make hiring and promotion decisions.
<input type="checkbox"/>	I provide discipline and performance counseling.
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.



12. PHYSICAL FACTORS - Your answers in this section will not affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Never	0--Not Important
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Never	0--Not Important
Stooping: Bending body downward and forward by bending spine at the waist.	Moderately 25% - 50%	1--Somewhat Important
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Seldom 10% - 25%	1--Somewhat Important
Crouching: Bending the body downward and forward by bending leg and spine.	Moderately 25% - 50%	1--Somewhat Important
Crawling: Moving about on hands and knees or hands and feet.	Never	0--Not Important
Reaching: Extending hand(s) and arm(s) in any direction.	Moderately 25% - 50%	1--Somewhat Important
Standing: Particularly for sustained periods of time.	Seldom 10% - 25%	1--Somewhat Important
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Moderately 25% - 50%	1--Somewhat Important
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Infrequently <10%	1--Somewhat Important
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Infrequently <10%	1--Somewhat Important
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Seldom 10% - 25%	1--Somewhat Important
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Frequently > 50%	3--Extremely Important

Grasping: Applying pressure to an object with the fingers or palm.	Moderately 25% - 50%	1--Somewhat Important
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Moderately 25% - 50%	2--Very Important
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently > 50%	3--Extremely Important
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently > 50%	3--Extremely Important
Seeing: The ability to perceive the nature of objects by the eye.	Frequently > 50%	3--Extremely Important
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Frequently > 50%	3--Extremely Important

13. WORKING CONDITIONS - Your answers in this section will not affect how your job is classified.

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition. **If most of your work is in an office setting, you may select the “Does Not Apply” box below.**

Does Not Apply

	Condition	Time
<input type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Select
<input type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Select
<input type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Select
<input type="checkbox"/>	Extreme temperatures	Select
<input type="checkbox"/>	Inadequate lighting	Select
<input type="checkbox"/>	Work space restricts movement	Select
<input type="checkbox"/>	Intense noise	Select
<input type="checkbox"/>	Travel	Select
<input type="checkbox"/>	Environmental (disruptive people, imminent danger, threatening environment)	Select



14. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

I now enter manage ACCIS reports for all agencies in Marathon County. Accurate and timely submissions are a must for receiving grants. *In addition this position now manages the Confidential Informant list for SIU and the Central Wisconsin Narcotics Task Force. Accurate and timely data entry is essential to de-conflict between local, state and federal agencies.*

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.
Digital Signatures are acceptable.

Signed: *Sarah Lubitz* Date: *4/30/2019*

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL THEN SUBMIT THE COMPLETED QUESTIONNAIRE TO HIS/HER DEPARTMENT HEAD.



TO BE COMPLETED BY SUPERVISOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments
AC	This position will now be managing a confidential informant list for SIU and the Federal Task Force as indicated in section 14.
AC	A PDQ was never completed for Sarah's position prior to her coming on board. When she started her position she strictly did warrant processing and back up to Process. She inherited data entering into ACISS for all Marathon County drug reports approximately two to three years ago. She has received praise from the State for her adequate and timely entering of reports which results in consistent grants since Sarah has been doing this. Sarah will now be assigning, entering and managing the Confidential Informant list for the new Central Wisconsin Narcotics Federal Task Force.


Any supervisory comments must be discussed with the employee.

SUPERVISORY SIGNATURES (Digital signatures are acceptable)

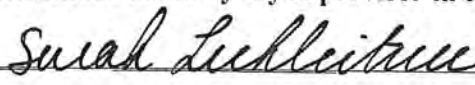
Please check the appropriate statement:

- I agree with the incumbent's position questionnaire as written.
- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor Signature:  Date: 04-29-19

Department Head Signature:  Date: 30 APR 19

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature:  Date: 4/30/2019



Gregory Bean

From: Ryan Weber
Sent: Tuesday, February 26, 2019 1:26 PM
To: Meth Grant
Cc: Sarah Lechleitner; Gregory Bean
Subject: Re: January 2019 Meth Grant.pdf

Thank you, Kelly! Sarah does a great job!

Ryan

-Sent from a mobile device. Please excuse the brevity and spelling.

On Feb 26, 2019, at 10:27, Meth Grant <methgrant@doj.state.wi.us> wrote:

Good afternoon,

Usually if you hear from me it's because your reimbursement request has some issues. But this message is to let you know that the cases entered into ACISS for this reimbursement request were done perfectly. If I read the cases correctly I believe they were all entered by Sarah Lachleitner. Please pass on my appreciation (and correct spelling if I didn't remember it right!) to Sarah for the great work. Thank you!

Kelly Wentzel

Criminal Analyst
Wisconsin Department of Justice
Division of Criminal Investigation
Wisconsin Statewide Intelligence Center
Desk: 608-242-5391
wentzelka@doj.state.wi.us

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The Wisconsin Statewide Information Center (WSIC) is subject to the provision of the Wisconsin public records law. Subject to certain exceptions, senders and receivers of WSIC e-mail should presume that e-mail communications are subject to release upon request.

From: Ryan Weber [<mailto:Ryan.Weber@co.marathon.wi.us>]
Sent: Monday, February 11, 2019 9:05 AM
To: Meth Grant <methgrant@doj.state.wi.us>
Cc: Kristin Williams <Kristin.Williams@co.marathon.wi.us>; Susan Lang <Susan.Lang@ci.wausau.wi.us>; Melinda Pauls <Melinda.Pauls@ci.wausau.wi.us>; Shawn Bauer <spencerpd@vil.spencer.wi.us>
Subject: January 2019 Meth Grant.pdf

Sarah Lechleitner

From: Hemberger, Michael J. <hembergermj@doj.state.wi.us>
Sent: Tuesday, July 12, 2016 11:02 AM
To: Sarah Lechleitner
Subject: ACISS Entries for Anti-Heroin Task Force (AHTF) Cases

Good Morning,

I'm the Criminal Analyst assigned to compile statistics out of ACISS for AHTF related cases. I just wanted to take a minute and say thank you for your ACISS entries. You have, by far, made the best entries I've seen. Your information is timely, accurate, and your entries make my job a WHOLE lot easier.

I've gone into a couple of records (ACISS entry 16-3706, for example) and changed the Case Disposition Code from "Closed" to "Arrest Made". The "Arrest Made" status code also indicates that the case is closed, it just flags that we should be looking to ensure there's an arrest entry associated with the record. Since your entries are so thorough, I don't really need to ensure the information is there. I just wanted to let you know in case you wondered who the Hemberger character was who edited a couple of your cases.

Thanks again for taking the time to do your agency's entries right!

--Mike

Michael Hemberger
Criminal Analyst
Wisconsin Statewide Intelligence Center
Office: 608-240-3594
Mobile: 608-286-5960
eFax: 608-294-2963
Email: hembergermj2@doj.state.wi.us
=====
Duty Email: wsic@doj.state.wi.us
Duty Phone: 888-324-9748 (888-DCI-WSIC)

The Wisconsin Statewide Intelligence Center (WSIC) is subject to the provision of the Wisconsin Public Records law (Wisconsin Statute §19.35). Subject to certain exceptions, senders and receivers of WSIC e-mail should presume that e-mail communications are subject to release upon request.

POSITION RECLASSIFICATION REQUEST – SOCIAL SERVICE PROFESSIONAL (C42)

Current Classification: Social Service Professional (C42)

Request: Higher Classification

Recommendation: Senior Social Service Professional (C43)

Summary: The Marathon County Department of Social Services is a contracted provider of Comprehensive Community Services (CCS) through North Central Health Care Center. Wisconsin Administrative Code Section DHS 36.11 requires all CCS staff to meet supervision requirements to act in the role of a CCS worker. This allows the Department of Social Services to receive grant funding from federal and state revenues that support programs like CCS and Children's Long Term Support (CLTS).

Due to the retirement of the Social Services Supervisor who was previously assigned this responsibility, Amber Pax, who is currently a Lead Social Worker, will take over this advance role. She will provide the required clinical guidance, oversight and direction to CCS Social Workers, as she has obtained the Licensed Clinical Social Worker (LCSW) certification.

In addition to the significant change mentioned above, Amber will also ensure content of documentation is accurate, timely and in compliance with CCS standards; provide and facilitate clinical supervision to groups and individuals; monitor and approve CCS Special Funds Account; and participate in recruiting and training new CCS staff. Although she does have any direct reports, Amber will also manage and assign incoming CLTS caseloads and referrals.

Final Recommendation: After reviewing the classification structure, it has been determined that this position performs responsibilities consistent with that of a Senior Social Service Professional (C43).

2020 Fiscal Impact: \$3,642 including salary and benefits, effective January 12, 2020. Please note: costing is based on 2020 proposed rates.

Reclassification/Pay Grade Adjustment

Department of Social Services - Social Service Professional (C42)
Reclassification Proposed - Senior Social Service Professional (C43)

FTE % **100.00%**
Annual Hours **2080**
CURRENT RATE **\$30.67** **Employee: Amber Pax**

Current DBM

	2020 Proposed	Current Rate	Minimum	Mid-Point	Maximum
Item	Rates	\$30.67	\$26.09	\$31.31	\$36.52
C42 - Wages		\$63,794	\$54,267	\$65,125	\$75,962
FICA Retirement	6.20%	\$3,955	\$3,365	\$4,038	\$4,710
FICA Medicare Rate	1.45%	\$925	\$787	\$644	\$1,101
Unemployment Insurance	0.10%	\$64	\$54	\$65	\$76
Retirement - Employer	6.75%	\$4,179	\$3,554	\$4,266	\$4,976
Worker's Comp - Clerical	0.08%	\$96	\$81	\$98	\$114
Estimated Cost		\$73,012	\$62,109	\$74,236	\$86,938

Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020

	2020 Proposed	Recommended	Minimum	Mid-Point	Maximum
Item	Rates	Rate	\$27.55	\$33.06	\$38.57
C43 - Wages		\$66,976	\$57,304	\$68,765	\$80,226
FICA Retirement	6.20%	\$4,153	\$3,553	\$4,263	\$4,974
FICA Medicare Rate	1.45%	\$971	\$831	\$997	\$1,163
Unemployment Insurance	0.10%	\$67	\$57	\$69	\$80
Retirement - Employer	6.75%	\$4,387	\$3,753	\$4,504	\$5,255
Worker's Comp - Clerical	0.08%	\$100	\$86	\$103	\$120
Estimated Cost		\$76,654	\$65,584	\$78,701	\$91,818
Annual Increase		\$3,642	\$3,475	\$4,466	\$4,880

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name: <u>Amber Pax</u>
Your Supervisor's Name: <u>Chelsea Block</u>
Your Division: <u>Children's Support Services Unit</u>
Your Department: <u>Social Services</u>
Your Current Classification: <u>Social Service Professional</u>

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: _____

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Marathon County Department of Social Services is a contracted provider of Comprehensive Community Services (CCS) through North Central Health Care Center. Wisconsin Administrative Code Section DHS 36.11 requires all CCS staff to meet supervision requirements to act in the role of a CCS worker. Supervision requirements for CCS staff include required consultation and at least one hour of supervision per week for every 30 clock hours of face-to-face psychosocial rehabilitation services or service facilitation they provide. Additionally, Wisconsin Administrative Code section DHS 36.11 requires that day to day consultation be available during CCS hours of operation.

In February 2019, Amber's previous Supervisor retired and had previously held the appropriate credentials to provide Clinical Supervision for CCS.

Lead Social Worker Amber Pax's current role is to provide case management 50% of the time. The other 50% of the time is to be the lead social worker for the Children's Long Term Support Program. In March 2019, Amber Pax passed the Licensed Clinical Social Worker (LCSW) examination, which allows her to complete clinical supervision of the CCS program. Effective June 1, 2019 Amber will assume a new advanced role of providing the required clinical guidance, oversight and direction to DSS CCS Social Workers. Amber's job duties will include the following new responsibilities, which will consume approximately 75% of her workload:

Execute and uphold mandates of DHS 36.

Ensure content of documentation is accurate, timely and in compliance with CCS standards.

Provide and facilitate clinical supervision to include individual and group supervision in a manner that meets program regulations and provides staff with direction, support, education, and ideas necessary to deliver quality services.

Provide support to new and existing staff with regard to being strength-based, recovery-oriented, person-centered, trauma informed and consistent with best practice.

Provide ongoing support and clinical direction to staff to include assisting in crisis situations and assisting staff with service provision.

Assist and support staff in all phases of CCS service provision including functional screening, assessment, recovery planning, service delivery and discharge planning.

Assist with CCS referral and intake process by confirming consumer need for services, authorizing services and guiding appropriate team and staff assignment.

Provide field supervision and mentoring including attending CCS recovery team meetings and providing meeting follow-up.

Participate in recruiting, interviewing and training new CCS staff.

Provide input related to clinical practice of CCS Social Workers for Employee Development Plans.

Monitor and approve CCS Special Funds Account.

Review and approve Recovery Plans, Assessments, and Recovery Plan Reviews.

Develop and/or update policies and procedures related to CCS.

Manage and assign incoming CLTS referrals.

Use additional sheets if necessary

Amber Pax
Employee Signature / Typed Name

04/29/2019
Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Effective June 1, 2019, Amber will assume additional responsibilities by providing clinical supervision to CCS staff.

Chelsea Block

04/29/2019

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30th**.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Amber's credentials and experience have allowed us to maximize her skills which support our programming well. The scope of her new duties is significantly above the duties of other social workers in the current classification.

Vicki Tylka

4/29/19

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30th**.

Marathon County Position Description Questionnaire

Return Completed Form To Employee Resources Department

1. EMPLOYEE INFORMATION: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study.

Employee Name: Amber Pax **Date Form Completed:** 04/22/2019

Official Job Title: Social Services Professional **Department:** Social Services

Work Phone: 715-261-7585 **Site:** _____

E-mail: amber.pax@co.marathon.wi.us **Time in Current Position:** 3 years 6 months

Immediate Supervisor:

Immediate supervisor reports to:

Name: Chelsea Block **Name:** Stacia Burrows

Title: Supervisor **Title:** Child Welfare Manager

Work Phone: 715-261-7514 **Work Phone:** 715-261-7507

E-mail: chelsea.block@co.marathon.wi.us **E-mail:** stacia.burrows@co.marathon.wi.us

 **2. POSITION SUMMARY- This is very important.**

Please write 1 to 3 sentences which describe the purpose and major duties of your position.

Example: I provide administrative support to the purchasing department. My duties include answering phones, filing and retrieving documents, answering questions from vendors, entering data, and tracking documents.

Effective June 1, 2019, Amber will assume a new advanced role of providing the required clinical guidance, oversight and direction to Comprehensive Community Services (CCS) social workers at Social Services.

Major job duties include: provide ongoing support and clinical direction to staff, provide and facilitate individual and group supervision, review and approve required CCS documentation, and ensuring staff compliance with DHS 36.



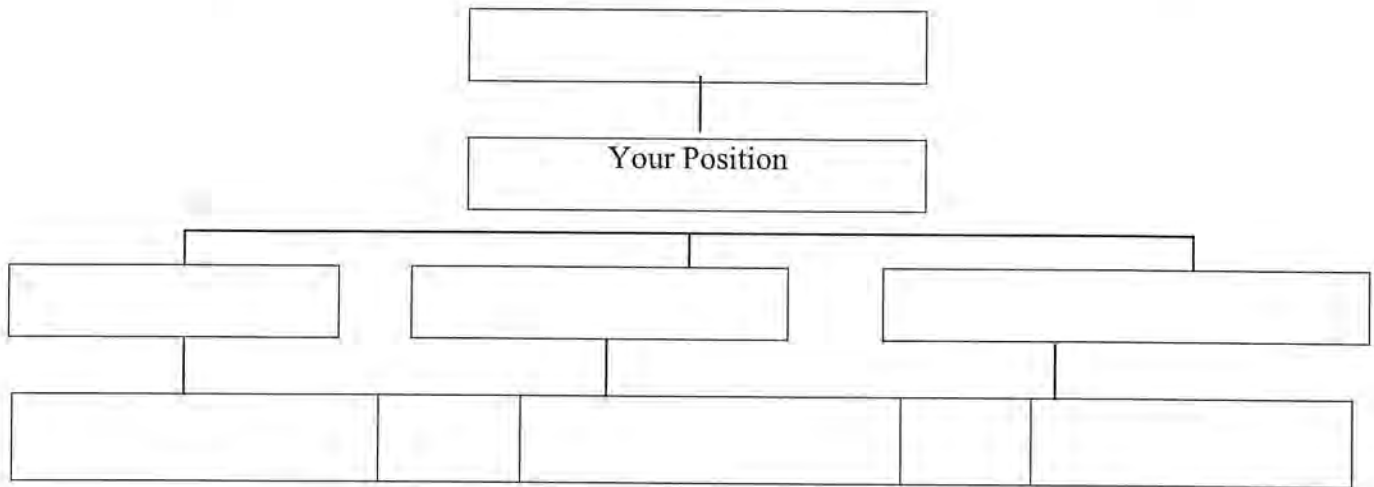
3. SUPERVISORY RESPONSIBILITIES – This is very important.

For each statement in the chart below, if the statement applies to your position, please check the box under the “Yes” column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Full-time Equivalent Employees	Head Count
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	NA	NA
<input type="checkbox"/>	I evaluate and sign performance reviews of other regular employees.		
<input type="checkbox"/>	I provide work direction to and review the work of student workers, temporary and/or contract employees.		

4. ORGANIZATION CHART

Complete the organization chart below. **Please use titles and not names.** List only those positions for which you sign performance evaluations.





5. ESSENTIAL DUTIES. This is very important.

In the table below, please list your essential duties (**those duties that make up at least 5% of your time**), and the decisions you make in carrying out each duty. Provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state “prepares reports”, but state “prepares reports such as status reports, staff reports”, or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Avoid phrases such as “assists with” or “participates in.” **Do not use acronyms.**

In the Frequency column, please indicate how often you perform each duty: D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

In the “Percent of Time” column please indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>
1. Execute and uphold mandates of DHS 36. Develop and/or update policies and procedures related to CCCS	Monitor and review compliance	Daily	5%
2. Ensure content of documentation is accurate, timely and in compliance with CCS standards. Review and approve Recovery Plans, Assessments, and Recovery Plan Reviews.	Monitor and review compliance	Daily	10%
3. Provide and facilitate clinical supervision to include individual and group supervision in a manner that meets	Critical thinking, active listening, judgement and decision making	Daily	10%

program regulations and provides staff with direction, support, education, and ideas necessary to deliver quality services.			
4. Participate in recruiting, interviewing and training new CCS staff. Provide support to new and existing staff with regard to being strength-based, recovery-oriented, person-centered, trauma informed and consistent with best practice.	Management of Personnel Resources	Occasionally	5%
5. Provide ongoing support and clinical direction to staff to include assisting in crisis situations and assisting staff with service provision.	Critical thinking, monitoring	Daily	10%
6. Assist and support staff in all phases of CCS service provision including functional screening, assessment, recovery planning, service delivery and discharge planning.	Instructing	Daily	10%
7. Assist with CCS referral and intake process by confirming consumer need for services, authorizing services and guiding appropriate team and staff assignment.	Coordination of services, System Analysis	Daily	5%
8. Provide field supervision and mentoring including attending CCS recovery team meetings and providing meeting follow-up.	Determine and evaluate services	Weekly	15%
9. Manage and assign incoming Children's Long Term Support (CLTS) referrals. Complete CLTS assessments and case	Review Social Worker caseload sizes and assign cases as appropriate	Weekly	20%

management, as needed.			
10. Provide input related to clinical practice of CCS Social Workers for Employee Development Plans.	Management of Personnel Resources	Occasionally	5%
11. Other duties as assigned.	Attend trainings, participate in committees, etc.	Occasionally	5%

Attach additional sheets if necessary.

6. REQUIRED KNOWLEDGE AND SKILLS Please list the knowledge and skills required for entry into your position, and not what you might necessarily know or be able to do after being in your position for a number of years. **Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing. **Skills:** refers to proficiencies which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Knowledge & Skills
1. Knowledge of social work models, theories, and practice. Knowledge also requires the integration of the fields of sociology, psychology, social welfare policy, and counseling.
2. Knowledge of state laws, federal laws, and administrative rule applicable to a public service agency.
3. Knowledge of the causes of the complex socio-economic and socio-psychological challenges that families in the child welfare and mental health system deal with.
4. Knowledge and ability to effectively monitor and assess the safety and treatment needs of youth with serious and persistent mental illness.
5. Knowledge of different cultures to practice in a culturally competent way.
6. Ability to establish, develop, and maintain collaborative working relationships with agency staff, schools, law enforcement, and other community partners.
7. Ability to motivate, engage, and develop Social Workers.
8. Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems/concerns.
9. Ability to monitor and assess job performance to make improvements or take corrective action.
10. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.



7. EDUCATION - This is very important. Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry into your position**. This may be different from what the organization currently requires and/or from your own level of education.

Position

Requires:

- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)

- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in _____

Master's degree in **Social Work**

Other (explain): Licensed Clinical Social Worker (LCSW): Completed Master's Degree in Social Work, at least 3,00 hours of supervised practice, and successful completion of the Association of Social Work Boards Clinical Examination.

What field(s) should training or degree be in?

Must be certified as a Licensed Clinical Social Worker by the State of Wisconsin Examining Board of Social Workers, Marriage and Family Therapist, and Professional Counselors which includes a Master's Degree in Social Work, at least 3,000 hours of supervised practice, and successful completion of the Association of Social Work Boards Clinical Examination.

8. EXPERIENCE - *This is very important.*

Identify the minimum type and years of experience required for **entry into your position?**

	Minimum Time Required	
Obtain at least 3,000 hours of clinical Social Work experience	2	years
_____		years
_____		years

9. SPECIAL REQUIREMENTS:

List any registrations, certifications or licenses that are required for **entry into your position.**

Do not use acronyms.

Certified Advanced Practice Social Worker: received a Master's Degree in Social Work

Licensed Clinical Social Worker: Completed Master's Degree in Social Work, at least 3,000 hours of supervised practice, and successful completion of the Association of Social Work Boards Clinical Examination.

Driver's License

10. MACHINES, TOOLS AND EQUIPMENT. List any specialized machines, tools, equipment or software used in your work and show the time spent using each. Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time
	Infrequently <10% Seldom 10-25% Moderately 25-50% Frequently >50%
Laserfiche Client 9.2 (County Database)	Frequently > 50%

The Clinical Manager (County Database)	Frequently > 50%
Electronic Wisconsin Statewide Automated Child Welfare Information (eWISACWIS)	Infrequently <10%
Law enforcement and legal databases (CCAP and Sex Offender Registry)	Frequently > 50%
Forward Helath Portal	Moderately 25% - 50%
Web Access Management System (To access: Functional Screen Information Access & Program Participation System)	Frequently > 50%

11. DECISION-MAKING & JUDGMENTS.

a. Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1. Provide clinical guidance, oversight, and direction to social workers in the CCS unit at Social Services.

2. Review and approve an applicants' need for psychosocial rehabilitation and ongoing services per DHS 36 requirements.

b. When making decisions do you most often (Check only one):

Routinely check with your supervisor before doing anything other than following standard procedures.

Follow standard procedures and established practices to resolve problems using limited discretion.

Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.

Create and implement new solutions not previously applied.

c. Indicate which of the following types of decisions you make regularly in the course of your work.

<input type="checkbox"/>	I plan and schedule the work of others.
<input checked="" type="checkbox"/>	I set goals and objectives for others.
<input checked="" type="checkbox"/>	I provide training and instruction to others.
<input checked="" type="checkbox"/>	I assign work activities to others.
<input checked="" type="checkbox"/>	I establish standard procedures.
<input type="checkbox"/>	I make hiring and promotion decisions.
<input type="checkbox"/>	I provide discipline and performance counseling.
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.

12. PHYSICAL FACTORS - Your answers in this section will not affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Never	0--Not Important
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Never	0--Not Important
Stooping: Bending body downward and forward by bending spine at the waist.	Infrequently <10%	1--Somewhat Important
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Infrequently <10%	1--Somewhat Important
Crouching: Bending the body downward and forward by bending leg and spine.	Infrequently <10%	1--Somewhat Important
Crawling: Moving about on hands and knees or hands and feet.	Never	0--Not Important
Reaching: Extending hand(s) and arm(s) in any direction.	Frequently > 50%	2--Very Important
Standing: Particularly for sustained periods of time.	Moderately 25% - 50%	2--Very Important
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Seldom 10% - 25%	2--Very Important
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Infrequently <10%	0--Not Important
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Infrequently <10%	0--Not Important
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Infrequently <10%	0--Not Important
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Seldom 10% - 25%	3--Extremely Important

Grasping: Applying pressure to an object with the fingers or palm.	Infrequently <10%	1--Somewhat Important
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Infrequently <10%	0--Not Important
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently > 50%	3--Extremely Important
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently > 50%	3--Extremely Important
Seeing: The ability to perceive the nature of objects by the eye.	Frequently > 50%	3--Extremely Important
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Seldom 10% - 25%	3--Extremely Important

13. WORKING CONDITIONS - *Your answers in this section will not affect how your job is classified.*

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition. **If most of your work is in an office setting, you may select the "Does Not Apply" box below.**

Does Not Apply

	Condition	Time
<input type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Never
<input checked="" type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Seldom 10% - 25%
<input type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Infrequently <10%
<input checked="" type="checkbox"/>	Extreme temperatures	Infrequently <10%
<input type="checkbox"/>	Inadequate lighting	Never
<input type="checkbox"/>	Work space restricts movement	Never
<input type="checkbox"/>	Intense noise	Never
<input checked="" type="checkbox"/>	Travel	Moderately 25% - 50%
<input checked="" type="checkbox"/>	Environmental (disruptive people, imminent danger, threatening environment)	Frequently > 50%

14. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.
Digital Signatures are acceptable.

Signed: Amber Pax Date: 04/29/2019

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL THEN SUBMIT THE COMPLETED QUESTIONNAIRE TO HIS/HER DEPARTMENT HEAD.

TO BE COMPLETED BY SUPERVISOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments

Any supervisory comments must be discussed with the employee.

SUPERVISORY SIGNATURES (Digital signatures are acceptable)

Please check the appropriate statement:

- I agree with the incumbent's position questionnaire as written.
- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor Signature: Chelsea Block _____
04/29/2019 _____

Date:

Department Head Signature: Vicki Tylka _____

Date: 4/29/19 _____

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature: _____

Date: _____

Chapter 9

Casual, Seasonal and Temporary Employees

Countywide Shared Classifications Pay Group 6	Maximum Rate	Payroll Occ Code
Office Assistant (routine work, limited office skills required)	\$13.71	9000
Office Assistant – Work Study	\$13.71	9005
Administrative Assistant (more skilled word processing, transcription, simple math calculations, proofreading, some previous office experience or education required)	\$15.47	9010
Administrative Specialist (performs diverse, advanced secretarial/administrative tasks with some independence.)	\$18.99	9015
Laborer/Custodian	\$17.23	9020
Laborer/Custodian – Work Study	\$17.23	9021
College Intern	\$18.99	9025
Paraprofessional & Technical	\$18.99	9030
Skilled Maintenance	\$18.99	9035
Professional	\$31.31	9040
Law Enforcement		
Asst Evidence Tech – Non-Sworn, FLSA 7 day/40 hours	\$19.57	9980
Transport Reserve Corrections Officer – Non-Sworn, FLSA 7 day/40 hours	\$19.57	9976
Reserve Deputy – Sworn, FLSA 28 day/171 hours Effective 1/13/19		9975
Starting – 75% of Deputy 1 at 90%	\$19.57 (2)	
After 1500 hours worked – 85% of Deputy I at 90% (1)	\$22.18 (2)	
After 2500 hours worked – 90% of Deputy I at 90% (1)	\$23.48 (2)	
After 5000 hours worked – 95% of Deputy I at 90% (1)	\$24.79 (2)	
NOTE:		
(1) Sheriff’s Office will monitor hours worked to determine when the Reserve Deputy would qualify for a pay increase.		
(2) Hourly rates will change when the Deputy Sheriff I classification covered by the Deputy Sheriff Association’s labor agreement are adjusted.		
Special Compensation		
ADRC-CW Board	Paid per meeting	9890
Bailiff	\$15.47	9600
Plus a minimum of 2 hours pay if Baliffs report as scheduled but work assignment does not last 2 hours		
Deputy Medical Examiner		9780
▪ \$15 per hour for continuing education, transporting, staff meetings, training wage, etc.		
▪ \$25 per hour for conducting a death investigation		
▪ \$40 per cremation authorization		
▪ \$2.25 per hour for on-call pay		

Proposed Maximum Rate Increase effective 8/25/2019 or Fall/Winter 2019

Countywide Shared Classifications Pay Group 6	Maximum Rate	Payroll Occ Code
The payment between \$15 per hour and \$25 per hour for activity performed by the Deputy Medical Examiner would be at the discretion of the Department Head.		
Zoning Assistant		9971
Deputy Zoning Administrator \$20 per inspection or permit issued \$30 per zoning permit review and approval		9973
Election Worker – Current Employees	\$25.00	9903
Response Team – Emergency Management	\$25 per hour for response to technical rescue or hazardous materials release responses \$15 per hours for meetings, training sessions, inspection and maintenance of vehicles, supplies and equipment \$2.00 per hour additional premium pay for leadership role (i.e. \$27 or \$17 per hour)	9500

The Employee Resources Director may approve individual requests for wage rates for casual, seasonal and temporary jobs when special circumstances warrant exceeding these maximum rates. The Employee Resources Director may approve exceeding the current established temporary wage rates when departments hire temporary staff to fill current regular vacancies. However, these rates may not exceed the maximum rate for the corresponding regular position.

See casual, seasonal and temporary wage rate chart for the Park Recreation and Forestry Department (Appendix A).

Proposed Maximum Rate Increase effective 8/25/2019 or Fall/Winter 2019

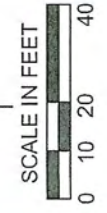
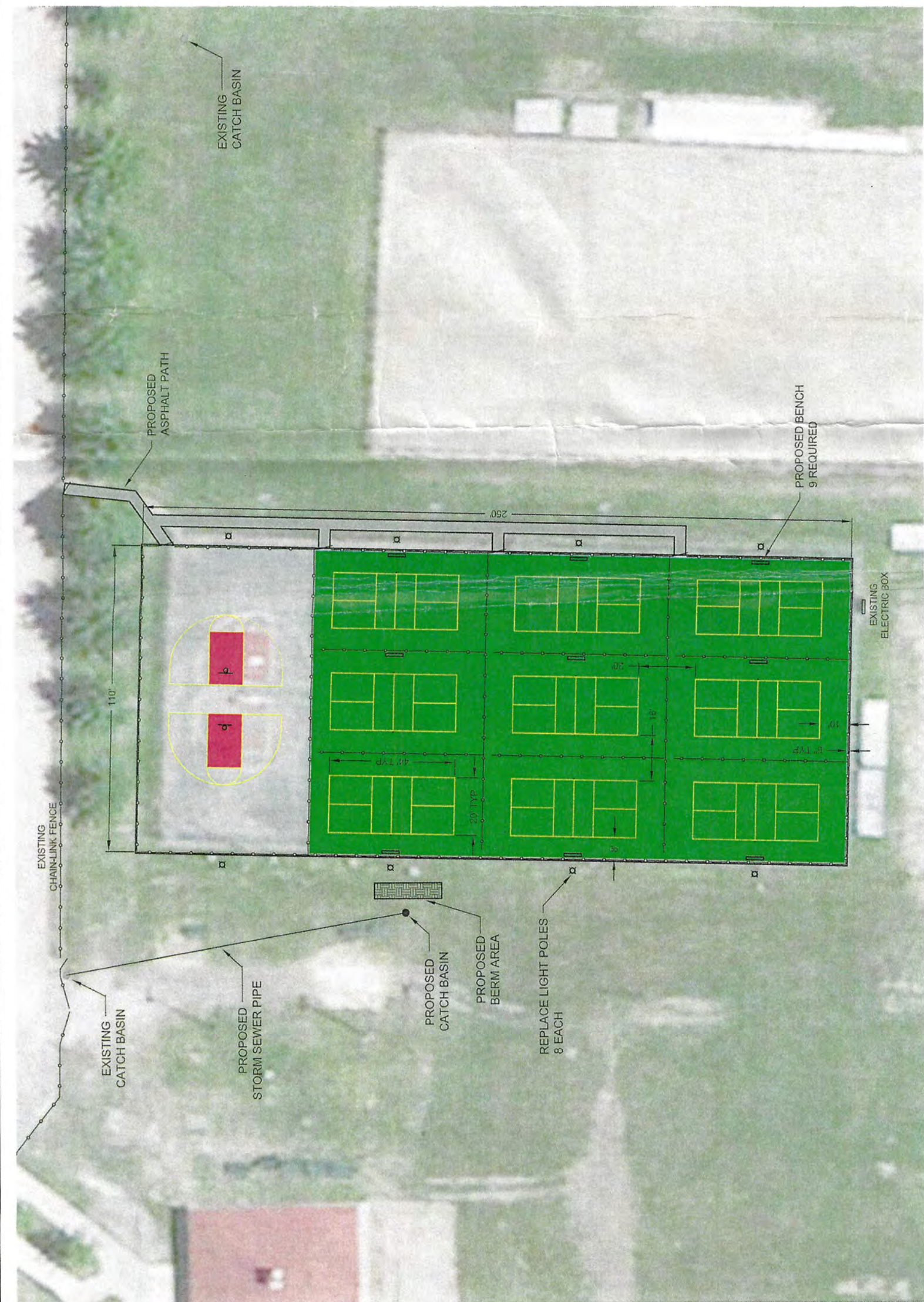
APPENDIX A

**Park Recreation Forestry Department
Casual, Seasonal and Temporary Wage Rates
Payroll Group 6**

EEOC	Position #	Title	Code	1 st Year	2 nd Year	3 rd Year	Wage / Salary	Source
2	19999	Asst Facility Manager	9499	\$17.25	\$17.25	\$17.25	W	Joint
7	19999	Asst Pool Director	9503	\$13.50	\$14.00	\$14.50	W	City
6	19999	Clerical Worker I	9710	\$10.50	\$11.00	\$11.50	W	Joint-
6	19999	Clerical Worker II	9720	\$10.85	\$11.35	\$11.85	W	Joint
8	19999	Facility Attendant*	9517	\$11.50	\$12.00	\$12.50	W	County
8	19999	Groomer Operator	9997	\$11.00	\$11.50	\$12.00	W	County
8	19999	Lead Worker	9526	\$13.00	\$13.50	\$14.00	W	Joint
7	19999	Park Manager	9505	\$12.25	\$12.75	\$13.25	W	Joint
7	19999	Playground Director	9508	\$12.05	\$12.55	\$13.30	W	City
8	19999	Playground Leader	9518	\$10.30	\$10.80	\$11.30	W	City
7	19999	Pool Director	9501	\$16.75	\$17.25	\$17.75	W	City
7	19999	Pool Head Lifeguard	9512	\$11.75	\$12.25	\$12.75	W	City
8	19999	Pool Lifeguard	9513	\$11.50	\$12.00	\$12.50	W	City
7	19999	Pool Supervisor	9510	\$12.35	\$12.85	\$13.35	W	City
7	19999	Rangemaster	9506	\$11.75	\$12.25	\$12.75	W	County
8	19999	Seasonal Laborer**	9750	\$11.50	\$12.00	\$12.50	W	Joint
7	19999	Seasonal Ranger	9502	\$16.00	\$16.00	\$16.00	W	Joint
8	19999	Snack Bar Attendant/Cashier	9533	\$9.35	\$9.85	\$10.35	W	Joint
8	19999	Splash Pad Attendant	9524	\$9.80	\$10.30	\$10.80	W	Joint
5	19999	Student Intern	9760	\$12.76	\$12.76	\$12.76	W	Joint
5	19999	Tennis Instructor	9532	\$10.30	\$10.80	\$11.30	W	City
2	19999	Water Exercise Instructor	9528	\$13.80	\$14.30	\$14.80	W	City
5	19999	Water Exercise Lifeguard	9516	\$12.55	\$13.05	\$13.55	W	City

*Facility Attendant includes park attendant and trail attendant.

**Seasonal Laborers operate the Sylvan Tow



EXISTING BASKETBALL COURTS



EXISTING TENNIS COURT



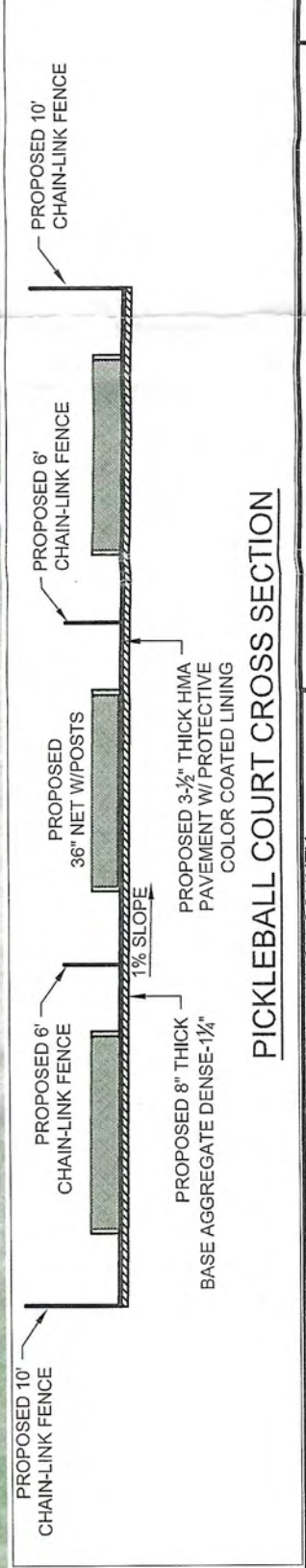
EXISTING PAVEMENT CRACKING



EXISTING ENTRANCE



EXISTING LIGHT POLES





Marathon County

Capital Improvement Program Committee Minutes

July 23, 2019

Members Present: Tim Buttke, Sandi Cihlar, Maynard Tremelling, Chuck Kornack, Barkley Anderson, Eric Budleski

Excused: Bill Miller

Technical Staff: Michael Lotter, Cindy DeBroux

Others Present: Mark Cihlar, Jim Griesbach, Gerry Klein, Jamie Polley

1. **Call to Order.**

The agenda being properly posted and a quorum being present, the meeting was called to order at 10:00 am by Chairman Buttke. The meeting was held in the Conference Room at 1000 Lakeview Dr Ste 300, Wausau, WI.

2. **Public Comment Period – Not to Exceed 15 Minutes.**

None.

3. **Approval of the Minutes of the June 10, 2019 Capital Improvement Program Committee Meeting.**

- A. **Motion/second** by Kornack/Cihlar to approve the minutes of the June 10, 2019 meeting. Motion **carried** on voice vote, no dissent.

4. **Central Wisconsin Airport (CWA) Projects.**

Mr. Cihlar gave a brief description of 3 projects: (1) Airport Improvement Program/Passenger Facility Charge, (2) General Aviation Development, and (3) CWA Automated Parking Lot System. No money is being requested from CIP. This was Informational Only.

5. **Rank Highway (HWY) Department Projects.**

Mr. Griesbach gave a brief description of 3 projects: (1) County Road G – Branch Trappe River, (2) County Road M – Fenwood Creek, and (3) County Road Y – Plover River. After discussion the Committee ranked all 3.

6. **Rank City County Information Technology (CCIT) Projects.**

Mr. Klein gave a brief description of 3 projects: (1) Financial/Human Resource Management Solution, (2) Technology Small Capital, and (3) Laserfiche Licensing. After discussion none were ranked as project (1) was approved last year and projects (2) and (3) would fall under Technology Projects.

7. **Rank Parks, Recreational, and Forestry (PRF) Department Projects.**

Ms. Polley gave a brief description of 8 projects. After discussion Project (1) Playground Replacement, (4) Big Eau Pleine Campground Electrical Upgrade, (5) Ice Arena Refrigeration Controller Replacement, (7) Marathon Park Master Plan, and (8) Marathon Park Marquee were all ranked. Project (2) Ice Arena Dasher Board Replacement was already approved in 2019 (Ice Arena Improvements).

- A. On project (6) Big Eau Pleine Road Repairs there was a **Motion/second** by Anderson/Cihlar to use the ranking of 464 from 2018. Motion **carried** on voice vote, no dissent.
- B. Project (3) Pickleball Court Development was not ranked (no CIP funds are needed). A **Motion/second** by Kornack/Anderson to approve this request and move to the Human Resources, Finance, and Property Committee for approval. Motion **carried** on voice vote, not dissent.

8. **Next Meeting July 24, 2019.**

9. **Adjourn.**

- A. **Motion/second** by Kornack/Tremelling to adjourn the meeting. Motion **carried** on voice vote, no dissent.

Meeting adjourned at 2:30 pm. cd.



Capital Project Request Form

Project	Pickleball Courts	CIP Funds Requested	\$100,000.00
Project Number	(Do NOT fill in – for use by F&CM Department)		Request for Year 2020

General Instructions for completing this form:

- Enter requested information after placing the cursor (point and click) in the corresponding gray-shaded blank.
- For all but the most obvious items, more detailed instructions are available by typing the F1 key while the cursor placed on the corresponding blank.
- Each box will expand as necessary to include your text. Limits on text length are noted in the F1 instructions.
- Use the tab key to advance the cursor to the next blank; use shift/tab to move the cursor to the previous blank.
- *If this Charter form is not completed in its entirety, your request may not be ranked.*

1. REQUEST INFORMATION			
Project Title	Pickleball Court Development		
Location	Marathon Park		
Description	Reconstruct failing tennis courts into 6 pickle ball courts.		
Date of Request	05/02/2019	Project Type	Renovation/Remodel
Submitted By	Jamie Polley	Phone	715-261-1554
Department	Parks, Recreation Forestry	Email	jamie.polley@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1 st .	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	If so, how many times has the request been submitted previously?	3
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE			
Project Objective(s)	Provide hard court recreational opportunities primarily for the older adult population		
Alignment to Departmental Mission Statement	Adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work and play.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects			
Alternatives Considered	1. Leave failing tennis courts as is 2. 3.		
Why Alternatives Listed Above Were Rejected	1. Existing tennis courts will need to be removed due to condition. 2. Recreational opportunities for older adults will not occur 3.		
Target Start Date	6/1/2020	Anticipated Completion Date	September 30, 2020
Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.			
"In Scope" = everything the project will include to meet the requirements of the project objectives. "Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.	In Scope: <ul style="list-style-type: none"> • Bidding • Demolition • Paving • Fencing • Nets • • • • • • 	Not in Scope: <ul style="list-style-type: none"> • Landscape renovation • • • • • • • • • 	

3. PROJECT RISK FACTORS	
Assumptions	Asphalt and steel pricing remain constant
Dependencies	Support of the Pickleball community
Constraints	Events in the park, weather



Capital Project Request Form

4. PROJECT COST			
Estimated Cost Components		Cost Allocation Per Fiscal Year	
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:	
Final Design and Engineering	\$0.00		
Land Acquisition	\$0.00	Fiscal Year 2020	Amount \$100,000.00
Construction	\$100,000.00	Fiscal Year	Amount \$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount \$0.00
Other:	\$0.00	Fiscal Year	Amount \$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount \$0.00
Project Budget (total of estimated cost components)	\$100,000.00	←----- (sum of above should equal) -----!	
Is this project to be funded entirely with CIP funds?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount
<ul style="list-style-type: none"> Pickleball Organization 			\$100000.00
			\$
			\$
Total CIP Funding Requested		\$0.00	

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	25	
Expected service life (in years) of the existing asset, based on applicable industry standards?	20	
Estimated Service Life of Improvement (in years)	20	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$500.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$500.00
Estimated Return on Investment (in years)		



Capital Project Request Form

6. OPERATING COST IMPACT

Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.

Yes No

annual patching and repair will be reduced for several years due to new surfacing

Will this project lead to increased efficiency or productivity? If yes, please explain below.

Yes No

Current tennis courts are unusable, pickleball courts will make great use of the area

Will this project provide an additional revenue generating opportunity? If yes, please explain below.

Yes No

9 pickleball courts in one area provide a site for pickleball tournaments where entry and court fees will be charged



Capital Project Request Form

7. ECONOMIC AND PUBLIC BENEFIT	
Does this project have the potential to promote economic development county-wide? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project have the potential to promote economic development within a specific area of the county? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Expansion of the pickle ball courts will allow for regional tournaments to be held at Marathon Park.	
Will this project result in an increase of long-term jobs within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase recreational opportunities and/or green space? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Active recreation targeted to older adults	
Does this project contribute toward improved transportation efficiency? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of the general county population? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of a specific demographic within the county? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Active recreation targeted to older adults	
Does this project enhance or increase cultural or educational opportunities? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Pickleball provides an multigenerational experience and can teach team work and life skills	
Does this project contribute toward improving the wellness of Marathon County Citizens? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Active recreation targeted to older adults and is a sport that can be enjoyed by all ages	

8. RELATED DOCUMENTS
<i>List below any attached documentation including estimates, studies or plans, photographs, standing committee or board minutes, etc. that supports this project request.</i>
<ul style="list-style-type: none"> • Photographs • Approved by CIP Committee on July 23rd and recommended to the Human Resources, Finance and Property Committee • Approved by Park Commission July 30th and ERC August 1st and recommended to the Human Resources, Finance and Property Committee

Request for Additional Services

Purpose: The Wausau & Marathon County Parks, Recreation, and Forestry Department has a desire to always provide high quality recreational services and facilities. With restricted financial and personnel resources the Department needs a process to evaluate requests for additional services. Additional services being defined as additions to programs and facilities or new programs and facilities.

In order to fully evaluate and stimulate thought on the complete aspects of additional services, please provide the Department with a request that includes the following (all items may not pertain and may not be known by requestor):

- Please describe program or facility where additional services are being requested.

The pickleball courts at Marathon Park.

- Please describe additional services/facility being requested.

We propose to increase the number of courts to 9 by adding an additional 6 courts.

- Why do you think this additional service/facility is needed?

At this time we often have 30 to 40 people showing up to play on a space that can only accommodate 12 people. With the addition of 6 more courts, all players could play.

- What exactly is being asked of the Department (funding, maintenance, construction)?

The Wausau Area Pickleball club is prepared to donate the construction and materials for all 6 courts. We are asking the park department to install the net posts, nets and care for the courts seasonally (take down the nets in late fall and put them back up in spring).

- What are the total costs for the additional services/facilities (not only initial costs but future costs)?

Unknown. The costs involve only the labor involved in installing the net posts and maintenance.

- How would it be funded (what is the County/City being asked to contribute, what is the group willing to contribute, grants, donations, etc.)?

Wausau Area Pickleball has secured funding for this project through individual donations, and grants.

- Who will provide maintenance in the future (will it be turned over to the Department upon completion, will there be maintenance funds put aside, group to provide some maintenance, who repairs damage, etc.)?

The Wausau Area Pickleball club will turn the facility over to the county. Maintenance on courts should be minimal. If major repairs need to be made, the club may be willing to assist financially.

- What are the expectations of the County/City once it is complete?

Seasonal care of the nets (taking them down and storing them for winter and putting them back up in the spring).

- What is the timeline for completion?

We hope to have the asphalt in by the end of August. The timeline for the finished project is dependent on whether or not we can get on the schedule to have the courts lined and painted. It is our hope to have this project completed by October 2019.

Pkdata/PKforms/p667RequestforAdditional Services



Wausau & Marathon County
**Parks, Recreation
& Forestry**





Wausau & Marathon County
**Parks, Recreation
& Forestry**

Memo

To: Human Resources, Finance and Property Committee

From: Jamie Polley, Director

Subject: Position Restructuring – Chief Park Ranger

Date: August 7, 2019

Our Chief Park Ranger, Jon Daniels, retired August 2, 2019 after 37 years of service with the County. Jon's responsibilities are important to the safety and security of the county parks, visitors and natural resources. His main tasks include;

- Enforcing County ordinances on County park and forest lands, and the Mountain-Bay State Park Trail to include compliance checks of campsite registrations, boat launch permits, bike passes and ski passes; issues warnings and citations and investigates various complaints; performs public service functions; maintains a visible presence, responds to park visitor inquiries and checks and secures facilities.
- Performing various law enforcement functions including issuing citations, making arrests and assisting local law enforcement agencies in non-park incidents as necessary; acts as court officer for the department and represents the department in court as necessary.

Jon was deputized by the Sheriff. Moving forward officers deputized by the Sheriff will work under the Sheriff's department. Administration has approved a collaboration between the Park, Recreation & Forestry Department and the Sheriff's Department where our department will contract with the Sheriff's Department to provide a Recreation Deputy that will be housed in the PRF offices. The Recreation Deputy will be assigned solely to patrolling and monitoring the parks and forest units. Funding for the position will remain in the PRF budget under contract services.

In addition, the Sheriff's Department is requesting a second Recreation Deputy that is 80% grant funded. This deputy will complete the task required by the grants such as boat and snowmobile patrol. This position will also work in conjunction with the contracted Recreation Deputy providing additional enforcement in the county parks and forest units. Two positions working together will ensure consistent patrol on evenings, weekends and holidays.

The restructuring of the Park Ranger position to a contracted Deputy for Recreation has been approved by Administration, the Park Commission, and Environmental Resources Committee and recommended to the Human Resources, Finance and Property Committee. The position restructuring will be presented and discussed by the Public Safety Committee on August 14, 2019.

New & Expanded Position Requests - 2020

CITY ADMIN APPROVAL TO PROCEED	FTE	Additional County Funding			Additional Non-Levy or Grant Funds			STANDING COMMITTEE APPROVAL	Human Resources & Finance, Property Committee Ranking/Recommendation	Approved and included in 2020 Budget - by County Administrator
		Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum			
Yes	1.00	\$16,355	\$17,798	\$19,240	\$38,163	\$41,528	\$44,894	Yes		
Yes	1.00	\$23,848	\$23,848	\$23,848	\$71,543	\$71,543	\$71,543			
Yes	6.00	\$408,666	\$456,594	\$504,522						
Yes	1.00	\$68,111	\$76,099	\$84,087						
Yes	1.00				\$68,788	\$76,895	\$85,001	Yes		
Yes										
	10.00	\$516,980	\$574,339	\$631,697	\$178,494	\$189,966	\$201,438			

Exclude In 2020 Budget

	0.00	\$0	\$0	\$0	\$0	\$0	\$0			

APPENDIX B NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: *Conservation, Planning and Zoning (CPZ) Department* Date: *May 30, 2019*

Position Requested: *Administrative Assistant (Conversion of existing casual position to fulltime)*
FT PT FTE 100% Number of Positions: *1*

Division Position Will Be Assigned To: *N/A*


Projected Start Date of Position: *1-1-2020* Priority Number of This Position: *1*

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

This position is compatible with the County's mission statement as it will allow CPZ to continue and expand its customer service capabilities to ensure timely responses to our customer needs while providing programs that help make Marathon County a preferred place to live, work, visit, and do business.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?



Mission is to: Protect our community's land and environment.
Because we believe that: The economic strength and vitality of our community is dependent on the quality of our resources.
Through: Leadership, accountability, community engagement, and collaborative partnerships we promote thoughtful and deliberate use of resources and innovative solutions.
So that: Marathon County has healthy people, a healthy economy, and a healthy environment today and tomorrow.

The Conservation, Planning and Zoning (CPZ) Department's mission focuses on protecting Marathon County's land and water resources. This position request will support CPZ as the department continues to grow resource protection programs by providing additional administrative support to serve customers involved with these programs. CPZ is the lead department for Marathon County Strategic Plan Objectives 5.2: Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth and 6.3: Protect and enhance the quantity and quality of potable groundwater and potable surface water supplies. The professional staff implementing programs that address these objectives need administrative support to ensure enhanced service and success with obtaining outcomes.

This position will also assist CPZ to address Strategic Plan Objective 12. 3 Strategy E: Implement a plan to increase the nature of services accessible to the public online and identify achievable measures to track our progress at engaging the public.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

This request is to convert the current casual Administrative Assistant position to a full time Administrative Assistant position. The purpose of this position is to continue to provide enhanced customer service to our citizens and administrative support for the CPZ professional staff. As CPZ's programs continue to expand and grow, current CPZ administrative support staff is challenged with continuing to provide enhanced customer service and meet the demands of the increased workload. The

position is the initial primary contact with our citizens and customers as they seek answers to the complex regulatory programs CPZ administers. In 2018, the current administrative support staff responded to over 27,000 phone calls. It is envisioned that this position will provide the support for improving efficiency and service by converting forms, permits, and processes to be available online and more accessible to citizens. Specifically this position will assist and provide support for the following programs/efforts:

Private Onsite Waste Treatment System (POWTS) Maintenance Ordinance – In the next 5 years, CPZ anticipates a 33% increase in replacement of failing septic systems due to the expansion of the state mandated POWTS Maintenance Program in 2019. Currently there are 14,000 systems in the maintenance program in Marathon County. CPZ estimates an additional 7000 systems to be added to the maintenance program. This will create a significant increase in public inquiries, additional tracking/database management, and educational efforts and development of informational materials, especially online services and resources.

Nonmetallic Mining Reclamation Ordinance - Marathon County currently administers 136 nonmetallic mine permits. Over the past 3 years, there has been a 10% increase in the expansion of existing mines as well as additional new mines being permitted. It is the responsibility of administrative support staff to monitor, track and collect financial assurance and fees as well as provide general program support for this program. Currently, CPZ is monitoring over \$10,000,000 in financial assurance for permitted nonmetallic mine sites.

Develop online fillable forms: Currently, CPZ has **ZERO** fillable applications/forms available online for the various programs administered by the Department. By December 31st, 2020, it is the goal of the Department to have an online presence for all relevant permit applications.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

Benefit of the position:

The Conservation, Planning and Zoning (CPZ) Department's mission focuses on protecting Marathon County's land and water resources for the benefit of the community. This is accomplished through the administration of various programs/ordinances such as POWTS, zoning, nonmetallic mining reclamation, land conservation, land records modernization, Public Land Survey System remonumentation, Metropolitan Planning Organization, and general county planning efforts. To implement these programs/ordinances, CPZ also provides service to numerous County Board Committees and Boards, the Metropolitan Planning Organization and other organizations.

A fulltime Administrative Assistant position, will benefit the County by having dedicated staff available to assist customers with wading through the complex and diverse programs of CPZ and providing personal customer contact in order to better understand the customers' needs.

Enhance customer service: In the past 5 years there has been a shift in culture at CPZ. We pride ourselves in following the county's core values and being honest, kind, and respectful. The emphasis in serving customers has shifted from dictating regulations to providing our customers with all available options, based on current regulations, and strive to meet our customer's needs. We provide a high level of service by delivering information and education up front which takes time. This results in less compliance/enforcement issues in the end which can be more time consuming, not only for CPZ but also the Corporation Counsel and the judicial system.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?
- Alternatives considered and discussed by the CPZ Management Team were to continue with the current casual position. Upon thorough review of the current CPZ programs and workload, the Management Team believes that a fulltime position is needed to ensure efficient and effective programs and initiatives. Providing enhanced customer service to CPZ customers (both internal and external) is of highest priority to CPZ and Marathon County. CPZ's complex and diverse programs need personal customer contact as some customers struggle to understand ordinance and program requirements through the website alone.

- F. What will be the effect if the proposed position is not created?

CPZ's goal is to provide an enhanced level of service in all program areas. The effect of not expanding this administrative assistant position to fulltime will be the inability to maintain the current level of customer service as well as not providing the anticipated level of services needed as the workload increases with the expanded programs.

As stated previously, this position will convert forms, permits, and processes to be available online and more accessible to citizens. With the current CPZ administrative support workload, some of the basic administrative support tasks such as scanning of documents and conversion of forms becomes low priority and therefore not accomplished, leading to long-term inefficiencies.

As CPZ programs continue to grow and expand, CPZ Management evaluates and makes adjustments to higher level positions (professional, technical and administrative coordinator positions), therefore, ensuring that staff are working at the appropriate level for their positions and shifting administrative tasks to support staff. Without a fulltime Administrative Assistant this will not be accomplished.

- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

Specific criteria that will be used to monitor the effectiveness and performance of this position include:

100% of CPZ forms, permits, processes are available online.

Customer service surveys conducted by CPZ show high satisfaction with customer service and adherence to core values.

Maximum customer understanding and acceptance of the reasons for their need to comply with the POWTS maintenance requirements through quality customer service.

Nonmetallic mining reclamation financial assurances are monitored, tracked, and adjusted annually to ensure that Marathon County has the ability to reclaim, at no cost to Marathon County taxpayers, mine sites that may default and not comply with land reclamation standards/requirements.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Specific duties of this position include: serving as receptionist and general staff support, provide information to the public, scheduling appointments/inspections, updating staff calendars, file and retrieve documents, data entry, distribute/process mail, assist with CPZ newsletters and mailings, preliminary permit application completion and processing, assist with permit issuance, cash receipting, document scanning and imaging, development of online forms, applications and documents, website monitoring, and file management.

It is anticipated that the Administrative Assistant position will provide support to the POWTS program 50% of the time, Nonmetallic Mining Reclamation Program 30% of the time and general office support that includes the development of online forms and applications, document scanning and website monitoring 20% of the time.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

While the typical administrative support functions of this position could be utilized in other departments, knowledge of the many complex and diverse programs within CPZ will be key for this position. This position will be the first point of contact for customers including plumbers, septic pumpers, soil testers, mine operators, excavators, contractors, engineers, surveyors, town officials, realtors, planners, etc. Therefore, the specific expertise would not be relevant to other departments nor could we rely on the expertise of other departments to provide this.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Currently, some of this work is being done by the casual Administrative Assistant position but as previously explained, program growth is creating additional workload. CPZ strives to continue to provide enhanced customer service to our citizens and administrative support for the CPZ professional staff. As CPZ's programs continue to expand and grow, current CPZ administrative support staff is challenged with continuing to meet the demands of the increased workload.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) \$56,000 (no additional furniture, equipment, etc. is needed)

- F. Explain specifically how position will be funded.

FUNDING SOURCE	AMOUNT	% OF POSITION COST	NOTES
Tax Levy	\$ 16,000	30%	Currently funding in CPZ budget for casual position
POWTS Permits	\$ 40,000	70%	POWTS maintenance program expansion will increase number of permits issued annually. Conservative estimate of an additional 80 sanitary permits per year. Estimated revenue calculated at conventional system cost of \$500 per sanitary permit = \$40,000.

Length of outside funding: *Funding from additional sanitary permit revenue through the state mandated POWTS Maintenance program is expected through 2026.*

Likelihood of funding renewal: N/A

Would this outside funding be used to offset the levy if not used for this position?

No. CPZ anticipates that through this program expansion, additional revenues will be utilized to support and successfully implement the increased POWTS workload. The bottom-line is that it takes full time dedicated people to successfully implement long term programs to meet county objectives and expected outcomes.

- G. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Potentially, yes. The estimates provided for increased revenues are very conservative and may exceed the cost of the position. With 2019 being our initial year of program expansion, it is difficult determine the extent of permit increases as CPZ begins to engage citizens with failing septic systems and the timelines, and the many other factors that may impact system replacements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

This position expansion will not lead to cost avoidance or more extensive services in the future. The justification for investment in this position is enhanced customer service, creation of online accessible environment and more importantly, fulfillment of county Strategic Plan Objectives.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No. CPZ Priority Based Budgeting Quartile 4 programs are fully funded by outside sources or programs that have been incorporated with other revenue generating programs.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction? Environmental Resources Committee,

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Janie Hanson

Signature of Supervisor/Manager Completing Request

5-30-19

Date

Rebecca J. Frisch

Department Head Signature

5-30-19

Date

Administrative Assistant - A12

CPZ

FTE = 1.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM A12		\$27,975	\$32,170	\$36,367
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$1,734	\$1,995	\$2,255
FICA Medicare Rate	1.45%	\$406	\$466	\$527
Unemployment Insurance	0.10%	\$28	\$32	\$36
Retirement - Employer	6.75%	\$1,888	\$2,171	\$2,455
Worker's Comp - Clerical	0.08%	\$22	\$26	\$29
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost		\$54,518	\$59,325	\$64,134

NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Sheriff's Office

Date: May 28, 2019

Position Requested: Deputy Sheriff – Recreational Safety
(If unsure of classification, indicate "To be determined")

FT PT FTE _____ %
Number of Positions: 1

Division Position Will Be Assigned To: Patrol Division
(Indicate NA if not applicable)

Projected Start Date of Position: January 1, 2020 Priority Number of This Position: 1
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Mission

Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business.

Yes. The position of **Recreational Safety Deputy** is indeed attuned to the County's mission statement. Marathon County strives to be the *healthiest, safest and most prosperous county in the state*. Public safety is a priority for the Sheriff's Office. This position will enhance the **safety** of all citizens who utilize the County's trails and lakes for recreation, thereby making Marathon County a *preferred place to live and visit*.

At times, this position will partner with the County Parks-Recreation-Forestry Department, DNR and other local law enforcement agencies as necessary to fulfill this mission.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission

The Marathon County Sheriff's Office exists to provide a safe, secure, and crime-free community through trust-building, enforcement, and public safety management.

This position is completely in line with that of the mission of the sheriff's office. The creation of this position would provide a necessary level of safety and security to the recreational public. Additionally, this position would emphasize the County's commitment to promote safe tourism in the area.

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested.

The Marathon County Sheriff's Office has provided limited ATV, boat and snowmobile safety patrol services for a number of years. The administration of these services has been of a secondary role split amongst several personnel. The enforcement patrols have been assigned to the sworn personnel of their own volition as a special detail on an overtime basis.

In recent years, it has become increasingly difficult to fill these non-mandatory overtime shifts. This has been exacerbated by the fact that in 2016, the State doubled the number of minimum enforcement activity hours to be eligible for reimbursements. That same year, the Sheriff's Office did not meet the annual requirements in ATV/UTV and snowmobile patrol activities.

There are a number of sheriff's offices in Wisconsin that employ a full-time recreational safety deputy. In the local area, Clark and Lincoln Counties have such a position. This has been an upward trend as the counties in Wisconsin are seeing increased interest and numbers of the recreational motoring public.

This has been no more evident than the booming popularity of ATV/UTV use. Presently, the County has two designated trail areas, Burma Forest and Edgar-Fenwood. Additionally, twenty-nine (29) Marathon County townships and villages have enacted ordinances to allow for ATV/UTV usage on local roads.

Respective to snowmobiling activity, Marathon County has more than 884 miles of trails. Given the relatively small window in which trail conditions are favorable, it is vital that as many safety patrols as possible are conducted within a short period of time. A dedicated recreational safety deputy will ensure this goal is attained.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

With a dedicated position, the County will immediately benefit from increased safety patrols of the County's lakes and trails. It will not only ensure that we meet the minimum hours to qualify for State aids but would equate to a greater potential of additional reimbursement funds to defray the costs of this position. These reimbursements through the DNR can range from nearly 70 to 80 percent of qualifying expenses, to include wages, expenses (fuel, repairs, safety equipment and trailers) and the 5-year depreciation of equipment (ATV/UTVs, boats, snowmobiles).

While there is no cap on the amount of eligible reimbursements, there is a minimum amount of enforcement hours with which to qualify for these State aids. In 2016, the Wisconsin DNR doubled the minimum hours from 20 to 40 for ATV and snowmobiles and from 40 to 80 hours annually for boat patrol. Since that time, we have not provided enough ATV enforcement activity to claim any aid. With an ever-increasing trend of agricultural and recreational use of ATV/UTVs, it is paramount that we're able to provide this function.

This position would enhance customer service and address community needs by being a visible presence on the County's lakes, rivers and trails. An increase in safety patrols will gain public trust by

showing that the Sheriff's Office is out there to ensure that public safety needs are met all the while promoting safe and secure tourism. This will showcase the positive work of the Sheriff's Office and demonstrate that we're not just out there to get citations.

There will also be public relations in the form of the various safety courses this deputy would instruct to adult and youth citizens alike.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The Sheriff's Office has looked at the feasibility of using reserve (part-time) deputies to augment the safety patrols of the lakes, rivers and trails. However, we are limited by the number of personnel available to conduct these voluntary assignments. Furthermore, the reserve deputies are primarily utilized for traffic patrol, inmate transports during the fall/winter months and are committed to community events on a weekly basis during the summer.

- F. What will be the effect if the proposed position is not created?

In the event this position is not created, the Sheriff's Office will continue to provide the recreational patrol and enforcement services as allowed by the availability of personnel. This will significantly hamper our ability to provide a sufficient number of safety patrols, let alone qualify for the annual DNR reimbursements.

- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc.?)

The greater the hours in which the Sheriff's Office is able to dedicate to safety and enforcement activities will be commensurate with the amount of DNR reimbursement funding received. This could result in a significant decrease in the amount this position counts against the tax levy.

With the demonstrated stress on public safety of the recreational public, there is the potential for a marked increase in tourism in Marathon County. This deputy would have a positive presence at events in County parks such as the Ragnar trail run and Wausau 24-hour bike races at Nine Mile and the Iron Bull race events.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Note: the below percentages are approximations. Many of the following duties are performed concurrently.

The primary duties of the recreational safety deputy include, but are not limited to, the following:

1. Patrol ATV/UTV trails, snowmobile trails, rivers, lakes and recreation areas to enforce State laws and County ordinances. Renders aid and assistance to the public. (50%)
2. Investigates and prepares reports on ATV/UTV, snowmobile and boating-related accidents and suspicious and criminal activities. (10%)
3. Prepares and teaches ATV/UTV, snowmobile, boating and hunting safety courses. (5%)
4. Prepares daily reports on ATV/UTV, snowmobiling, boating and hunting safety activities. (5%)

5. Assists with investigation and enforcement of county forestry-related ordinances, game laws and violations. (5%)
6. Investigate incidents in County parks and forestry units such as citizen complaints, illegal hunting stands, and "mud-running." (5%)
7. Prepares monthly reports for the State of Wisconsin and annual reports on ATV/UTV, snowmobiling and boating activity. (2%)
8. Attend mandated in-service training specified by the Wisconsin Training and Standards and Department of Natural Resources. (2%)
9. Coordinates enforcement efforts between DNR and Sheriff's Office patrols in Marathon County waters. (2%)
10. Coordinates enforcement efforts between DNR and Sheriff's Office patrols on Marathon County ATV/UTV and snowmobile trails. (2%)
11. Conducts proactive patrol of County forests to discourage illegal use of public land. (2%)
12. Conducts inspections of County ATV/UTV and snowmobile trails and reports on findings. (2%)
13. Attend township and municipal meetings related to ATV/UTV and snowmobile activity. (2%)
14. Tracks all DNR citations and associated crash-related investigations by Patrol division. (2%)
15. Prepares for, appears and testifies in court on ATV/UTV, snowmobile and boating cases. (2%)
16. Compliance/permit checks in non-motorized areas (Nine-Mile and Mountain Bay). (2%)

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

Yes. This position would frequently collaborate with the Parks-Recreation-Forestry Department and assume all of the enforcement duties previously associated with the Park Ranger position. The Recreational Safety Deputy would also work with the Parks Department by attending township meetings as they relate to ATV/UTV and snowmobile activity.

Because this is a sworn law enforcement position with the Sheriff's Office, there are not any other departments that would fulfill our needs. Furthermore, the Sheriff's Office is the sole agency in Marathon County that is eligible to apply for the annual State aids/DNR reimbursements.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

This work is presently being conducted by Sheriff's Office sworn members on a voluntary basis. The administration of the three primary enforcement activities is spread amongst two lieutenants as a secondary duty. The Patrol division currently has an administrative coordinator who is responsible for filing the activity and grant-related reports with the DNR. The coordinator would work with this new position to ensure that reporting timelines are met.

This arrangement is no longer acceptable as the Sheriff's Office does not have the dedicated personnel to fulfill a majority of the safety patrol and enforcement activities. We have two County trails and a great number of townships and villages that allow ATV/UTV use on roads. The Sheriff's Office has not been in a position to provide adequate proactive patrol in this regard since 2015.

As it relates to the park ranger, that position has simply not had the opportunity to provide any safety enforcement patrol services for some time. This new position would be able to assume those duties from the Parks-Recreation-Forestry Department.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The anticipated cost of this position would be the wages and benefits of a deputy sheriff. The amount estimated in the tax levy section is that of a Deputy Sheriff V position. As previously mentioned, the actual cost of the wages/benefits will be approximately 70-80% less than the below amount because of the reimbursements.

This position would be issued a vehicle from the Sheriff's Office rolling stock. The Sheriff's Office already has the necessary duty equipment and vehicles, to include snowmobiles, ATVs, UTV and boats for the deputy to carry out their responsibilities.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$104,000.00 (less reimbursement) % of total costs: 100%

Amount of any outside funding: Variable reimbursements % of total costs: 70-80% of eligible expenses

Source of outside funding: State Aid (DNR)

Length of outside funding: N/A

Likelihood of funding renewal: Renewed annually

Would this outside funding be used to offset the levy if not used for this position? To some degree

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes. Once the annual enforcement hour requirements are met, the sheriff's office will receive State aids (DNR reimbursements). Again, once the minimum hours are attained, there is no cap to the amount of reimbursements. This alone will finance approximately 70-80% of the annual safety patrol and enforcement activity costs.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes. The creation of this position has the potential to provide greater safety and security of the recreational motoring public. This would be a positive step in promoting tourism in the County.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

Not within the Sheriff's Office but it may help the Parks Department in the form of reducing the role of the Chief Park Ranger position. With the Recreational Safety Deputy assuming the enforcement of County ordinances and State laws, there would no longer be a need for a sworn law enforcement position within the Parks Department.

Furthermore, any enforcement activity provided by the Parks Department is not eligible for the same State aids as that of enforcement from the Sheriff's Office.

V. COMMITTEE OF JURISDICTION

Public Safety Committee

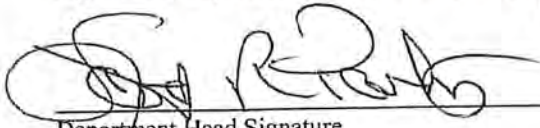
What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.



Signature of Supervisor/Manager Completing Request

5/31/19
Date



Department Head Signature

31 MAY 19
Date

MARATHON COUNTY SHERIFF'S OFFICE - DNR REIMBURSEMENTS

SNOWMOBILE		
2014		
Claimed Expenses	\$8,321	
Reimbursement	\$5,071	
% Reimbursed	61%	
2015		
Claimed Expenses	\$7,482	
Reimbursement	\$7,162	
% Reimbursed	96%	
2016		
Claimed Expenses	n/a	
Reimbursement	n/a	
% Reimbursed	n/a	
2017		
Claimed Expenses	\$6,857	
Reimbursement	\$5,490	
% Reimbursed	80%	
2018		
Claimed Expenses	\$8,569	
Reimbursement	\$6,984	
% Reimbursed	82%	
TOTAL CLAIMED EXPENSES	\$31,229	
TOTAL REIMBURSEMENT	\$24,707	
REIMBURSEMENT %	79%	

BOAT		
2014		
Claimed Expenses	\$11,651	
Reimbursement	\$8,006	
% Reimbursed	69%	
2015		
Claimed Expenses	\$12,726	
Reimbursement	\$8,858	
% Reimbursed	70%	
2016		
Claimed Expenses	\$16,887	
Reimbursement	\$10,441	
% Reimbursed	62%	
2017		
Claimed Expenses	\$15,811	
Reimbursement	\$11,850	
% Reimbursed	75%	
2018		
Claimed Expenses	\$14,165	
Reimbursement	\$10,153	
% Reimbursed	72%	
TOTAL CLAIMED EXPENSES	\$71,240	
TOTAL REIMBURSEMENT	\$49,308	
REIMBURSEMENT %	69%	

ATV		
2012		
Claimed Expenses	\$4,295	
Reimbursement	\$3,489	
% Reimbursed	81%	
2013		
Claimed Expenses	\$1,943	
Reimbursement	\$1,849	
% Reimbursed	95%	
2014		
Claimed Expenses	n/a	
Reimbursement	n/a	
% Reimbursed	n/a	
2015		
Claimed Expenses	\$3,045	
Reimbursement	\$2,622	
% Reimbursed	86%	
2016		
Claimed Expenses	n/a	
Reimbursement	n/a	
% Reimbursed	n/a	
TOTAL CLAIMED EXPENSES	\$9,283	
TOTAL REIMBURSEMENT	\$7,960	
REIMBURSEMENT %	86%	

Mail this application to:

Wisconsin Department of Natural Resources
Bureau of Law Enforcement
PO Box 7201
Madison WI 53707-7201
dnr.wi.gov

State Aid Application

Form 8700-060A (R 3/14)

- Country Snowmobile Enforcement Patrol (s. 350.12(4), Wis. Stats.)
- County All-Terrain Vehicle Enforcement Patrol (s. 23.33(9), Wis. Stats.)
- Law Enforcement Aids - Spearfishing (s. 29.947, Wis. Stats.)

Notice: Use of this form is required by the Department for any application filed pursuant to s. 350.12(4), s. 23.33(9), or s. 29.947, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will be used for administration of department programs and may be used for Law Enforcement purposes.

Application is hereby made by the County/Municipality of MARATHON to the State of Wisconsin Department of Natural Resources, pursuant to above checked activity and Wisconsin Statutes, for reimbursement of the cost and maintenance of an enforcement patrol authorized and operated by said county/municipality.

Was patrol authorized by official action of the County Board? <input checked="" type="radio"/> Yes <input type="radio"/> No	Duration of Patrol (list months patrol was operated)	
	December _____	March _____
	January _____	_____
	February _____	_____

Following are the total costs for operation of the

Snowmobile Patrol during May 1, 2018 through April 30, 2019
 All-Terrain Vehicle Patrol during May 1, _____ through April 30, _____
 Law Enforcement services provided: Spearfishing during January 1, _____ through June 1, _____

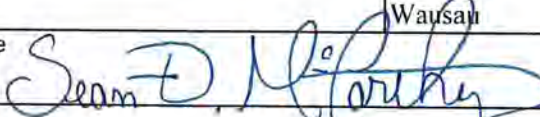
Patrol

Salaries	\$	<u>5,702.29</u>
Travel, material and supplies	\$	<u>301.5</u>
Deprecation claimed for equipment items	\$	<u>1,487.6</u>
(Not applicable for spearfishing aids)		
Funding From Sources Other Than DNR.....	\$	_____
Net cost of patrol.....	\$	<u>7,491.39</u>

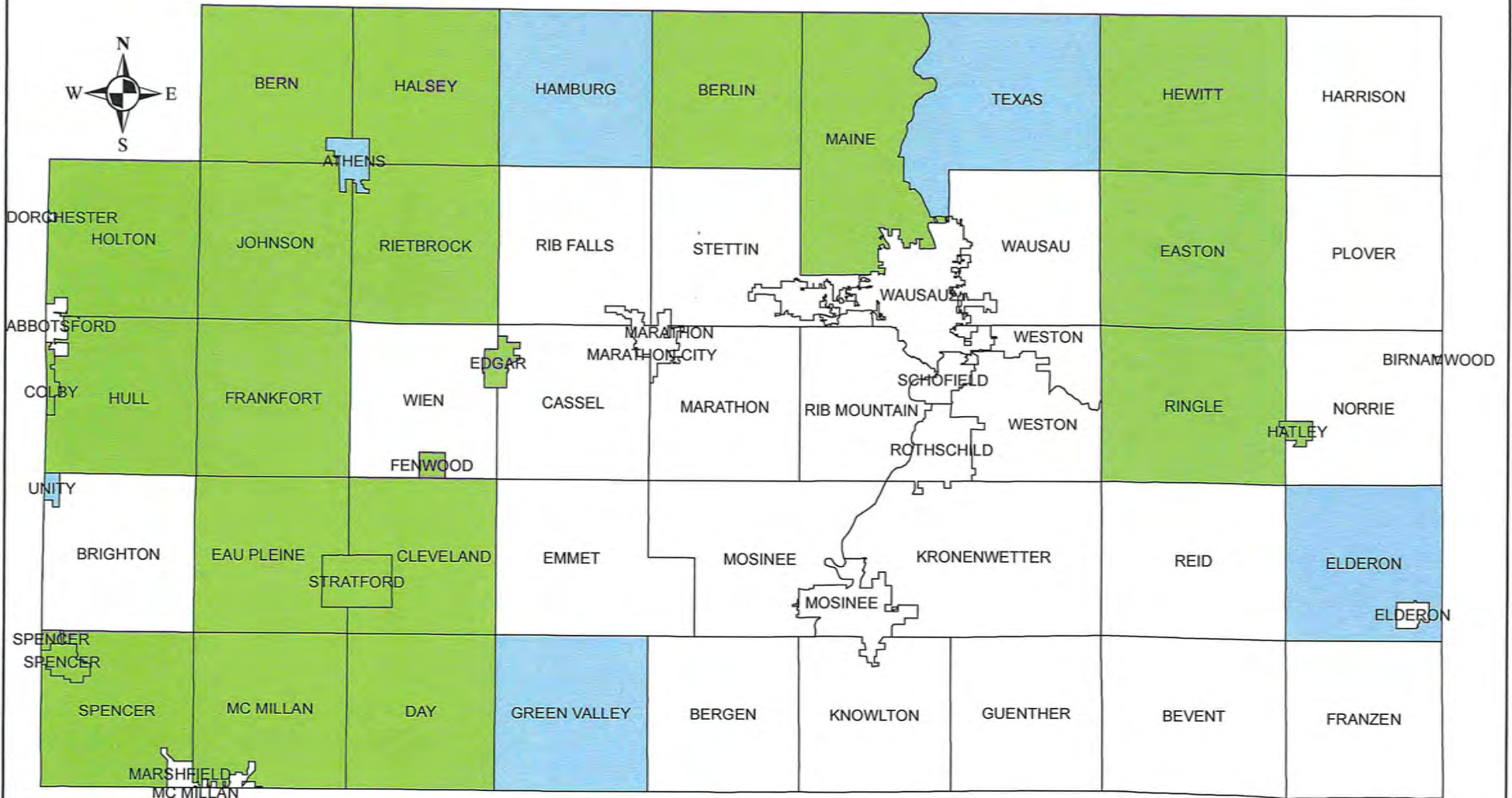
Note: The detailed breakdown of costs and court cases are reported on the attached

(Send Check in Care of) Last Name	First	Title
McCarthy	Sean	Captain
Address	City	State ZIP Code
500 Forest Street	Wausau	WI 54403

I hereby certify that the costs as reported were for the enforcement of Chapter 350, Chapter 23, or s. 29.947 (law enforcement services provided - spearfishing), Wis. Stats., and that they are actual patrol costs and that the salary, travel, material and supplies, equipment depreciation, and court case schedules attached to and made a part of this claim are based on actual records of the county or court and are available for auditing purposes.

Print Name	Title
Sean D. McCarthy	Captain
Address	City State ZIP Code
500 Forest Street	Wausau WI 54403
Phone Number (inc. area code)	Signature
(715) 261-1225	
	Date Prepared
	05/20/2019

MARATHON COUNTY WI ATV/UTV ROAD USE STATUS



VERIFY WITH LOCAL MUNICIPALITY
FOR ROUTE INFORMATION

LOCAL ROADS DO NOT INCLUDE
STATE OR COUNTY HIGHWAYS

ALL ATV/UTV ROUTES MUST BE
SIGNED AS SUCH

ATV/UTV MUNICIPAL ROAD STATUS

ATV/UTV USE

- ALL LOCAL ROADS
- SOME LOCAL ROADS
- NO ROADS

Map Date: 05/03/2019

**Recreational Deputy
 Sheriff - Patrol
 FTE = 1.0**

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum
Deputy I - 2019 Contract at 100%		\$60,294
Health - Family	\$1,766.22	\$21,195
Dental - Family	\$60.32	\$724
FICA Retirement Rate	6.20%	\$3,738
FICA Medicare Rate	1.45%	\$874
Unemployment Insurance	0.10%	\$60
Retirement - Employer	11.99%	\$7,229
Worker's Comp - Police	1.21%	\$730
PEHP	\$21	\$546
Total Estimated Cost for 1 FTE:		\$95,390

NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Sheriff's Office – Communications Division _____ Date: April 8, 2019 _____

Position Requested: Public Safety 911 Dispatcher – B23 _____ FT PT FTE _____ %
 (If unsure of classification, indicate "To be determined") Number of Positions: 6 _____

Division Position Will Be Assigned To: Communications Division _____
 (Indicate NA if not applicable)

Projected Start Date of Position: 01/2020 _____ Priority Number of This Position: _____
 If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? *Yes, these 6 positions will better allow the 911 Center to make Marathon County the safest in Wisconsin*
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? *The Marathon County Sheriff's Office exists to provide a safe, secure and crime-free community through trust-building, enforcement and public safety management.*
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested. *Please reference the attached "Marathon County Sheriff's Office 911 Communications Division Analysis" prepared by Northwestern University Center for Public Safety.*
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? *These positions will allow us to add a radio channel which will relieve some of the congestion on the emergency radio system which will in turn provide better officer safety. This will also allow us to staff more dispatchers enabling us to sign into the 911 system so we are able to answer more 911 calls as they come into our center.*
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? *We have consolidated or eliminated many tasks and have now resorted to having Communications Supervisors working an active console instead of supervising. Due to the growth of emergency services in Marathon County, the Communications Center needs to also grow to meet the demand.*
- F. What will be the effect if the proposed position is not created? *We will continue to provide the best service we can to the citizens and emergency responders. However, due to the extremely saturated radio channels officer/deputy safety concerns will remain present and continue to worsen as the officers/deputies cannot get on the radio when needed. During extreme weather events or large scale emergencies not as many 911 calls will be able to be answered and they will then divert to another county resulting in the timely service our citizens expect to be diminished.*
- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) *The decrease in overtime being paid and the amount of time the Communications Supervisors will not need to work a console and rather supervise the center.*

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty. *Please refer to the attached "Job Description"*
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not? *No, these positions are unique to the Communications Division and Sheriff's Office. These as specially trained Emergency 911 Dispatchers that spend approximately 18 weeks in training to become proficient.*
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable? *The work is being done to the best of our ability, but at a cost of short staffing and using Communications Supervisors as Dispatchers. Most shifts we cannot answer more than five (5) 911 calls at a time. We need to add a radio channel and we cannot do that without adding 6 Dispatchers. It takes 6 Dispatchers to staff one radio channel 24/7.*

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) *Depending on if the employee takes the Single, Employee plus 1 or Family benefit plans this is the range for all 6 positions. \$326,227.20-\$404,476.80. These figures are based on the starting wage over the past year as provided by finance.*
- B. Explain specifically how position will be funded.

Amount of County tax levy: \$326,227.20-\$404,476.80_ % of total costs: 100_____

Amount of any outside funding: To be discussed w/ County Administrator % of total costs: ? _____

Source of outside funding: TBD _____

Length of outside funding: TBD _____

Likelihood of funding renewal: TBD _____

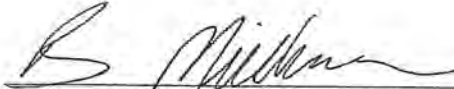
Would this outside funding be used to offset the levy if not used for this position? Unknown _____

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? *Yes, it will allow us to decrease the overtime spent once we would be at full staff.*
- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? *Yes, Marathon County is a growing community and therefore emergency services such as Fire and EMS are growing and becoming full-time departments. By adding these positions it will allow the Sheriff's Office Communications Center to better and more efficiently serve the citizens when they call or need emergency services. We will also be able to better serve the emergency responders in the field. All of this speaks directly towards the county's goal of being the safest county in Wisconsin*
- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. *Not that I am aware of.*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.



Signature of Supervisor/Manager Completing Request

04/08/19 _____
Date



Department Head Signature

8 APR 19 _____
Date

POSITION SUMMARY:

A new eligibility list is being established to fill current and future vacancies. Key position responsible for receiving, evaluating and acting upon information and requests concerning public safety and law enforcement. Works with computer-aided equipment and a multi-agency enhanced 911 system to dispatch law enforcement, ambulance, and fire services throughout Marathon County. Employees work 11.25 hour shifts with every other Friday, Saturday and Sunday off. This schedule is subject to change based on department needs. All work schedules include weekends and some holidays.

QUALIFICATIONS:

- High school graduation or equivalent and the ability to speak clearly, remain calm in stressful situations, and perform multi-task responsibilities required.
- Related education, training, and certifications (CPR, First Responder, TIME) desired.
- 911 emergency dispatch, EMT, First Responder, fire department, related dispatch/military/customer service, or other related experience also desired.
- Ability to speak Hmong or Spanish helpful.
- Possess a good reputation and background that will withstand pre-appointment investigation.
- Ability to successfully complete testing including a job-related simulated dispatch test.
- Candidates offered employment will be required to pass a hearing test, drug screen, and psychological assessment.

EXAMPLES OF WORK PERFORMED:

- Operates an enhanced 911 multi-agency system to do computer aided dispatch of patrol, fire, and ambulance units throughout Marathon County.
- Receives requests for emergency assistance and/or complaints from the public; dispatches patrol officers and/or originates calls for emergency services such as fire, ambulance, wreckers, etc.
- Issues local weather watches and/or warnings in response to inclement weather information received from the National Weather Service or certified weather spotters.
- Dispatches proper emergency services for surrounding communities.
- Operates console for non-administrative radio traffic plus the general Sheriff's Department phone system; relays messages to proper personnel or provides necessary information.
- Operates TIME system for Department of Transportation, Crime Information Bureau, and National Crime Information Center.

- Utilizes computerized business security files and phone lists and makes required changes on service area maps as needed.
- Develops solutions to work issues that add value for our customers.
- Participates in establishing professional development goals that are supportive of broader County goals.
- Maintains regular and predictable attendance; works extra hours as required.
- Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of approved principles and practices of law enforcement work plus applicable laws and ordinances.
- Ability to make immediate decisions in dispatching patrol units and handling complaints.
- Skill in exercising independent and appropriate judgment in emergency situations and act quickly and calmly in applying appropriate techniques.
- Ability to receive and disseminate information in a calm, clear, and accurate manner, particularly during highly stressful situations.
- Ability to deal courteously, yet firmly and effectively, with the public in both adversary and non-adversary situations.
- Ability to refer communications to proper personnel within the department.
- Ability to use a computer to accurately log law enforcement, emergency, and non-emergency administrative radio communications plus telephone calls.
- Ability to operate computer-aided dispatch equipment, teletype, switchboard, and computer terminal.
- Understands the County's and department's mission, core values, plans, and priorities for the future.
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.

COMPENSATION:

Hourly salary range: Minimum: \$19.15 Midpoint: \$22.50 Maximum: \$25.86

SELECTION PROCEDURE:

The selection of successful candidates may be made by assessment of related education and experience, criminal record check, tests/simulated exam, oral interview, extensive background investigation including fingerprint check, review of references, written background assessment, and/or other job-related selection procedures.

If you are selected for further consideration you will need to Complete a Personal History Form and Notarized Release of Information Authorization Form.

Candidates who are offered employment will be required to satisfactorily complete a hearing examination, psychological assessment, and drug screen paid for by the County. All applicants will be notified regarding the status of their applications.

SPECIAL ACCOMODATIONS:

Marathon County will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Employee Resources Department office or phone (715) 261-1451 to request special accommodations prior to the application deadline.

NOTICE TO APPLICANTS:

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as a public record: Each applicant's application, records, recommendations and qualifications except as provided in Section 19.36 (7), Wis. Stats. that allows the identity of an applicant to remain confidential if the applicant requests in writing that the County not provide access to this information.

If you choose not to have this information become a public record, you must make such a request in writing to the Employee Resources Department. If you become a finalist for the position, your identity may be disclosed as required by law.

Confidential

**Marathon County Sheriff's Office
9-1-1 Communications Division
Analysis**

**A report presented by the
Northwestern University
Center for Public Safety**

**Final Report
March 21, 2018**

March 21, 2018

Marathon County Sheriff's Office
Marathon County Courthouse
500 Forest Street
Wausau, WI 54403

Dear Sheriff Parks,

The Northwestern University Center for Public Safety is pleased to present this discussion draft of the report on the 9-1-1 Communications Division review you have requested.

We wish to thank the members of the Marathon County Sheriff's Office and the employees of the 9-1-1 Communications Division whose assistance was invaluable in completing the analysis and review.

We look forward to discussing this report with you and your staff and finalizing it in early January.

Thank you for the opportunity to once again serve the Marathon County Sheriff's Office.

Sincerely,

John Furcon
Director of Research and Consulting
Northwestern University Center for Public Safety

Zim Schwartze
Director, Springfield-Greene County 9-1-1 Emergency Communications

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Section One

Introduction

In August, 2017, the Marathon County Sheriff's Office (MNSO) requested the Northwestern University Center for Public Safety (NUCPS) to conduct a comprehensive review of its Communications Division. MNSO desired an objective evaluation and analysis of the current practices and staffing levels with the overall purpose of providing more efficient and effective current and future operations. NUCPS had completed a similar assignment for MNSO in 2007.

To achieve a comprehensive evaluation, several key tasks were completed:

- A two-day site visit to the MNSO on October 3-4, 2017 to conduct meetings with the Sheriff and Chief Deputy and a total of fourteen interviews with Communications Division command, supervisors and staff, and external clients (see Appendix A), to establish an understanding of goals and expectations, strengths, weaknesses, issues and other relevant information.
- Review of relevant data and documents, including the 2007 NUCPS Final Report, Computer Aided Dispatch (CAD) data, and a recent Assessment Report prepared by staff of the Communications Division.
- Visited the Communications Division center to observe the layout arrangement and setting of the current consoles and dedicated positions.
- Requested and obtained additional data and documents to assist with completing the 2017 Final Report.

As a prelude to presenting our specific findings and recommendations, we offer these overall observations and impressions concerning the Communications Division:

- The 9-1-1 Communications Division is a multi-jurisdictional and multi-discipline dispatch center that serves multiple political subdivisions which have their own law enforcement, fire and emergency medical services (EMS) agencies.
- It is key to carefully define the specific expectations of the Communications Division in providing efficient and effective 9-1-1 emergency services to user agencies and to the citizens of their communities.

- The MNSO Command Staff and Communications Division personnel work at a highly professional level and display passion and great dedication to furthering the goals of their department.
- This professionalism and sense of dedication, combined with new leadership, has begun to change the 'culture' and environment of the Communications Division to a more positive atmosphere, mindset, and a vision of a 'healthier' future path.
- Of fundamental importance is the fact that, in large measure, the needs and issues first identified in the 2007 study still exist today (10 years later) and are considered worse now, given the increased workload of the user agencies and extra responsibilities placed on the Communications Division.
- In contrast to 2007, we observe that now, there is exceptional external and internal interest to devote time and money into improving the MNSO Communications Division. This very promising climate in achieving the desired improvement is not only evidenced by the large technology projects that are already underway, but also by the expansion ideas which are under active consideration.
- Our recommendations are organized into time frames to indicate what we believe is needed to achieve the identified short, mid, and long-term recommendations of the Communications Division. Our recommendations and strategies take into account upcoming changes that include major projects, technology, equipment, growth in the County, and other statutory, regulatory, and judicial factors known at this time.
- The principles of best practice will be used when analyzing all aspects of the MNSO Communications Division in regards to policies, standard operating procedures, daily operations, equipment, planning, and technology as compared to national standards and practices for 9-1-1 centers across the United States.

Section Two

Key Findings of the Analysis

After review of onsite interview and observation notes, provided documents, and data concerning the MNSO Communications Division, NUCPS staff identified a total of twenty-one (21) key findings. Twelve of these findings are not only valid for MNSO but are issues faced by most emergency communications centers in the United States. The nine (9) other findings are more unique to the MNSO.

Chronic Issues Faced by U.S. Communications Centers

A number of very common dispatch center issues were repeatedly identified during our meetings and interviews with Communications Division staff, including but in no specific order:

1. Increased CAD Entries - number of CAD (computer-aided dispatch) entries for user agency and calls for service have been steadily increasing but the core number of full-time employees at the Communications Division has not increased to keep pace (see Appendices D and E).
2. Increased Calls Related to Mental Health - number of calls for service involving citizens that need mental health assistance has been steadily increasing which has placed additional volume and complexity into the workload.
3. Increased Number of User Agencies - the number of user agencies served by the Communications Division has grown over the years but the headcount of 9-1-1 personnel has not grown proportionately.
4. Increased User Agency Personnel - each user agency added results in more officers, firefighters, and EMS personnel using the radio which is creating increased dispatcher workload and, at times, officer safety issues. Since the 2007 NUCPS study, the number of Wausau police officers using their channel has tripled. Over this time period, user agencies have added nearly 30 officers. Special details (traffic grants, traffic stop quotas, drug interdictions, jail home visits, probation checks, bar compliance checks) and units (K-9, Commercial Motor Vehicle Inspectors, Community Resource Officers, Court Security) all add to a greater volume of radio traffic.
5. Uneven Distribution of 24-Hour Workload - the Communications Division experiences typical shift 'busyness' during a 24-hour period which impacts calls for service and workload. More user agency personnel are assigned during day hours, more calls for service are experienced as the day progresses into the afternoon/early

- evening, and then fewer calls for service but higher priority type calls occur late evening/early morning hours.
6. Inefficient Requests for Service - user agencies often rely on the 9-1-1 personnel to do what could be done themselves (e.g., mobile data terminal's not being utilized fully, use of cell phones to make extra calls needed rather than request 9-1-1 assistance, etc.); this increases radio usage as well as time commitment of 9-1-1 staff.
 7. Partial Supervision - due to increasing workloads, supervisors are often not able to supervise during their entire assigned shift but rather work as another dispatcher in the operations room for as much as 80% of the time on a given day. For example, in 2016, data from the scheduling system indicates 56% of the shifts (407 out of 730 shifts) required a supervisor to sit on a console as the 5th person (sometimes only the 4th person) in the center. From July 1 – December 31, 2016, that number increased to 61% (224 out of 368 shifts).
 8. Everyone's Back-Up - after 4:30 pm through 8:30 am, 9-1-1 becomes the 'catch-all' for the community, other City and County departments and other community agencies because the Communications Center operates 24/7.
 9. Difficulties in Recruiting and Retaining Qualified Staff - the tightening labor market, demanding nature of the personal qualifications, the training process and the work itself combine to make it increasingly difficult to find, qualify and retain applicants for the 9-1-1 dispatcher role.
 10. Inadequate Funding - insufficient funds have been allotted to 9-1-1 dispatch centers over time. Centers have often been 'forgotten' or thought of as not as important as compared to other divisions.
 11. Resistance to Change - referencing the past and conveying a 'that's the way we've always done it' mentality. This is natural and it is difficult for some staff to move forward with a new mindset when they have experienced difficult times (or even positive times) firsthand over the years.
 12. Perspectives Differ Across Shifts - shifts develop their own solidarity and views of the department. Perceptions of what should be done and how it should be done often vary greatly from shift to shift.

Issues Specific to the MNSO Communications Division

1. Impact of New Leadership - There is a new 'mindset' within the organization, facilitated by new leadership, which is helping to change the culture in positive ways. Starting in 2013, Sheriff Parks helped establish a more positive climate with regard to the way employees were treated and how they viewed their various jobs. The general feeling we noted in our meetings and interviews, corroborated by employee survey results, is that the Communications Division 'matters', those in leadership positions understand the

importance of the 9-1-1 department, and there is hope that changes will continue to be made to better the division.

2. Dedicated and Motivated Employees - the onsite interviews made it very clear that the Communications Division has capable, motivated, even passionate employees and supervisors that care about the service they are providing to their community. When problem issues were presented, it was done in a positive and respectful manner. Longer term employees realize that the Communications Division has been underfunded over the years (i.e. personnel, equipment, planning) mainly due to the County's money constraints. We noted that the current level of turnover in the division is at an acceptable level (see Appendix D).
3. Attention to Training and Professional Development - a revamped training program has not only helped draw qualified applicants to the Communications Division but also has helped them complete their probationary status and be successful in their work. In addition, there are increased opportunities to participate in leadership programs, serving as CPR instructors, working with mobile dispatch, Crisis Negotiations Team (CNT), Dive Team, and being involved in increased public education efforts.
4. Impact of 2017 Active Shooter Incident - a major active shooter incident occurred in the Villages of Rothschild and Weston on March 22, 2017 which emphasized the need to evaluate and improve the 9-1-1 services and capabilities for their community. The multi-scene crime that occurred in March, 2017 greatly impacted the 9-1-1 center and highlighted the need to commit resources to this function.
5. Multiple Improvement Projects Underway - there are a number of major projects either underway or being planned in the near future which combine to create a 'perfect storm' of change for the Communications Division. The implementation of large capital projects such as a new CAD system, new phone system, new operations room layout, reviewing console needs, and strategically planning 5-10 years out while maintaining day-in and day-out operations is likely to be very stressful and challenging for the staff.
6. Missing Data Related to CAD/RMS Software Problems - we found significant gaps in relevant activity data which were caused by software and hardware problems and then by the lack of effective response from the current software vendor. Unfortunately, certain data are absolutely unrecoverable, or are recoverable at an exorbitant cost. Because the current vendor is being replaced, cooperation and responsiveness is minimal. We acknowledge that management is well aware of the situation, and that it has taken steps to provide cost-effective stop-gap activities in the period of transition until new software is in place.

7. Effective Shift Design and Scheduling - the current schedule for the Communications Division is 12-hour shifts (11.25 hours paid with a .75 unpaid break) with a 2 on – 2 off – 3 on – 2 off – 2 on – 3 off assignment day pattern in a fourteen day cycle. The majority of the staff likes this schedule in that they get every other weekend off. Staff is able to rotate through the different positions in the operations room throughout their work week a fair and equitable manner so that one employee does not get assigned to a particular channel that is busier/not busier than the others.
8. Overloaded Radio Channels - several of the current channels utilized by the larger user agencies are overloaded to the point that, at times, officer safety is compromised. This is also a frustration point for dispatchers in that they can be easily overwhelmed during the busy times of a 24-hour day. Calls for service for each of the agencies and disciplines have been steadily increasing without any channel utilization changes (see Appendices C and F).
9. Satisfactory Pay - the current pay of the supervisors and dispatchers was mentioned briefly but does not seem to be a primary concern. Though everyone would like more pay and compensation, it was not mentioned as an issue for those that are currently employed or have left employment. It was noted that the current pay scale was recently adjusted, along with other divisions of the MNSO, with higher minimums and maximums.

Section Three

Recommendations

Our analysis led to the development of eighteen (18) recommendations, which are organized by time frame (short, mid, and longer-term) to assist the MNSO in prioritizing and establishing strategies and a timeline for implementation.

The following short-term recommendations are proposed for the 2018 calendar year:

1. Fill Current Vacancies - fill the current authorized full-time employee vacancies as soon as possible. This will bring the authorized staff to 29 full-time employees (dispatchers and supervisors). Consider implementing an 'Employee Referral Program' to provide incentives and reward current employees for quality referrals and bringing the MNSO Communications Division the most qualified applicants for consideration.
2. Address and Resolve CAD/RMS Software Problems – continue to address the current software issues on the Admin computer (non-emergency and after hours calls) and 9-1-1 computer in the server room in as a professional and as cost-effective a manner as possible. The objective is to have reliable, valid and complete data moving forward. Temporary measures should continue to be taken to control this issue, keeping in mind the CAD 'go live' date scheduled for fall 2018. It is understandable to want to avoid spending money unnecessarily. However, it is imperative to have valid data now and moving forward to justify staffing needs with workload information (e.g., number of calls coming in and going out). In addition to assisting the MNSO in the management of current operations, this information is essential to user agencies who may seek grants or accreditation in the future.
3. Increase Radio Channels - restructure the current radio channels to better balance the dispatcher workload. Keep in mind that 'adding' a channel will involve another frequency in your VHF radio system. The call data indicates that calls for service and CAD events are increasing (see Appendices E and F). If you desire to even the workload between the existing five channels, then Sheriff 1 is doing 25.77% of the workload and could be split. However, WPD already has two dedicated dispatchers and channels who are handling a combined 40%. One alternative recommendation is to maintain the two channels but restructure the duties of each by splitting the dispatching into north-south or east-west rather than trying to do radio and one phone. Several options exist and need to be thoroughly examined to include, for example, splitting some of the departments off of Sheriff 1, adding another console position/dispatcher, and reworking the WPD channels.

4. Increase the Number of Full-time Positions - increase staff by six full-time authorized dispatch employees from a total of 29 to 35 FTE's*. These six additional employees allow one fully staffed console position to be added 24/7/365 and assist with the restructuring of radio channels (see Recommendation #3 above). The current structure and radio channel configuration is experiencing extreme overload and compromising officer safety at times. If less than six dispatchers are added, the one full console position cannot be achieved and the needed restructuring to fix the radio channel issues and officer safety cannot occur.

In addition, MNSO data indicates each individual dispatcher, on the average, is handling more calls for service and CAD entries than the NENA (National Emergency Number Association) standard of 4000-4500 per year for a large Public Safety Answering Point (PSAP). MNSO Communications is dispatching for more agencies and agency personnel than in the past which has increased their workload over the years. The overtime expenditures continue to increase each year; these funds could be better utilized for full-time employees (see Appendix G).

Another positive benefit of this staff increase will in turn decrease the amount of time supervisors are being pulled away from their essential duties. A large percentage of their time is currently functioning as a dispatcher answering 9-1-1 calls and on the radio rather than truly supervising the dispatch room. This is imperative in maintaining efficiency during daily operations and providing proper supervisory structure throughout the entirety of both shifts. Keep in mind; however, you can only add staff at the rate at which equipment is available for their use.

5. Prepare for CAD Implementation - continue to prepare for the upcoming 'go live' implementation of the new CAD system in the fall of 2018. This is a painful process but proper planning can help make the transition and change smoother. It is anticipated that the new CAD system will provide more accurate and complete data and better track resources, especially in the fire/EMS/FR (First Responder) area.
6. Develop Long Range Goals and Enabling Strategies and Plans - the Communications Division leadership and employees must establish long range goals and corresponding strategies and plans for their achievement. This will set the path to take in order to achieve needed improvements. Typically, a dispatch center does not face so many changes all at once. Strategy is important to plan ahead in regards to equipment needs, staffing needs, and future of this Division. This will include discussions among MNSO leadership, on the management side, as well as including the entire department. Key issues to be addressed in planning include the CAD implementation, new phone system, new/updated console needs, adding and training additional staff, considering a new room

(*) – (Specific costs for added personnel will be a function of designated job class and start dates, which will likely be spread over time, so we did not attempt a cost estimate.)

layout and even department location, restructuring the way you dispatch currently, adding equipment, implementing a new funding source, growth in the County, and possibly bringing on additional user agencies. Decisions need to be made so that time and money is not wasted.

7. Vet and Cull Additional Dispatcher Services - thoroughly review all of the current tasks and responsibilities dispatchers and supervisors perform, to make sure these should be handled by a 9-1-1 dispatch center. Some of the duties mentioned during the interviews are typical of a dispatch center and should be handled by 9-1-1 personnel. However, items have been added to their daily operations over the years that are distracting them from their core mission: receiving 9-1-1 emergency calls and dispatching the appropriate public safety personnel. Evaluate whether these duties should remain with the 9-1-1 Division, be offloaded to another user agency, division of the MNSO, community agency, 2-1-1, etc., or simply be dropped. This also includes the use of the non-emergency number. It is possible, for example, that some of these calls could be appropriately routed elsewhere (i.e. use of a recorded phone tree). It should be noted that the Employee Resources job descriptions for the Public Safety Telecommunicator (PST) and the Supervisor have not significantly changed since the 2007 NUCPS study.
8. Continue Improved Training for New Employees - continue the improved training program process that has evolved over time with observations, starting them off with computer work to familiarize them with the job to help retain qualified employees and keep turnover rates low (see Appendix D).

The following mid-term recommendations are proposed for the time frame of 2019-2020:

1. Successfully On-Board New Staff - as additional employees are added (short-term recommendation #4 above), anticipate and prepare to handle the requisite training and additional administrative requirements and issues (e.g., more paperwork internally and with Employee Resources, scheduling, training, Training Officer's burnout, etc.).
2. Future Planning for New Dispatch Center - continue discussions on the dispatch center room layout and console issues (purchase new consoles or refurbish) as the current ones are at end of life. These discussions should also include the possibilities of relocating the Communications Division or constructing a new building in the future.
3. Introduce New Phone System - continue preparing for the new phone system implementation scheduled for April, 2019.

4. Establish "Power Shift" - consider adding additional 3-6 full-time employees (from 35 FTE's to 38-41 FTE's) for an establishment of a 'power shift'. These positions could be added to the busier times of the day (early afternoon into the evening hours) and overlap with the existing 12-hour shifts to help with workload, administrative duties, allow the supervisors to truly supervise during their shift, and enable a smooth transition between the day and night shift personnel. These positions would not necessarily have to be on a 12-hour shift but possibly an 8-hour shift to fill in where needed during the heavy calls for service time frames.
5. Temporarily Suspend Adding Agencies - do not take on dispatching services for additional agencies until the MNSO Communications Division is stabilized with additional staffing, equipment, and major projects have been accomplished.
6. Prepare to Serve Growing Areas of the County - prepare and discuss the issues and needs of the growing areas of County (i.e. Rib Mountain, Weston) to properly plan for increased calls for service for 9-1-1 and the MNSO.
7. Reinstitute External Dispatcher Training - to enhance the applicant pool for new dispatcher hires, develop a strategy to prompt the local community college to reinstitute the dispatcher training courses back into their curriculum. In addition, identify other avenues to assist with finding new potential employees for careers in 9-1-1.

These longer-term recommendations are important considerations for the future:

1. Identify Additional Funding Sources - explore additional options to fund 9-1-1 in the future, e.g., contracts with user agencies for 9-1-1 dispatching services and/or implementing a county sales tax. Conduct research to define how 9-1-1 is funded throughout Wisconsin and across the country, since funding mechanisms vary greatly.
2. Complete Planning for New Dispatch Center - if a new dispatch center is desired, numerous discussions and analysis will need to be done to figure out how it will be funded, who will be included, and what is the best way to move forward and serve the community.
3. Explore Regionalization - there is an increased dialog on 9-1-1 dispatch consolidation across the country to save on funding, increase efficiency, and better serve the needs of our communities. During the interviews, the possibility of combining with seven other counties was mentioned. This can be a very positive type of collaboration but will need to be defined – does this mean combining physical locations (see longer-term recommendation #2 above) or a virtual consolidation to connect infrastructure and back room equipment that could be shared?

Appendix A

Interviewees

MNSO Administrative Staff – Communications Division

Chief Deputy Chad Billeb

Captain Bill Millhausen

Lt. Frank Hanousek

9-1-1 Shift Supervisors

Jeremy Scott

Dawn Chuilli

Stacey Krohn

Tony Nardi

Ryan Hillman

9-1-1 Dispatchers

Jennifer Evon

Colleen Handrick

Tiffany Janikowski

Neu Thao-Kong

Scott Pfaff

Others

Assistant Fire Chief Josh Klug, Wausau Fire Department

Appendix B

Summary of Calls by Source & Year

(See 6. Missing Data Related to CAD/RMS Software Problems for further explanation of missing data)

Call Source	2013	2014	2015	2016	2014-15 Change	% Change
Total 9-1-1	39,445	37,328	35,451	0 ^b	1877	(5.03%)
Admin	149,148	73,569	57,375 ^a	65,328 ^c	16,194	(22.01%)
TOTAL CALLS	188,593	110,897	92,826	65,328	(18,071)	(16.30%)
Total CAD Entries	143,435	139,281	145,191	145,670	5,910	4.24%

^a - Data for one month not available; total calls for year estimated (average of one month calculated and added to existing data)

^b - Data not available (9-1-1 computer down February 2016)

^c - Seven months of data available (Admin computer down August 2016); total calls for year estimated

Data Analysis Note

- Total Workload (9-1-1 calls, Admin calls, and CAD entries) distributed consistently over the years between day shift (6am – 6pm) and night shift (6pm – 6am) with approximately 60% and 40%, respectively.

Appendix C

Summary of Calls for Service by Discipline & Year

	2013	2014	2015	2016	2017 ^a	% of Workload
Law Enforcement (14 agencies)	131,461	132,315	131,775	136,808	123,628	84.4%
Fire, EMS, First Responder (74 agencies)	21,669	22,018	22,996	23,983	22,822	15.6% ^b
TOTAL CALLS	153,130	154,333	154,771	160,791	146,450	100.0%
Percent Change by Year	-----	0.79%	0.28%	3.89%	(8.9%)	-----

^a – Data through December 12, 2017

^b – Fire/EMS/First Responder calls are estimated at 15.6% for 2017 with only one dispatcher dedicated to this channel. However, it is noted the dispatchers are trying to handle 74 different entities and responsibilities for each.

Appendix D

Communications Division Turnover Rate^a

	2013	2014	2015	2016	2017
Percentage Rate	17.24%	3.45%	17.24%	13.79%	10.34% ^b

^a – Data includes resignations, retirements, and those unable to complete probationary training provided by Marathon County Employee Resources

^b – Data through October 1, 2017

Staffing Information

Based on provided information, the staffing level for authorized full-time positions has remained the same with 20 dispatchers and 6 supervisors from 1992 – 2007. Three (3) dispatchers were added since the NUCPS 2007 report bringing the total number of authorized positions to 29 at this time.

Appendix E

Summary of CAD Events by Dispatch Position & Year

Agency	2013	2014	2015	2016	2017 (8 months)	2017 Estimate
Wausau PD (SO15)	25,111	25,770	27,803	28,514	21,321	31,982
Wausau 2 PD (SO16)	22,340	22,400	22,693	24,647	20,564	30,846
County Fire (SO13)	22,892	24,044	24,612	26,246	19,269	28,904
Sheriff 1 (SO14)	31,454	30,466	31,773	34,739	24,597	36,896
Sheriff 2 (SO12)	19,403	16,668	17,961	18,785	13,702	20,553
Total CAD Events	121,200	119,348	124,842	132,931	99,453	149,181
Percent Change by Year		(1.53%)	4.60%	6.48%	-----	12.22%
Average Annual % Increase =						5.44%
* If staffing allows, below channels may have been open *						
SO9	1,504	540	844	1,114	1,146	1,128
SO11	3,633	9,326	3,495	4,119	2,737	3,649
SO112	3,218	3,876	3,745	3,190	2,150	2,867
Total Extra Events	8,355	13,742	8,084	8,423	6,033	8,044

Appendix F

CAD Events by Dispatch Position: Percentages

CAD Events by Dispatch Position: 2013-2016

Position	2013	2014	2015	2016	Average 4-Year %	% of Total CAD
Wausau PD	25,111	25,770	27,803	28,514	Change	21.51%
		2.62%	7.89%	2.56%	4.36%	
Wausau 2 PD	22,340	22,400	22,693	24,647	Change	18.48%
		0.27%	1.31%	8.61%	3.40%	
County Fire	22,892	24,044	24,612	26,246	-----	19.62%
		5.03%	2.36%	6.64%	4.68%	
Sheriff 1	31,454	30,466	31,773	34,739	-----	25.77%
		(3.14%)	4.29%	9.33%	3.49%	
Sheriff 2	19,403	16,668	17,961	18,785	-----	14.61%
		(14.10%)	7.76%	4.59%	(0.58%)	
TOTAL CAD EVENTS	121,200	119,348	124,842	132,931	-----	100.00%
% Increase		(1.53%)	4.60%	6.48%	3.18%	-----

Data Analysis Notes

Channels that are open depend on staffing levels throughout a 24-hour period. It is difficult to review exact data as console positions may move in the room depending on staffing. Therefore, this affects the overall data on each console position listed above.

Appendix G

Overtime Expenditures by Year

The overtime expenditures for overtime are not extraordinary as compared to the yearly budget. The average budget for the 9-1-1 Communications Division is approximately \$2,775,000 since 2013 (with salary and benefits at \$2,574,000 and operations at \$201,000). Overtime is budgeted at \$97,000 per year.

The below table shows the approximate amount of overtime for dispatchers and supervisors by reviewing the number of overtime hours paid for each category by the average hourly rate for each provided by Employee Resources by year.

Description	2013	2014	2015	2016	2017
Total Overtime	\$38,579	\$41,243	\$49,982	\$63,290	\$61,740
OT as % of Salaries	1.50%	1.60%	1.94%	2.46%	2.40%

Communication Specialists - B23

Sheriff Communications

FTE = 6.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$39,837	\$46,809	\$53,781
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,334
FICA Medicare Rate	1.45%	\$578	\$679	\$780
Unemployment Insurance	0.10%	\$40	\$47	\$54
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,630
Worker's Comp - Clerical	0.08%	\$32	\$37	\$43
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$68,111	\$76,099	\$84,087

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: County Treasurer Date: 5/31/2019

Position Requested: Administrative Coordinator – Property Lister (B23) FT PT FTE 100 %
(If unsure of classification, indicate “To be determined”) Number of Positions: 1

Division Position Will Be Assigned To: NA
(Indicate NA if not applicable)

Projected Start Date of Position: 1/1/2020 Priority Number of This Position: NA
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County’s mission statement?

Yes. In its shortest form, Marathon County strives to become the healthiest, safest, and most prosperous county. To be able to achieve those goals we need to be able to collaborate with other public entities, protect the environment, and provide opportunities, among other things.

This position directly contributes to maintaining collaborative partnerships with other public entities as it works directly with municipalities across the County to accurately update the County’s Land Records System – this task includes ownership and address updates, working with assessors on property assessments, interacting with the Wisconsin Department of Natural Resources, just to name a few. The position also works directly with the public to assist in answering questions, cleaning up issues with property descriptions, and help property owners understand the impact of changes on their property.

Protecting the environment and providing opportunities is something that can’t happen if we don’t know WHERE we’re talking about. A primary task of this position includes listing property within Marathon County – including ownership, legal description, owner mailing information, taxation districts, acreage, and assessments. This information comes directly from the documents that are recorded in the Register of Deeds office, and aren’t always written in the clearest manner. This means that the position must be able to understand and interpret the intention of the document, and in some cases, be able to contact the drafter of the document for additional information.

B. What is your department’s mission statement and how does position support this mission and/or department strategic plan?

The County Treasurer’s Office supports county and local government in many ways, including providing accurate tax and assessment information, collection of property taxes, working with delinquent property tax owners, and answering questions. This position will directly participate in all of these tasks. In addition, the position will also assist with a number of objectives in the Strategic Plan, as identified below:

- Objective 5.2 – Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth.
- Objective 6.3 – Protect and enhance the quality and quantity of potable groundwater and potable surface water supplies.
- Objective 7.1 – Provide cost-effective and high quality public safety services.
- Objective 8.7 – Strive to provide affordable, reliable, high-speed internet access throughout the County.
- Objective 10.12 – Maintain infrastructure to support economic growth.
- Objective 12.3 – Promote cost-effective public services.

Administrative Coordinator
(Property Lister)
Payroll Occ Code: 5023 (0073)
DBM Rating: B23
FLSA: Non-Exempt
Reports to: Treasurer

Position Summary:

Marathon County Treasurer's Office is seeking a full time Administrative Coordinator/Real Property Lister. This position is responsible for complex technical office work in the field of property descriptions, assessments, and land records – including maintaining accurate real and personal property listings, data to produce assessment rolls and tax bills, and other work in conformance with section 70.09 of Wisconsin Statutes.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Writes and maintains accurate abbreviated legal descriptions of each parcel from the latest recorded documents including posting records and database information
- Splits parcels as described by legal documents, and serves as quality control for legal descriptions, including contacting property owners, surveyors, attorneys, and others related to problems with real property related documents
- Assigns and maintains a parcel identification number and an assessor's number for each parcel following recorded documentation
- Researches, corrects, and improves Marathon County's database information, including the ability to make scale drawings of properties as needed
- Lists current name of owner, parcel, and mailing address for each parcel
- Makes assessment data entries supplied by state and local officials, including balancing with assessors, submitting reports to the State of Wisconsin, and changes to Wisconsin Department of Natural Resource programs
- Prepare and distribute assessment rolls, tax rolls, state forms, tax receipts, and other related functions as mandated by Wisconsin Statutes and the Wisconsin Department of Revenue
- Assists the public giving information both in person, over the telephone, and through email
- Provides excellent customer service to all customers of the office
- Collects payments made for the District Attorney's Office and for property tax payments
- Performs other tasks and projects related to the Land Records database and information maintained by Marathon County

Knowledge, Skills, and Abilities:

- Ability to understand and write complex legal descriptions and legal documents
- Familiarity with real estate terms and documents including transfer returns, plats, and certified survey maps
- Knowledge of complex mathematics and geometry relating to degrees, proportions, area, percentages, acreages, and money
- Skill in interpreting maps and some knowledge of computer mapping
- Knowledge of computer operations and functions, and ability to operate a variety of office machines
- Ability to maintain effective working relationships with county employees, town officials, attorneys, surveyors, abstractors, appraisers, and the general public
- Clear communication abilities and skills in written and verbal form
- Strong analytical skills and the ability to problem solve in a variety of situations

Qualifications:

Associate's degree or Bachelor's degree in fields such as records management, business management, paralegal, geographic information systems, surveying, or similar field of study, plus 3-5 years of experience in property listing, title searching, surveying, assessing, or mortgage banking; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Knowledge of ESRI's ArcGIS Desktop applications, surveying principles, and cash handling experience desired.

Necessary Special Qualifications: Possession of a driver's license or ability to obtain reliable transportation as needed.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview; review of references, written assessment, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation:

Salary Range (B23): Minimum \$39,837 - Midpoint \$46,809 - Maximum \$53,781

Administrative Coordinator (Property Lister) - B23
Treasurer
FTE = 1.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$39,837	\$46,809	\$53,781
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,334
FICA Medicare Rate	1.45%	\$578	\$679	\$780
Unemployment Insurance	0.10%	\$40	\$47	\$54
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,630
Worker's Comp - Clerical	0.08%	\$32	\$37	\$43
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$68,111	\$76,099	\$84,087

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Solid Waste

Date: April 4, 2019

Position Requested: Regulatory Compliance & Environmental Health/Safety Specialist

FT x
(If unsure of classification, indicate "To be determined")

PT FTE _____ %
Number of Positions: _____

Division Position Will Be Assigned To: _____
(Indicate NA if not applicable)

Projected Start Date of Position: 1/1/2020

Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? Yes
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

To provide the residents, businesses and organizations of the region with a cost-effective, comprehensive integrated waste management system. The system consists of programming, education and consulting services on waste reduction, recycling, composting and hazardous waste management, along with landfill disposal, with landfill-gas-to-energy production.

Strategic Goal #1: Maximize revenues from landfill operations

Historically, the work of compliance monitoring, reporting/submittal tracking and construction documentation/report submittal has been contracted out. This includes compliance for DNR air permit, EPA greenhouse gas requirements (air permit and greenhouse gas compliance are separate reporting), landfill plan of operation, electronics recycling reporting, special waste protocols, groundwater monitoring requirements (94 groundwater wells sampled twice annually for 56 parameters or 5264 monitoring points), low hazard waste exemption for beneficial use permit, hazardous waste data collection/monitoring/reporting and storm water management permit. Captured within each of those are scores of specific reporting requirements, a myriad of submittal dates, hundreds of thousands of data points, specific agency formatting requirements and other mandatory requirements. Because of the time demands of this work, it was contracted out because we lacked adequate staff for this specific purpose. The average amount of money spent on compliance reporting averages \$60,000-\$90,000 a year. It is expected that that cost will increase as we grow. For example, we are currently permitted as a minor source of air pollution. However, with our next construction, we will be moved into a major source of air pollution and will have standards similar to that of power plants and paper mills. As well, not meeting requirements, whether it is a submittal date or a failure to follow a specific protocol for storm water reporting, penalties and fines may occur.

In a similar fashion, we moved surface emission monitoring (in 2008) from contract work to county staff. At that time a contract for \$12,000 a year. With the purchase of a \$5000 piece of equipment, which lasted for 7 years, we were able to have existing staff incorporate this work into their regular duties. Over the course of just the first 7 years this migration from contract work to staff duties saved over \$72,000.

Within the solid waste and recycling industry there is a significant effort to focus on safety. The solid waste industry is the top 10 of the most dangerous jobs in the country, right behind farmers, pilots and loggers. While we have an existing safety program and staff attends the county safety meetings, we believe that

regular onsite training and monitoring of our 90 page safety manual requires direct and consistent attention.

This position will help us maximize revenues from landfill operations by bringing compliance in-house and not require expensive consultants. And as additional mandatory regulatory requirements are added, that work can be managed without the need for consultants. Of course, a well-run facility focused on safety not only saves money, but it also can save lives. Depending on the classification of this position, the bulk of the position will be funded by transferring dollars from consultants to staff.

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

As stated previously, this work is currently being done by consultants and is required to be done. Transferring the workload from the consultant to this position will save the department money and also give greater control over work product. There are a large amount of invoices showing the services of consultants and additional data/information from our permits and guidance document from DNR. I don't want to overwhelm this review process, but can make all of those documents available. Likely I would provide original documents because there is too much to copy.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position is really focused internally. The position would likely not increase outcomes for our already superior customer service, with the exception of having an additional person on hand to assist customers, as needed. For instance, occasionally a customer with either mobility or lifting issues needs assistance. Having an additional staff person could help with customer needs.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

There are two alternatives: do nothing and risk fines related to noncompliance; continue to hire out the work. We have rejected the first because DNR has the authority to close our facility if noncompliance issues are not corrected and because we think we can do the work more affordably in-house. We would like to reject the second option and spend less money, have more control over the work product and have someone onsite keeping track of all the various moving parts.

- F. What will be the effect if the proposed position is not created?

We will continue to spend money on consultants to do the work.

- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

Decreasing contract service for compliance work; shifting costs from contract work to personnel; product aligned with our core values

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform **plus** the approximate percentage of time to be spent on each duty.

Please see attached document titled 2020 FTE Request Job Duties and Responsibilities.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The position, because of the environmental health and safety component, may be able to help support the work of Risk Management and could possibly liaise with departments like Highway and Maintenance.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

This work is done by consultants. They currently charge us for the work done by technicians at a rate of \$50-\$135/hour. It seems prudent to translate that expense to department staff and internalize any savings. As well, we have seen, at times, a work product that doesn't meet our standards. Having staff work on these duties/responsibilities, we are able to better manage the work product and outcomes.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

Annually, I expect the cost to be in the \$55,000-\$70,000.

- B. Explain specifically how position will be funded.

This position will be funded with landfill tipping fee dollars. No grants; no levy.

Amount of County tax levy: \$0 % of total costs:

Amount of any outside funding: _____ % of total costs: _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Very likely this will be a "wash" between the dollars currently spent on consultants and the money needed to fund the position. Basically, moving dollars from contract services to personnel.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

It is our intent to build upon our current safety program and keep it relevant and relatable. Every injury, every incident is a cost. We prefer to avoid those costs and send people home in the same shape they arrive. Keeping not only staff focused on safety, but also the hundreds of people who arrive each day is one of the best investments in the future.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.



Signature of Supervisor/Manager Completing Request

May 23, 2019

Date



Department Head Signature

May 23, 2019

Date

Marathon County Position Description Questionnaire

Return Completed Form To Employee Resources Department

1. EMPLOYEE INFORMATION: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study.

Employee Name: new position Date Form Completed: May 21, 2019
Official Job Title: _____ Department: Solid Waste
Work Phone: 715-446-3101 x104 Site: Solid Waste
E-mail: _____ Time in Current Position: _____ years _____ months

Immediate Supervisor: **Immediate supervisor reports to:**
Name: Dave Hagenbucher Name: Meleesa Johnson
Title: Operations Manager Title: Director
Work Phone: 715-551-5864 Work Phone: 715-446-3101
E-mail: david.hagenbucher@co.marathon.wi.us E-mail: meleesa.johnson@co.marathon.wi.us



2. POSITION SUMMARY- This is very important.

Please write 1 to 3 sentences which describe the purpose and major duties of your position.

Example: I provide administrative support to the purchasing department. My duties include answering phones, filing and retrieving documents, answering questions from vendors, entering data, and tracking documents.

The person holding this position will be responsible for tracking of all data/information and coordination of all EPA and DNR approved plans/permits and the compliance reporting requirements. This person will also coordinate with a variety of engineers and construction contractors and implement/oversee a quality control assurance program. This person will be responsible for the site safety program.



3. SUPERVISORY RESPONSIBILITIES – This is very important.

For each statement in the chart below, if the statement applies to your position, please check the box under the “Yes” column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Full-time Equivalent Employees	Head Count
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	NA	NA
<input type="checkbox"/>	I evaluate and sign performance reviews of other regular employees.		
<input checked="" type="checkbox"/>	I provide work direction to and review the work of student workers, temporary and/or contract employees.		5-10

4. ORGANIZATION CHART

Complete the organization chart below. **Please use titles and not names.** List only those positions for which you sign performance evaluations.





5. ESSENTIAL DUTIES. *This is very important.*

In the table below, please list your essential duties (**those duties that make up at least 5% of your time**), and the decisions you make in carrying out each duty. Provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state “prepares reports”, but state “prepares reports such as status reports, staff reports”, or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Avoid phrases such as “assists with” or “participates in.” **Do not use acronyms.**

In the Frequency column, please indicate how often you perform each duty: D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

In the “Percent of Time” column please indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>
1. Construction quality control coordination/training, construction management oversight, construction documentation for DNR reporting	<ul style="list-style-type: none"> • Coordinate and implement work plans with engineering firms • Construction planning and coordination with engineers and WDNR • Train staff, oversee, and perform Construction Quality Assurance for construction project documentation for engineering and DNR • Tracking progress, working with contractors, setting timelines, and having weekly meetings 	Weekly	15

	ensures compliance and safety standards are all being met during a construction project.		
2. Regulatory compliance tracking, coordination and reporting for all environmental protection programs and special waste program	<ul style="list-style-type: none"> • Coordinate gathering of data of various dynamic landfill systems including leachate systems, gas systems, storage tanks, vegetative areas, and storm-water infrastructure • Compile and prepare data for required GEMS submittals-groundwater, private well, gas system, condensate system, methane probes, settlement hubs, stormwater • Develop and maintain system for tracking staff work related to implementation of rigorous environmental monitoring compliance program for air, water, and soil resources and use strategic thinking to evaluate potential contamination. • Schedule and coordinate all compliance related work on site • Compile and organize compliance related data into semi-annual, annual reports for WDNR and EPA • Assist operations manager with WDNR during site inspections to answer technical questions and communicate site information relating to 	Daily	70

	regulations and compliance		
3. Safety program coordination, development and implementation	<ul style="list-style-type: none"> Implement a rigorous safety program for operators and site users Bring best safety practices to the staff and evaluate needs related to continuous improvement Evaluate safety issues with traffic, customers, and waste placement and implement innovative solutions and best management practices. 	Weekly	10
4. Operations support including operating equipment, operating scale, assisting customers, routine tasks	<ul style="list-style-type: none"> Waste compaction and daily cover operations assistance. Assist with erosion control on landfill slopes and ditches. Serve as backup to the scale 	Daily	5
5.		Select	
6.		Select	
7.		Select	
8.		Select	
9.		Select	
10.		Select	
11. Other duties as assigned.		Select	

Attach additional sheets if necessary.

6. REQUIRED KNOWLEDGE AND SKILLS Please list the knowledge and skills required for entry into your position, and not what you might necessarily know or be able to do after being in your position for a number of years. **Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing. **Skills:** refers to proficiencies which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Knowledge & Skills
1. • State and federal waste management regulations

2. Knowledge of landfill and recycling statutes and regulations.
3. Knowledge of state and federal health and safety regulations.
4. Knowledge of landfill operating systems and various data collection systems
5. Ability to read and interpret engineering drawings
6. Knowledge of materials management related to household hazardous waste
7. Knowledge of soil types and impact of soils on waste and vegetation
8. Ability to review, categorize, prioritize, and/or analyze data and exercise discretion in interpreting data and implementing a course of action in response to changes that occur
9. Skilled in operating all equipment used in performing essential functions
10. Ability to establish effective working relationships with other employees, customers, and the public



7. EDUCATION - *This is very important.* Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry into your position**. This may be different from what the organization currently requires and/or from your own level of education.

**Position
Requires:**

- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)
- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in _____
- Master's degree in _____
- Other (explain): _____

What field(s) should training or degree be in?

Engineering, soil science, environmental health and safety, waste management, hazardous waste management, environmental studies, chemistry, physics



8. EXPERIENCE - *This is very important.*

Identify the minimum type and years of experience required for **entry into your position?**

	Minimum Time Required	
<u>Team coordination/supervision</u>	2	years
<u>Landfill/environmental health/safety work</u>	2	years
		years

9. SPECIAL REQUIREMENTS:

List any registrations, certifications or licenses that are required for **entry into your position.**

Do not use acronyms.

DNR operator or manager license

HazWoper certification

10. MACHINES, TOOLS AND EQUIPMENT. List any specialized machines, tools, equipment or software used in your work and show the time spent using each. Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time Infrequently <10% Seldom 10-25% Moderately 25-50% Frequently >50%
Paradigm scale software	Seldom 10% - 25%
GPS/CAD	Frequently > 50%
Lab testing devices (HHW identification)	Moderately 25% - 50%
Loader	Moderately 25% - 50%
Landfill compactor	Seldom 10% - 25%
Dozer	Seldom 10% - 25%

11. DECISION-MAKING & JUDGMENTS.

a. Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1. Evaluate the quality of construction contractor's clay compaction against WI Admin Code NR506 and instruct contractor, if necessary, to till and recompact to meet specifications.

2. Evaluate site activity, by staff and visitors, for compliance with site safety plans and provide feedback on corrective actions. If failure to comply, would have the authority to recommend dismissal (staff) or removal from site.

b. When making decisions do you most often (Check only one):

Routinely check with your supervisor before doing anything other than following standard procedures.

Follow standard procedures and established practices to resolve problems using limited discretion.

Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.

Create and implement new solutions not previously applied.

c. Indicate which of the following types of decisions you make regularly in the course of your work.

<input type="checkbox"/>	I plan and schedule the work of others.
<input type="checkbox"/>	I set goals and objectives for others.
<input checked="" type="checkbox"/>	I provide training and instruction to others.
<input type="checkbox"/>	I assign work activities to others.
<input checked="" type="checkbox"/>	I establish standard procedures.
<input type="checkbox"/>	I make hiring and promotion decisions.
<input type="checkbox"/>	I provide discipline and performance counseling.
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.

12. PHYSICAL FACTORS - Your answers in this section will not affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Seldom 10% - 25%	2--Very Important
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Seldom 10% - 25%	2--Very Important
Stooping: Bending body downward and forward by bending spine at the waist.	Moderately 25% - 50%	1--Somewhat Important
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Seldom 10% - 25%	1--Somewhat Important
Crouching: Bending the body downward and forward by bending leg and spine.	Seldom 10% - 25%	1--Somewhat Important
Crawling: Moving about on hands and knees or hands and feet.	Never	0--Not Important
Reaching: Extending hand(s) and arm(s) in any direction.	Moderately 25% - 50%	2--Very Important
Standing: Particularly for sustained periods of time.	Select	Select
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Moderately 25% - 50%	2--Very Important
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Seldom 10% - 25%	2--Very Important
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Seldom 10% - 25%	2--Very Important
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Moderately 25% - 50%	2--Very Important
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Seldom 10% - 25%	1--Somewhat Important

Grasping: Applying pressure to an object with the fingers or palm.	Seldom 10% - 25%	1--Somewhat Important
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Infrequently <10%	1--Somewhat Important
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently > 50%	3--Extremely Important
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently > 50%	3--Extremely Important
Seeing: The ability to perceive the nature of objects by the eye.	Frequently > 50%	3--Extremely Important
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Infrequently <10%	1--Somewhat Important

13. WORKING CONDITIONS - Your answers in this section will not affect how your job is classified.

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition. **If most of your work is in an office setting, you may select the "Does Not Apply" box below.**

Does Not Apply

	Condition	Time
<input checked="" type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Moderately 25% - 50%
<input checked="" type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Frequently > 50%
<input checked="" type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Frequently > 50%
<input checked="" type="checkbox"/>	Extreme temperatures	Frequently > 50%
<input checked="" type="checkbox"/>	Inadequate lighting	Infrequently <10%
<input type="checkbox"/>	Work space restricts movement	Select
<input checked="" type="checkbox"/>	Intense noise	Moderately 25% - 50%
<input checked="" type="checkbox"/>	Travel	Seldom 10% - 25%
<input type="checkbox"/>	Environmental (disruptive people, imminent danger, threatening environment)	Seldom 10% - 25%

14. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.
Digital Signatures are acceptable.

Signed: _____ Date: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL THEN SUBMIT THE COMPLETED QUESTIONNAIRE TO HIS/HER DEPARTMENT HEAD.

TO BE COMPLETED BY SUPERVISOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments

Any supervisory comments must be discussed with the employee.

SUPERVISORY SIGNATURES (Digital signatures are acceptable)

Please check the appropriate statement:

- I agree with the incumbent’s position questionnaire as written.

- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor Signature: _____ Date: _____


Department Head Signature: _____ Date: _____

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature: _____ Date: _____



marathoncountysolidwaste.org

 [marathoncountysolidwaste](https://www.facebook.com/marathoncountysolidwaste)

Marathon County Solid Waste Department

172900 State Highway 29

Ringle, WI 54471

Director:	715-446-3101 X104
Operations Manager:	715-551-5864
Administrative Office:	715-446-3101 X100
Scale Operator	715-446-3101 X103
Solid Waste & Recycling Info Line	877-270-3989 toll-free

2020 FTE – Draft: Job Duties & Responsibilities

POSITION SUMMARY:

This is a technical position at the Marathon County Solid Waste Department, 172900 State Highway 29, Ringle, WI. The individual hired for this position will perform duties to support the efficient, effective, and safe operation of the Marathon County Solid Waste landfill, management of ancillary structures, and operation of multiple solid waste programs. Many aspects of the work are guided by the requirements of state and federal laws relating to landfill operation and the department's plan of operation. Duties include project coordination with construction contractors/hazardous waste transporters/engineers, construction quality assurance program coordination, developing and maintaining state and federal compliance database for the timely submittals of all site-specific data, and coordinating health and safety programs for the department.

QUALIFICATIONS:

Related bachelor's degree with course work in waste and materials management, soils, engineering, environmental health and safety, environmental science, environmental policy, or natural resources management; and 2 years' experience involving resource management, project management, solid waste disposal, landfill operations, civil or environmental engineering, or a related field; OR equivalent combination of related education and experience.

- Able to apply troubleshooting, problem solving, decision-making, and multitasking abilities on a daily basis for all related work.
- Ability to contribute to a positive working culture.
- Positive attitude and ability to meet core values of honest, helpful and respectful.
- Basic computer skills including Microsoft programs.

Necessary Special Qualifications: Valid driver's license and a driving record that meets County standards. Possession of or ability to obtain a Wisconsin DNR Landfill Operator License within a reasonable time after date of hire.

EXAMPLES OF WORK PERFORMED:

- Coordinate and implement work plans with engineering firms
- Construction planning and coordination with engineers and WDNR
- Train staff, oversee, and perform Construction Quality Assurance for construction project documentation for engineering and DNR
- Tracking progress, working with contractors, setting timelines, and having weekly meetings ensures compliance and safety standards are all being met during a construction project.
- Implement a rigorous safety program for office staff, operators and site visitors
- Bring best safety practices to the staff and evaluate needs related to continuous improvement
- Coordinate gathering of data related to site compliance in accordance with solid waste, hazardous waste and air management permits
- Develop and maintain system for tracking staff work related to implementation of rigorous environmental monitoring compliance program for air, water, and soil resources and use strategic thinking to evaluate potential contamination.
- Schedule and coordinate all compliance related work on site
- Liaise with county's health and safety staff.
- Compile and organize compliance related data into semi-annual, annual reports for WDNR and EPA
- Compile and prepare data for required GEMS submittals-groundwater, private well, gas system, condensate system, methane probes, settlement hubs, stormwater
- Coordinate gathering of data of various dynamic landfill systems including leachate systems, gas systems, storage tanks, vegetative areas, and storm-water infrastructure
- Assist operations manager with WDNR during site inspections to answer technical questions and communicate site information relating to regulations and compliance
- Evaluate safety issues with traffic, customers, and waste placement and implement innovative solutions and best management practices.
- Train, direct, and oversee 1 seasonal employee and 3 college interns
- Participate on multiple committees and boards that will contribute to industry leading ideas and statewide governance (AROW, SWANA, WCSWMA)

Additional Duties as needed

- Waste compaction and daily cover operations assistance.
- Serve as backup to the scale

- Implementation of erosion control on landfill slopes and ditches.
- Wetland integrity and condition monitoring/maintenance.
- Improvement of site aesthetics including planting, painting, and mowing.
- Storm-water diversion and sediment control.
- Provide support to landfill construction activities.
- Gas well monitoring with Gas Extraction Monitor (GEM).
- Landfill gas system repair including HDPE pipe welding.
- Leachate tank, leachate pumps, and side-slope riser monitoring.
- Leachate seep excavation and repair.
- Collect, sort, bulk, and ship Household Hazardous Waste.
- Assist customers with Hazardous, Universal, Medical, and Special Waste.
- Operate various types of heavy machinery for landfill management including: dozer, compactor, excavator, haul truck, end loader, water tanker, & skid-steer.
- Utilize GPS rover for surveying locations on landfill grades and roadways.
- Work with WDNR, engineers, and contractors during site inspections.
- Scale operation for weighing incoming/outgoing landfill customers.
- Assist with tours to educate public on recycling and landfill operations.

KNOWLEDGE, SKILLS & ABILITIES:

- State and federal waste management regulations
- Knowledge of landfill and recycling statutes and regulations.
- Knowledge of state and federal health and safety regulations.
- Understanding of bid process, contracts, and legal language
- Knowledge of landfill operating systems and various data collection systems
- Ability to read and understand engineering drawings
- Knowledge of materials management related to household hazardous waste
- Ability to review, categorize, prioritize, and/or analyze data and exercise discretion in interpreting data and implementing a course of action in response to changes that occur
- Ability to read and interpret engineering drawings
- Knowledge of soil types and impact of soils on waste and vegetation
- Strong motivation and leadership skills
- Public speaking and team meeting administration
- Very strong written and oral communication skills
- Knowledge in core values of an efficient and productive government organization
- Knowledge in recognizing unsafe practices and implementing action for change
- Knowledge of employee performance and accountability
- Constructive criticism and positive feedback strategies
- Ability to work in adverse environments and inclement weather

- Knowledge of soil types and impact of soils on landfill operations.
- Effective in organizing and conducting formal meetings
- Skilled in operating all equipment used in performing essential functions
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information to problem solve
- Ability to establish effective working relationships with other employees, customers, and the public
- Ability to effectively share information with other staff and work as part of a team
- Time management, record keeping, and organizational skills
- Ability to plan, execute, and finalize projects adhering to strict guidelines and budgets
- Ability to operate a GPS system and other computerized systems.
- Ability to climb, crawl, bend, and stretch. Ability to lift, carry, push, or pull objects or materials weighing up to 75 pounds.

Working Conditions

- May be exposed to high decibel noise and will be required to wear hearing protection, as needed.
- May be exposed to household hazardous waste and will be required to wear proper Personal Protective Equipment when necessary.
- May be exposed to high concentrations of landfill gasses in gas recovery building and will be required to use air quality monitors and follow site safety procedures.
- May be exposed to vectors, vermin, snakes and other wild animals.
- May be exposed to extreme temperatures and weather conditions.
- May be exposed to other hazards common to an operational landfill and will be expected to use safe practices at all times.

Compliance & Environmental Health & Safety Specialist - B23
Solid Waste
FTE = 1.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$39,837	\$46,809	\$53,781
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,334
FICA Medicare Rate	1.45%	\$578	\$679	\$780
Unemployment Insurance	0.10%	\$40	\$47	\$54
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,630
Worker's Comp - Municipal	1.78%	\$709	\$833	\$957
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$68,788	\$76,895	\$85,001

Draft

Marathon County Pay Grid
Hourly Rates

Draft

3% Adjust To Maximum Rate Effective 1/12/2020

Hourly rates are calculated by dividing the annual salary by 2,080 hours. Employees working less than 2080 hours annually will have their annual salary based on their annual scheduled work hours.

DBM Rating	Payroll System Pay Level	Step 1 Minimum	Step 3 Control Point	Step 5 Maximum
A11	111	\$11.92	\$13.71	\$15.96
A12	112	\$13.45	\$15.47	\$18.01
A13	113	\$14.98	\$17.23	\$20.06
B21	221	\$16.16	\$18.99	\$22.47
B22	222	\$17.66	\$20.75	\$24.55
B23	223	\$19.15	\$22.50	\$26.63
B24	224	\$21.03	\$24.71	\$29.24
B31	231	\$21.03	\$24.71	\$29.24
B25	225	\$23.27	\$27.35	\$32.36
B32	232	\$23.27	\$27.35	\$32.36
C41	341	\$24.62	\$29.55	\$35.51
C42	342	\$26.09	\$31.31	\$37.62
C43	343	\$27.55	\$33.06	\$39.73
C44	344	\$29.39	\$35.26	\$42.38
C51	351	\$29.39	\$35.26	\$42.38
C45	345	\$31.59	\$37.91	\$45.55
C52	352	\$31.59	\$37.91	\$45.55
IT Manager	358	\$40.24	\$48.29	\$58.02
Deputy Corp. Counsel	359	\$43.97	\$52.76	\$63.40
D61	461	\$32.09	\$40.11	\$49.57
D62	462	\$33.49	\$41.86	\$51.74
D63	463	\$34.90	\$43.62	\$53.92
D64	464	\$36.66	\$45.82	\$56.64
D71	471	\$36.66	\$45.82	\$56.64
D65	465	\$38.77	\$48.46	\$59.90
D72	472	\$38.77	\$48.46	\$59.90
Corporation Counsel	479	\$51.25	\$64.06	\$79.18
E81	581	\$38.97	\$50.67	\$64.23
E82	582	\$40.33	\$52.42	\$66.46
E83	583	\$41.68	\$54.18	\$68.69
E91	591	\$43.37	\$56.38	\$71.48
E92	592	\$45.40	\$59.02	\$74.82

Step 2 Reserved for employees between Minimum and Control Point

Step 4 Reserved for employees between Control Point and Maximum

Step 19 Reserved for employees above Maximum

NOTE: The above steps are for payroll processing purposes (e.g. Step 1, Step 2, Step 3, etc).

Draft

Marathon County Pay Grid
Annual Rates

Draft

3% Adjustment To Maximum Rate Effective 1/12/2020

Hourly rates are calculated by dividing the annual salary by 2,080 hours. Employees working less than 2080 hours annually will have their annual salary based on their annual scheduled work hours.

DBM Rating	Payroll System Pay Level	Step 1 Minimum	Step 3 Control Point	Step 5 Maximum
A11	111	\$24,795	\$28,513	\$33,200
A12	112	\$27,975	\$32,170	\$37,458
A13	113	\$31,155	\$35,828	\$41,716
B21	221	\$33,613	\$39,495	\$46,738
B22	222	\$36,725	\$43,152	\$51,066
B23	223	\$39,837	\$46,809	\$55,394
B24	224	\$43,735	\$51,389	\$60,813
B31	231	\$43,735	\$51,389	\$60,813
B25	225	\$48,408	\$56,878	\$67,311
B32	232	\$48,408	\$56,878	\$67,311
C41	341	\$51,216	\$61,458	\$73,852
C42	342	\$54,263	\$65,116	\$78,247
C43	343	\$57,311	\$68,772	\$82,640
C44	344	\$61,127	\$73,351	\$88,144
C51	351	\$61,127	\$73,351	\$88,144
C45	345	\$65,702	\$78,843	\$94,742
C52	352	\$65,702	\$78,843	\$94,742
IT Manager	358	\$83,697	\$100,436	\$120,691
Deputy Corp. Counsel	359	\$91,449	\$109,739	\$131,869
D61	461	\$66,738	\$83,422	\$103,109
D62	462	\$69,663	\$87,078	\$107,629
D63	463	\$72,587	\$90,735	\$112,148
D64	464	\$76,252	\$95,314	\$117,809
D71	471	\$76,252	\$95,314	\$117,809
D65	465	\$80,644	\$100,806	\$124,595
D72	472	\$80,644	\$100,806	\$124,595
Corporation Counsel	479	\$106,601	\$133,252	\$164,698
E81	581	\$81,065	\$105,384	\$133,594
E82	582	\$83,878	\$109,041	\$138,230
E83	583	\$86,692	\$112,698	\$142,866
E91	591	\$90,213	\$117,278	\$148,672
E92	592	\$94,437	\$122,768	\$155,633

Step 2 Reserved for employees between Minimum and Control Point

Step 4 Reserved for employees between Control Point and Maximum

Step 19 Reserved for employees above Maximum

NOTE: The above steps are for payroll processing purposes
(e.g. Step 1, Step 2, Step 3, etc).