

September 26, 2018

**ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA
ANNUAL BUDGET REVIEW**

DATE: Monday, October 1, 2018
TIME: 8:30 a.m.
PLACE: Calumet County Courthouse
206 Court St., Chilton, WI 53014-1198
Room 025 (Enter West Entrance "B")

AGENDA:

1. Meeting Announcement and Posting
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Report of Committee Members
6. Public Participation
7. Communications
8. **Items for Action or Discussion**
 - a. The County Administrator and Finance Director will present the 2019 Budget Proposal to the Committee for review and discussion
 - ❖ Note: The purpose of this meeting is to review 2019 departmental budgets with certain departments being called, if required, to offer additional analysis for specific line items
 - b. Review and Approve Foreman Position Description and Resolution Eliminating Two (2.0) Full-Time Equivalent (FTE) Positions of Highway Maintenance Worker in the Highway Department and Replacing Said Positions with Two (2.0) FTE Foreman Positions Effective January 1, 2019
 - c. Review and Approve Resolution Creating 1.0 Full-Time Equivalent (FTE) Human Services Professional (Mental Health Crisis Coordinator) in the Calumet County Health and Human Services Department Effective January 1, 2019
 - d. Review and Approve Resolution to Increase Hours for the Legal Assistant in the Corporation Counsel Department from Part-Time (0.5) FTE Status to Full-Time (1.0 FTE) Status Effective August 1, 2019
 - e. Review and Approve Resolution to Create Four (4.0) Full-Time Equivalent (FTE) Patrol Officer Positions in the Calumet County Sheriff's Department Effective January 1, 2019
 - f. Review and Approve the salary grade change of the Park Maintenance Worker position in the Parks Department effective January 1, 2019
9. Adjournment

PLEASE NOTE: This meeting may continue on Tuesday, October 2, 2018 if necessary to complete the 2019 budget review process.



So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action.

RESOLUTION 2018 -

**RESOLUTION ELIMINATING TWO (2.0) FULL-TIME EQUIVALENT (FTE) POSITIONS OF
HIGHWAY MAINTENANCE WORKER IN THE HIGHWAY DEPARTMENT AND REPLACING
SAID POSITIONS WITH TWO (2.0) FTE FOREMAN POSITIONS
EFFECTIVE JANUARY 1, 2019**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, Due to the workload as the result of an increase in Wisconsin Department of Transportation and surrounding municipalities' projects, and in the interest of providing more efficient operation and long-term solutions, the needs of the Highway Department are better met by eliminating 2.0 FTE Highway Maintenance Worker positions and replacing said positions with the 2.0 FTE Foreman; and

WHEREAS, The purpose of the Foreman is to provide direction and oversight to field staff performing a wide variety of semi-skilled tasks involved in the maintenance and repair of roads, highways, bridges, and associated rights-of-way; and assist in the shop as directed; and be a direct line of communication between Highway Department management staff and field staff; and

WHEREAS, The creation of 2.0 FTE Foreman would allow the Superintendents time to focus more attention on higher level tasks increasing the overall productivity and efficiency of the Calumet County Highway Department, which ultimately impacts the revenues of the Highway Department; and

WHEREAS, A request to be considered during the budget process for 2.0 FTE Foreman positions in the Calumet County Highway Department Table of Organization was submitted to the Department of Administration - Personnel Division on or before the date designated by the County Administrator, at the beginning of the 2019 annual budget process; and

WHEREAS, The County Administrator determined that 2.0 FTE Foreman positions are to be added to the Calumet County Table of Organization, and be included in the annual budget submitted to the County Board and said positions are included in the proposed 2019 budget; and

WHEREAS, The County Administrator determined that 2.0 FTE Highway Maintenance Workers be eliminated from the Calumet County Table of Organization; and

WHEREAS, The creation of the 2.0 FTE Foreman positions will not result in the increase of the overall staffing for the Highway Department; and

WHEREAS, The job description for the Foreman is attached and made part hereof; and

WHEREAS, The position has been approved by the Administrative Services Committee at a salary range of Grade 8 on the Calumet County Compensation Plan. The 2018 wage range is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$23.57	\$24.26	\$24.92	\$25.58	\$26.29	\$26.95	\$27.61	\$28.27	\$28.97	\$29.64	\$30.30

WHEREAS, The anticipated 2019 fiscal impact for 2.0 FTE Foreman is \$3920, which will partially be funded by the offset of the elimination of the Foreman and Special Equipment Operator premium pay, Wisconsin Department of Transportation revenues and county tax levy.

NOW, THEREFORE, BE IT RESOLVED That the Calumet County Board of Supervisors herein assembled authorizes the elimination of 2.0 FTE positions of Highway Maintenance Worker from the Table of Organization and the replacement of said positions with 2.0 FTE Foreman positions effective January 1, 2019.

Dated this ____ day of November, 2018.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Patrick Laughrin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

Alice Connors, County Board Chair

Calumet County Job Description

Job Title: Foreman
Salary Level: Grade 8
Department: Highway
Reports To: Highway Superintendent
FLSA Status: Non-exempt
Prepared By: Michelle L. Wright, Human Resources Director
Prepared Date: September 25, 2018
Approved By: Administrative Services Committee
Approved Date:

Summary

Under the direction of the Highway Superintendents, supervise and direct the work of highway maintenance workers, and work alongside, highway maintenance workers performing highway maintenance tasks, construction and repair work of roads, highways, bridges and associated rights-of-way. Maintain records of material used and progress made. Inspect work to ensure compliance with specifications of plans. Assist Highway Superintendents with planning and scheduling of road, shop and facility projects and winter operations.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

Supervise and direct the work of Highway Maintenance Workers on various road related projects year round.

Perform highway maintenance tasks and construction and repair work including, but not limited to: operating asphalt maintenance equipment, hauling materials by truck, grading shoulders, filling cracks, signing, sweeping, mowing, breaking up concrete, patching holes and dips, center line painting, erecting and dismantling snow fence, painting and maintaining guard rails; clearing roadways and right-of-ways of brush, vegetation, trash and dead animals; clearing drainage ditches and culverts of debris and sediments; and bridge repair.

Assist Superintendents in coordinating and completing projects including but limited to road, shop, and facility projects.

Follow all safety rules and procedures as established for work areas and equipment. Ensure compliance of safety rules and procedures by subordinates. Identify and correct safety deficiencies.

Assist Superintendents with planning, coordinating and supervising winter operations; and may perform winter snow and ice removal tasks as necessary.

Oversee the Sign Inventory and make appropriate changes.

Oversee the Culvert Inventory and make the appropriate changes.

Assist with conducting final inspections on Utility Permits/Driveway Permits.

Review and analyze employee timesheets for accurate reporting.

Maintains records and makes reports as required.

Respond to complaints and questions from the public concerning road projects. Escalates concerns as needed to Superintendents or Highway Commissioner.

Subject to call at all times for winter snow and ice removal, and other emergency and non-emergency situations.

Assumes responsibility for the department in the absence of the Highway Commissioner and/or Superintendents.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

This position directly supervises and assigns work, provides work direction, trains and oversees the work of Highway Maintenance Workers in accordance with the organization's policies and procedures and applicable laws. Provides information to Highway Superintendents or Highway Commissioner on issues concerning employee work performance by reporting outstanding performance, misconduct, or disciplinary matters. May also provide supervision to Mechanics as needed.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

High school diploma or general education degree (GED); two (2) to three (3) years of experience operating heavy vehicles and power tools; some experience performing manual outdoor maintenance tasks; or equivalent combination of education and experience. Leadership/supervisory coursework preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively speak before and communicate with customers and County employees in need of service. Understands and effectively carries out oral and written instructions. Ability to use tact and diplomacy when dealing with co-workers, county officials and officers, and general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to work semi-independently making sound decisions using good judgment.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software and ability to operate computerized controls.

Certificates, Licenses, Registrations

Possession of a valid Wisconsin Driver's License and Commercial Driver's License Class A, B, C, D; endorsements N; and Air Brakes.

Other Skills and Abilities

Ability to operate or learn to operate heavy equipment, including, but not limited to: large trucks and snow plows.

Good knowledge of and demonstrated ability to conform to goals, policies, procedures, and appropriate safety regulations of the Highway Department.

Ability to organize and maintain accurate and complete records and reports.

Ability to work effectively and cooperatively with co-workers and supervisors.

Demonstrated reliability in attendance and flexibility to work long hours, especially in adverse weather conditions.

Other Qualifications

Ability to travel to and work in other counties as work demands dictate.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock.

Safe work methods must be followed to insure the limited possibility of injury from moving parts and equipment while running and working on equipment.

The noise level in the work environment is usually loud.

RESOLUTION 2018-

RESOLUTION CREATING 1.0 FULL-TIME EQUIVALENT (FTE) HUMAN SERVICES PROFESSIONAL (MENTAL HEALTH CRISIS COORDINATOR) IN THE CALUMET COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT EFFECTIVE JANUARY 1, 2019

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The Calumet County Health and Human Services Department is HFS 34, Level III-Certified as an Emergency Mental Health Service Program and provides a coordinated system of mental health and crisis intervention services 24 hours a day; and

WHEREAS, HFS 34 requires crisis intervention and stabilization and Medicaid allows for reimbursement of these functions, if performed by a qualified individual; and

WHEREAS, Health and Human Services Department Behavioral Health staff, who are Master's level therapists, have the responsibility for the crisis intervention case management work; and

WHEREAS, The crisis intervention case management work does not need to be completed by a licensed therapist and therefore is not the most effective or efficient use of Behavioral Health Therapists' time; and

WHEREAS, A request to be considered during the budget process for a 1.0 FTE Human Services Professional (Mental Health Crisis Coordinator) position in the Health and Human Services Department Table of Organization was submitted to the Department of Administration - Personnel Division on or before the date designated by the County Administrator, at the beginning of the 2019 annual budget process; and

WHEREAS, The County Administrator determined that 1.0 FTE Human Services Professional (Mental Health Crisis Coordinator) was to be added to the Calumet County Table of Organization and be included in the annual budget submitted to the County Board and said position is included in the proposed 2019 budget; and

WHEREAS, The primary responsibilities of the Human Services Professional (Mental Health Crisis Coordinator) are to provide assessment and response services to clients experiencing a mental health crisis, ensure and coordinate follow-up services including linkage to other community mental health providers, complete crisis plans, provide follow-up contacts to ensure compliance with services/plans, and case management services to persons with mental illness. The position description is attached and made a part hereof; and

WHEREAS, The Human Services Professional (Mental Health Crisis Coordinator) position will allow for the oversight of the crisis case management program to be provided in a more cost effective manner, since these duties will be provided by a Bachelor's level staff member; and

WHEREAS, Having the crisis case management responsibilities provided by one staff member will allow for better accountability, better documentation, and better coordination of client services while meeting the Medicaid requirements; and

WHEREAS, The position has been approved by the Administrative Services Committee at a salary range of Grade 10 on the Calumet County Compensation Plan. The 2018 wage range is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$27.29	\$28.08	\$28.85	\$29.65	\$30.41	\$31.21	\$31.98	\$32.76	\$33.54	\$34.32	\$35.10

WHEREAS, The anticipated 2019 wages and fringe benefits in the amount of \$92,647 for this 1.0 FTE position will be funded through Medicaid programs, crisis intervention services and Comprehensive Community Services (CCS) revenues, as well as private insurance.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled authorizes the creation of 1.0 FTE Human Services Professional (Mental Health Crisis Coordinator) position effective January 1, 2019.

BE IT FURTHER RESOLVED, That if future Medicaid and private insurance revenues are insufficient to fully fund the position, the position shall be eliminated.

Dated this ____ day of November, 2018.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Patrick Laughrin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

Alice Connors, County Board Chair

Calumet County Position Description

Job Title: Human Services Professional (Mental Health Crisis Coordinator)
Salary Level: Pay Grade 10
Department: Health & Human Services
Reports To: Behavioral Health Division Manager and Supervisor
FLSA Status: Exempt
Prepared & Approved By: Todd Romenesko, County Administrator
Date: July 25, 2018

Summary. Under the general direction of the Behavioral Health Division Manager and Supervisor, provides assessment and response services to clients experiencing a mental health crisis, provides psycho-social, risk-based assessments, symptom management and education, social recreational activities and case management services to persons with mental illness. Performs related duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Identifies and assesses immediate mental health needs of crisis clients, provides response plan and services to clients experiencing a mental health crisis, ensures and coordinates follow up services including linkages to other community mental health providers for the clients, completes crisis plans and provides follow up contacts to ensure compliance with services/plan.

Provides follow up and coordination of services to clients who are involved in the Ch. 51 system. Coordinates court process and attends court hearings, maintains contact with inpatient psychiatric facilities and treating psychiatrists, monitors clients on settlement agreements and commitment orders to ensure compliance and follow through.

Maintains client record and ensures compliance with Medicaid and private insurance billing for Crisis Intervention Services.

Completes a psycho-social, risk-based client needs assessment on referred clients which includes assessing symptomatology and functioning in the areas of vocation, education, social skills, self care, activities of daily living and relationships.

May function as a member of the Community Support Program (CSP) Team in formulating diagnostic impressions and developing a treatment plan for clients, including establishment of treatment goals, objectives, implementation and monitoring.

Administers the Children's Long Term Support (CLTS) Functional Screen and the Adult Mental Health and Alcohol and Other Drug Abuse (MH-AODA) Screen on clients to determine eligibility for both the Comprehensive Community Services (CCS) and CSP Programs.

Provides symptom management and education, assessment of medication side-effects and observes clients taking of single dose medications.

Provides case management services to clients and their families.

Consults with psychiatrist and psychologist regarding diagnosis and treatment plans.

Teams cases with Calumet County Department of Health and Human Services (CCDHHS) therapists and AODA staff to provide comprehensive wrap-around services for clients.

Confers with other agencies or institutions serving clients to monitor and coordinate assigned cases.

Completes preliminary authorizations for purchased services provided on behalf of assigned cases.

Locates and assists in the development and recruitment of resources necessary to implement treatment plans.

Refers to and coordinates client treatment plan with other agencies providing services to meet client needs.

Provides community education/consultation/intervention regarding Department services.

Provides community-based wrap-around services to clients and their families.

Assists clients in maximizing their level of functioning by providing skill building in social/recreational skills and activities of daily living.

Assists clients in arranging for necessary medical, dental, legal, financial and housing services.

Facilitates various education groups for clients including a social skills group.

Maintains case records containing pertinent, accurate and current information; prepares correspondence, reports and other records as required.

Will be assigned to perform crisis on-call duty – both during business hours and after-hours.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

Provides direction to professional and para-professional staff.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Master's Degree in behavioral science or a related field is preferred. Bachelor's degree in a behavioral science or a related field with 1,000 hours of supervised, post degree clinical experience with mentally ill persons or a bachelor's degree in a field other than behavioral science with 2,000 hours of supervised post degree clinical experience with persons with mental illness. At least two (2) years experience providing services to persons with mental illnesses/Crisis Intervention Services; or equivalent combination of education and experience. Knowledge and/or experience with clients with substance abuse issues, WI Ch. 51 and DHS 34 preferred.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, consumers and the general public. Ability to communicate tactfully, clearly, concisely, and accurately with clients.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of client management systems; Internet; spreadsheet and word processing software.

Certificates, Licenses, Registrations

Access to reliable transportation.

Special Requirement

None.

Other Skills and Abilities

Knowledge of Crisis Intervention Services, CSP and CCS programs.

Ability to exercise judgment and discretion in the application and interpretation of departmental policies and regulations.

Knowledge of psychopathology and treatment modalities for providing supportive psychosocial rehabilitation services to persons with long-term mental illness; psychopharmacology; community based human services delivery system and resources available in the community.

Ability to satisfactorily perform the following functions or demonstrate the following skills including: establish a therapeutic relationship with clients; make independent decisions; establish and maintain effective working relationships with clients, co-workers, other agencies and the public; and provide complex services in accordance with principles common to the specialty of the employee.

Ability to apply laws of confidentiality appropriately.

Demonstrates the ability to interpret, support and uphold the standards, ethics and boundaries of the social work profession.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

RESOLUTION 2018-

RESOLUTION TO INCREASE HOURS FOR THE LEGAL ASSISTANT IN THE CORPORATION COUNSEL DEPARTMENT FROM PART-TIME (0.5) FTE STATUS TO FULL-TIME (1.0 FTE) STATUS EFFECTIVE AUGUST 1, 2019

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The essential duties and responsibilities of the Legal Assistant in the Corporation Counsel Department are to compile data and prepare various reports; draft, type, and transcribe pleadings, letters, memos, briefs, and other legal documents; perform research; and coordinate the processing of case components, for filing with the Court; and

WHEREAS, On September 1, 2019, the Corporation Counsel Department will assume the responsibilities for processing of children in need of protection or services (CHIPS) and termination of parental rights (TPR) cases, which is currently being handled by the Calumet County District Attorney’s Office; pursuant to Wis. Stats. §48.09(5). The reason for the move is to ensure timeliness and responsiveness to the quickly changing status of these types of cases; and

WHEREAS, The current Corporation Counsel Department staffing level does not provide the capacity to undertake the additional workload associated with CHIPS and TPR case processing; and

WHEREAS, It is anticipated that the employees of the Corporation Counsel Department will begin training and preparation for the additional workload effective August 1, 2019; and

WHEREAS, A request to be considered during the budget process for an increase of 0.5 FTE Legal Assistant position in the Corporation Counsel Department Table of Organization was submitted to the Department of Administration - Personnel Division on or before the date designated by the County Administrator, at the beginning of the 2019 annual budget process; and

WHEREAS, The County Administrator determined that 0.5 FTE Legal Assistant was to be added to the Calumet County Table of Organization and be included in the 2019 annual budget submitted to the County Board; and

WHEREAS, The Legal Assistant classification currently exists at a salary range of Grade 6 on the Calumet County Compensation Plan. The 2018 wage range is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$19.84	\$20.41	\$20.98	\$21.54	\$22.12	\$22.68	\$23.25	\$23.82	\$24.38	\$24.94	\$25.51

WHEREAS, The job description for Legal Assistant is attached and made part hereof; and

WHEREAS, The anticipated 2019 wages and fringe benefits in the amount of \$16,439 for this increase in 0.5 FTE position will be funded by general fund tax levy and Title IV-E for Child Welfare Federal Funds.

NOW, THEREFORE, BE IT RESOLVED, That the County Board of Supervisors herein assembled authorize the increase of hours for the Legal Assistant, in the Corporation Counsel Department from part-time (0.5 FTE) status to full-time status (1.0 FTE) effective August 1, 2019.

Dated this ____ day of November 2018.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Patrick Laughrin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

Alice Connors, County Board Chair

Calumet County Position Description

Job Title: Legal Assistant
Salary Level: Grade 6
Department: Corporation Counsel
Reports To: Corporation Counsel
FLSA Status: Non-exempt
Approved By: Salary and Personnel Committee
Approved Date: September 13, 2004
Amended By: Michelle L. Wright, Human Resources Director
Amended Date: September 14, 2018

Summary Under general supervision performs confidential, varied and highly responsible legal assistant and clerical work for the Corporation Counsel's Office requiring a considerable degree of independent judgment, initiative, and familiarity with the operations of a law office. Performs related duties as required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Drafts pleadings; and coordinates the processing of alcohol/mental emergency detentions, foreclosures, guardianships, CHIPS and TPR cases, collections, and other legal processes, for filing with the Court. Consults with attorney, as needed. After consultation with attorney, performs research, using the internet, KIDS computer system, and other informational tools.

Compiles data and prepares various reports in compliance with departmental regulations and policies, and state statutes.

After consultation with attorney, drafts, types, and/or transcribes letters, memos, briefs, and other legal documents.

Drafts County resolutions and ordinances in conjunction with the attorney.

Maintains office in the absence of the Corporation Counsel.

Performs clerical duties including answering telephone, filing, photocopying, maintenance of the Corporation Counsel calendar for appointments and court hearings, and routes mail.

Answers varied inquiries and explains policies and procedures in response to telephone or personal inquiries from co-workers, attorneys and the public.

Maintains and monitors computer records; performs all facets of word processing functions.

Upon request, reviews documentation for accuracy for various offices.

Processes and pays all bills for the Corporation Counsel Office and the Law Library using the County's HTE financial system. Monitors inventory and purchases all supplies for the Corporation Counsel Office.

Assists Corporation Counsel, as needed.

Assists Department of Health and Human Services Department – Child Support Division and Child Welfare Services, in preparing court documents, memos and letters.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate Degree from college or technical school as Legal Secretary or Legal Assistant; two years responsible law office or related experience; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, legal documents, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Internet; word processing software, and KIDS computer system.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Good knowledge of modern law office practices and procedures.

Good knowledge of departmental programs, operations and policy with respect to general function performed.

Good knowledge of business English, legal terminology, spelling and composition.

Ability to perform a variety of complex clerical tasks and accept and exercise independent judgment, with minimal supervision.

Ability to establish and maintain effective public and working relationships with law enforcement agencies/officials; public defender's office, attorney's office, and county departments.

Good knowledge of research skills with the ability to effectively use the Internet, statute books, and other research tools/aids.

Good knowledge of legal requirements for emergency detentions, alcohol commitments, collection matters, foreclosures, guardianships, and other legal matters.

Ability to maintain the confidentiality of departmental practices.

Good knowledge of organizational and analytical skills.

Other Qualifications

Familiarity with notary public requirements and ability to obtain notary public commission.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

RESOLUTION 2018 -

RESOLUTION TO CREATE FOUR (4.0) FULL-TIME EQUIVALENT (FTE) PATROL OFFICER POSITIONS IN THE CALUMET COUNTY SHERIFF'S DEPARTMENT EFFECTIVE JANUARY 1, 2019

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The Wisconsin Attorney General has concluded that a County has an interest and duty to provide law enforcement in all of the Villages and towns, and that the Sheriff and his deputies can enforce Village or town ordinances, if necessary to maintain peace and order; and

WHEREAS, Wis. Stats. §61.65(1) requires that certain villages provide protection by a variety of means, including contracting with a County; and

WHEREAS, Calumet County and the Village of Harrison intend to enter into a contract effective January 1, 2019, for the County to furnish, to the Village of Harrison, police patrol services to be rendered for an average total of 200 hours per week, which is a 160 hour increase from 2018; and

WHEREAS, The Calumet County Sheriff's Department is faced with an increased workload resulting from a 160 hour per week increase in contracted services, with the Village of Harrison; and

WHEREAS, To fulfill the contracted services agreement, an increase in four (4.0) FTE Patrol Officer positions is required; and

WHEREAS, A request to be considered during the budget process for the increase of four (4.0) FTE Patrol Officer positions in the Calumet County Sheriff's Department Table of Organization was submitted to the Department of Administration - Personnel Division on or before the date designated by the County Administrator, at the beginning of the 2019 annual budget process; and

WHEREAS, The County Administrator determined that four (4.0) FTE Patrol Officer positions are to be added to the Calumet County Table of Organization and be included in the annual budget submitted to the County Board and said positions are included in the proposed 2019 budget; and

WHEREAS, These four (4.0) FTE Patrol Officer positions, will allow the ability to provide for contracted services with the Village of Harrison; and

WHEREAS, The purpose of the Patrol Officer position, in the Calumet County Sheriff's Department, is to enforce the federal, state and county laws, ordinances and orders, rules and regulations, and aid in making investigations and arrests; and

WHEREAS, The job description for the Patrol Officer is attached and made part hereof; and

WHEREAS, The classification has been approved by the Administrative Services Committee at a salary range of Grade E20 on the Calumet County Deputy Sheriff's Association Bargaining Unit Wage Schedule. While the 2019 wage range has yet to be negotiated, the 2018 wage range is as follows:

Step 1 Start	Step 2 6 mos.	Step 3 12 mos.	Step 4 36 mos.	Step 5 60 mos.	Step 6 84 mos.	Step 7 144 mos.
\$26.37	\$27.62	\$28.82	\$28.93	\$29.25	\$30.74	\$30.97

WHEREAS, The anticipated 2019 fiscal impact of these four (4.0) FTE Patrol Officers is \$429,406 which is comprised of \$374,206 in wages and benefits and \$55,200 in other expenses including equipment and training, and will be funded by the Village of Harrison through the contracted services agreement.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled authorizes the creation of four (4.0) FTE Patrol Officer positions, in the Calumet County Sheriff's Department effective January 1, 2019.

BE IT FURTHER RESOLVED, That if future contracted services revenues are insufficient to fully fund the positions, the positions shall be eliminated.

Dated this ____ day of November, 2018.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Patrick Laughrin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

Alice Connors, County Board Chair

CALUMET COUNTY POSITION DESCRIPTION

Job Title: Patrol Officer
Salary Level: E20
Department: Sheriff's Department
Reports To: Patrol Sergeant
FLSA Status: Non-Exempt
Prepared By: Michelle L. Wright, Human Resources Director
Approved Date: October 26, 2016

Summary Under supervision of the Patrol Sergeant, enforces the federal, state and County laws, ordinances and orders, rules and regulations, and aids in making investigations and arrests. Performs related duties as required.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

Enforces County ordinances and state and federal laws; and serves and protects individuals, their rights and property.

Safely operates department vehicles while patrolling roads, highways and other public and private areas in Calumet County, to preserve the peace and enforce laws; investigates and responds to suspicious or unlawful activities or requests assignment of another officer when individual response is not possible. Issues traffic and ordinance citations.

Promptly responds to both emergency and non-emergency calls for service and complaints of disputes, disturbances and alleged unlawful activity; assesses and brings situations under control; intervenes, mediates and assists in resolving citizen complaints; and takes appropriate action to enforce applicable laws.

Directs and controls traffic; provides assistance and escorts at special events; and maintains security in courtrooms and designated public buildings, as directed.

Pursues, apprehends, searches, and arrests suspects using only necessary physical force. Maintains security of all persons in their custody; prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons; transports suspects to County jail; and advises suspects of their rights, as needed.

Responds to and investigates traffic crashes, including assessing extent of injuries, calling for emergency medical assistance, administering first aid and/or CPR, photographing/video taping and measuring crash scenes, taking statements from victims and witnesses, directing removal of damaged vehicles, and ensuring area is clear; and provides other assistance to crash and other victims or those requesting or requiring assistance.

Participates in formal investigation of crimes, including, but not limited to: searching crime scenes; collecting, preserving and protecting evidence according to prescribed procedures; and interviewing suspects, witnesses, victims, and others as needed during the investigative process. Conducts legal searches of persons and property with and without a warrant.

Serves various legal documents, including, but not limited to: warrants, subpoenas, summonses, court orders, notices of hearings, and other civil papers; and returns documents to appropriate officials and courts. Testifies in court to present evidence, as required.

Maintains positive communications between the department and community.

Maintains records and prepares detailed incident, investigation, activity, and other reports.

Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required. May train and/or assist new Patrol Officers as assigned.

Performs other duties as assigned by the Sheriff or superior officer.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate Degree in Police Science or related field from an accredited program; previous experience in law enforcement or related experience; two to three years experience in civil or military law enforcement preferred; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence. Ability to speak effectively and respond to questions from adversaries, other professionals and the general public. Ability to explain and enforce state and county laws and ordinances clearly and courteously.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to use and account for standard units of American money.

Reasoning Ability

Ability to gather information, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to perform all of the previously stated, under high stress environment or in the presence of extreme provocation.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing software. Operates police communication and computer equipment to obtain, disseminate, and report information.

Certificates, Licenses, Registrations

Certification in accordance with State of Wisconsin Law Enforcement Standards Board.

Possession of a valid Wisconsin Driver's License.

Other Skills and Abilities

Comprehensive knowledge of state and County laws and departmental policies and procedures.

Good knowledge of modern law enforcement principals, procedures, techniques and equipment; skill in the use of firearms and other protective equipment; and ability to render first aid.

Knowledge of highway classification and of the various makes and types of motor vehicles. Ability to learn the geography of the County.

Ability to establish and maintain effective working relations with other employees, County officials and officers, and the general public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to reach with hands and arms; to stand and walk. The employee is occasionally required to run, stoop, kneel, and crouch; and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must use weapons or objects to defend himself and/or others; and use physical force to control, subdue or arrest combative individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to verbal threats or assaults or physical assaults by suspects, arrested persons, inmates or intoxicated individuals; and intense levels of stressful activities. While performing the duties of this job, the employee is often exposed to harsh environmental conditions including extreme cold, wind, rain, snow, and thunderstorms.

The noise level in the work environment is usually quiet to occasionally loud.