



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room

*(Please use the South Side/Oak Street Entrance)

112 S Court Street
Sparta, WI 54656

DATE: **Tuesday, July 10, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – June 12, 2018
4. Personnel
 - a. New Position Request – Discussion/Action
 - Sheriff Department(3)
 - Jail
 - Highway
 - b. Director Report
5. County Administrator Report
6. Administration/Personnel Committee Composition and Duties – Discussion/Action
7. Monthly Expenditure Review
8. Next Month's Agenda Items
9. Adjournment

Pete Peterson, Committee Chair
Date notices mailed: 07/03/2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee
June 12, 2018

Present: Pete Peterson, Mark Halverson, Cedric Schnitzler, Mary Von Ruden, Sharon Folcey
Others: Jim Bialecki, Ed Smudde, Eric Weihe, Bob Micheel, Alison Elliot, Pam Pipkin, John Mehtala, Deb Brandt, Jeremiah Erickson, Ron Hamilton, Tina Osterberg, Dan Croninger, Lynn Kloety, Andrew Kaftan, Hannah Olsen

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Pete Peterson.

- Next Month's Meeting Date/Time – The next meeting is July 10, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion Mary Von Ruden second by Mark Halverson to approve the 05/08/18 minutes. Carried 5-0.
- Personnel
 - a. New Position Requests

Land Conservation – Bob Micheel was present to request the establishment of a Land Use Planner Position. Bob explained the position and budget in detail. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve the establishment of a Land Use Position contingent upon the funding strategy suggested for 2019, removing the Economic Development Position. Discussion. Carried 5-0.

District Attorney – Dan Croninger was present to request the establishment of a Paralegal Position. Dan explained the position in detail. Discussion. Motion by Pete Peterson second by Mark Halverson to approve the establishment of a Paralegal Position contingent upon funding in 2019. Carried 4-1.

Human Services (2) –

Ron Hamilton was present to request the establishment of a Mental Health Nurse Position. Ron explained the position in detail. The position would be paid through the current budget line item budgeted for these services through the WRIC. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve the establishment of a Mental Health Nurse Position. Carried 5-0.

Ron Hamilton was present to request the establishment of a Children and Family Services Manager Position. Ron explained the position in detail. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve the establishment of the Children and Family Services Manager Position contingent upon funding in 2019. Carried 5-0.

Information Services – John Mehtala was present to request the establishment of an Information Systems Specialist Position. John explained the position. Discussion. Motion by Mary Von Ruden second by Cedric Schnitzler to approve the establishment of an Information Systems Specialist Position. Carried 5-0.

Justice Department – Eric Weihe was present to request the establishment of an Administrative Assistant Position. Eric explained the position. The position would be paid through a line item transfer from on-call budget in 2019. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve the establishment of an Administrative Assistant Position. Discussion. Carried 5-0.

Sheriff Department – Ed Smudde explained that this item will be postponed until July until staff is present to request the new positions. Current staff is away at training.

- b. Ed Smudde provided the Monthly Personnel Director's Report.
- c. Line Item Transfer – Ed Smudde explained the 2018 budget adjustment in the amount of \$5,000.00 for grievance hearings. Discussion. Motion by Cedric Schnitzler second by Sharon Folcey to approve line item transfer. Carried 5-0.

- Pam Pipkin provided the Child Support Directors Report regarding the 2019 National Child Support Association and budget.
- Register of Deeds Recording System Software – Deb Brandt provided members with two proposals for recording software in detail. Deb's recommendation is Fidlar Technologies for recording software. Original software costs would be supported by Land Information, IT and Register of Deeds Budgets. It is anticipated that yearly revenue would pay for annual fees. The annual yearly fee is \$41,400.00. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve Fidlar Technologies as Register of Deeds recording software. Discussion. Carried 4-1.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$53,250.00 for Fidlar software. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
- Jim Bialecki provided the Monthly Administrators Report.
- Resolution Authorizing an Advisory Referendum for Black Box Store Tax Loopholes – Pete Peterson opened the floor. Discussion. Motion by Sharon Folcey second by Mark Halverson to approve an advisory referendum for black box store tax loopholes. Carried 5-0.
- Administration/Personnel Committee Duties – This item will be revisited next month.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Administration/Personnel Committee Duties. New Position requests for the Highway, Sheriff and Jail.
- Motion by Cedric Schnitzler second by Mark Halverson to adjourn the meeting at 11:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THREE PATROL DEPOUTY POSITIONS IN THE MONROE COUNTY SHERIFF'S OFFICE IN 2019 AND 2020

1 **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &
2 Personnel Committee request the establishment of three additional Patrol Division positions in the
3 Monroe County Sheriff's Office, one effective January 1, 2019, one March 1, 2019 and one January 1,
4 2020; and
5

6 **WHERE AS**, studies have shown a steady increase over the past three years of calls requiring
7 officer assistance and the removal of the Village of Warrens Police Department in 2017 has required
8 current staff to handle more calls over a larger area of the county; and
9

10 **WHEREAS**, the addition of three patrol deputy positions in 2019 and 2020 will ensure that there
11 are adequate patrol staffing levels to effectively serve the citizens of Monroe County and to ensure their
12 safety; and
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 effective this date they do hereby authorize the establishment of three additional Patrol Deputy Positions in
16 the Monroe County Sheriff's Office. One effective January 1, 2019, one effective March 1, 2019 and one
17 effective January 1, 2020.
18

19 Dated this 24th day of July, 2018.

20 Offered by the Administration & Personnel Committee

21 Purpose: Approve three new Patrol Deputy Positions, one effective January 1, 2019, one effective
22 March 1, 2019, and one effective January 1, 2020.

23 Fiscal note: \$317,757.86 to be budgeted for 2019; \$164,535 for the position effective January 1 and
24 \$153,222.86 for the position effective March 1, 2019. \$164,535 to be budgeted for the position effective
25 January 1, 2020.
26
27
28

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.



**PROPOSAL FOR THREE
NEW MONROE
COUNTY PATROL
DEPUTIES**

Monroe County Sheriff's Office New Staff Proposal

Table of Contents

Page 1	Table of Contents
Page 2	Summary
Page 3	Calls for Service
Page 4	Cost Estimate
Page 5	New Position Analysis

Monroe County Sheriff's Office New Staff Proposal

The Monroe County Sheriff's Office is requesting an additional three Patrol Deputies to be added to the Monroe County Patrol Division. Currently we have a total of fifteen Patrol Deputies. These fifteen patrol deputies currently patrol all roads of Monroe County. The staffing level is a minimum of three deputies working at one time. Monroe County is split up into two sectors (East, West) with the third acting as a float car. Normally the Patrol Sergeant fills the float sector. Patrol Sergeants also have administrative duties that keeps them tied up in the office. Some of the duties that Patrol Sergeants handle are; Scheduling, Crime Stoppers, Drug Take Back, and other administrative duties that are assigned to them as they come up.

A study from 2015, 2016, and 2017 showed calls of service have been on a steady increase. 2015 had 24,353 calls of service. 2016 had an increase to 25, 010 calls of service. 2017 had an increase to 25, 437 calls of service. So far in 2018 the calls of service stand at 7,245. The current population estimate of Monroe County sits at 46,109 population. The Village of Warrens had eliminated their Police Department in 2017 leaving Monroe County to handle all the calls in the village. With the addition of the Three Bears Lodge and cabins as well as Jellystone Campground there is a population boost of the thousands during the summer months. There easily could be a full time deputy assigned there all summer and be kept busy.

The busiest shift will be first shift except for 2017, the busiest shift was second shift. With the additional personnel we would be able to have more coverage on first and second shift. We are still looking at the best place to put the additional staff.

This comes at a cost though. Through the years we have lost positions to attrition and we had lost equipment as well. Chief Deputy Rob Conroy did a cost estimate if we would be able to have an additional three patrol deputies. That cost estimate would add an additional \$568,165.20 to the Monroe County Sheriff's Office budget. That cost estimate includes all salary, benefits and equipment to properly equip the additional staff.

Calls for Service

	A	B	C	D
1		2015	2016	2017
2				
3	Assault	34	29	45
4	Battery	22	27	39
5	Ch. 51	177	124	128
6	Disturbance	492	413	473
7	Domestic	232	182	177
8	Fight call	49	47	42
9	Weapons	57	49	58
10	CTU	1	5	7
11	Total	1064	876	969
12				
13	Total call of service	24353	25010	25437
14				
15				
16				
17			Calls per shift	
18			2015	
19		1st shift	2nd shift	3rd shift
20	Assault	4	10	3
21	Battery	5	4	3
22	Ch. 51	22	30	15
23	Disturbance	49	109	50
24	Domestic	31	38	26
25	Fight call	3	5	6
26	Weapons	7	19	0
27	Total	121	215	103
28				
29	Total Calls for Service	8604	7612	3796
30				
31				
32			2016	
33		1st shift	2nd shift	3rd shift
34	Assault	9	7	5
35	Battery	9	9	5
36	Ch. 51	21	26	2
37	Disturbance	24	87	56
38	Domestic	26	26	19
39	Fight call	1	10	8
40	Weapons	13	18	1
41	Total	103	183	96
42				
43	Total Calls for Service	8112	7826	4305
44				
45				
46				

Calls for Service

	A	B	C	D
47				
48				
49			2017	
50		1st shift	2nd shift	3rd shift
51	Assault	6	18	2
52	Battery	7	7	10
53	Ch. 51	21	30	5
54	Disturbance	52	92	52
55	Domestic	18	41	11
56	Fight call	4	5	7
57	Weapons	5	27	1
58	Total	113	220	88
59				
60	Total Calls for Service	7916	8183	4659

Monroe County Sheriff's Office New Staff Proposal

Cost Estimate

	Per Deputy	3 Deputy's
vehicle	30,200.00	90600.00
wages	90438.40	271315.20
Overtime	14000.00	42000.00
Uniform Allow	600.00	1800.00
Recruitment	1000.00	3000.00
Glock	400.00	1200.00
Rifle	500.00	1500.00
Radar	6,500.00	19500.00
Radio Mobile	15,000.00	45000.00
Radio Port.	2,000.00	6000.00
Taser/Body Cam	650.00	1950.00
Watchguard	15,000.00	45000.00
Trunk Equip,	500.00	1500.00
Vest	600.00	1800.00
Ops and Maint	6,500.00	19500.00
MDC	5,000	15000.00
Dock. Station	500	1500.00
	189,388.40	568,165.20

NEW POSITION ANALYSIS

XXX New position
_____ Increased part-time
_____ Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Monroe County Sheriff Office Date: May 1, 2018

Department Head: Sheriff Scott Perkins

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

I am requesting three new Patrol Deputy Positions. I compared the last three years for calls for service and the calls for service have been on a steady increase. Also the calls of service have been getting to be more 2 man calls which is really stretching the patrol. Sheriff Pedersen did start patrol sectors which has helped. That leaves one deputy on the east. One Deputy on the west. And a supervisor as a float. (A total of three deputies to work.) We do have 2 power shift cars. One is the K9 Deputy who works from 7P-3A and the other one splits between two dayshift paper service and two power shifts 7P-3A when the K9 deputy is off. The more serious calls have also been on an increase. Domestic Disturbances have slowly been on an incline. Each domestic disturbance takes at least two deputies. Our current staffing levels of three deputies working at one time leaves a shortage. Some calls of service needs to be put on hold until a deputy is free to handle the call. Traffic enforcement and OWI enforcement a lot of times needs to take the back seat to other calls for service due to staffing levels. If I would be afforded three new patrol deputies that would let me have more coverage to protect the citizens of Monroe County.

Suggested Title: Patrol Deputy Full Time XX Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 2019

C. General Description of the Position:

1. Patrols County roads enforcing county, state, and federal laws. Operates radar/laser equipment and issue citations and warnings.
2. Investigates citizens' complaints including but not limited to, suspected criminal activity; stray animals, domestic disturbances and noise complaints.
3. Observes and checks business and other property for unlocked door or signs of criminal activity;
4. Gives speeches and public presentations on various topics;
5. Investigates crashes and crimes, prepares reports and paperwork;
6. Makes arrests and apprehends suspects;
7. Appears in court;
8. Serves papers and warrants;
9. Transports prisoners;
10. Directs and escorts traffic;
11. Operates fingerprint, radar, laser, intoxilyzer, and other special equipment;

12. Renders first-aid and other assistance;

13. Maintains and checks squads, radios, cameras, firearms, and uniforms;

14. Fills in to departmental personnel and assists with their duties;

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

1. Same as the general description listed above.

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualifications of a Candidate:

Education:

1. Must be 18 years of age;
2. Must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public or private school, an equivalency diploma program, or home education program within the United States or its territories.
3. Criteria for proof of compliance includes any of the following:
 - a. A general educational development diploma
 - b. A high school diploma issued by a public school education program
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation the education program has met the requirement of the Department of Education from the state where the home school program was completed. Home-Schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
4. Valid Wisconsin driver's license;
5. Must not be convicted of any federal felony or any offense which if committed in Wisconsin could be punished as a felony unless the offense has been granted an absolute and unconditional pardon;
6. Must not have been convicted of any misdemeanor crime of domestic violence unless the offense has been granted an absolute and unconditional pardon.

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$25.60	53,453	5,843	3,315	14,534	740	18	79185

1. Where will the funds for this position come from: _____
County Tax Levy

2. What equipment will need to be purchased (desk, etc.)? _____
Squad, radar, radio equipment, ballistic vest, mobile data computer, docking station, other miscellaneous equipment

Is office space presently available? Yes Where? Sheriff Office

Estimated equipment cost: 256,050

Is this cost in the department budget? No

3. Grand total cost, all items, this fiscal year: 493,603

4. Thereafter, annual cost of salary and fringes: 237,553

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: Sergeant Indirectly: Lieutenant

List title of employees reporting to this position:

Deputy Sheriff

H. Who will this person be responsible to? Sheriff

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

ARTICLE 4. WAGES

Section 1. The annual wages, based upon an eighty (80) hour pay period, a pay period being two (2) calendar weeks, shall be as follows:

	<u>1/1/17</u> (2%)	<u>1/1/18</u> (2%)
PATROL/DETECTIVE SERGEANTS	26.28	26.81
INVESTIGATORS	25.55	26.06
PATROL OFFICERS	25.10	25.60
BAILIFFS	24.34	24.83
FIRST YEAR INVESTIGATORS	24.12	24.60
FIRST YEAR PATROL OFFICERS	23.65	24.12
FIRST YEAR BAILIFFS	23.59	24.06

The above annual wages are computed upon 2080 hours per year.

Any employee who is hired as a patrol officer/bailiff/investigator will receive the first year rate of pay until completing one full year in that position. After completing one full year of employment, the employee will be paid the patrol officer/jailer/bailiff/investigator rate of pay.

Part-time employees covered by this Agreement shall work 2080 hours prior to qualifying for the rate paid to full-time employees who complete one (1) full year of employment.

Section 2. In exchange for the elimination of longevity language, the County will pay an additional forty-five cents (\$.45) per hour to employees with 10 or more years of seniority on January 1, 2003; an additional twenty-five cents (\$.25) per hour to employees with at least two but less than 10 years of seniority on January 1, 2003; and no additional payments to employees with less than two years of seniority on January 1, 2003, and for all employees hired thereafter. This section replaces the longevity clause effective May 11, 2003.

Section 3. A thirty-five cent (\$.35) per hour shift differential shall be paid to each employee for all hours worked on shifts commencing between 3:00 P.M. and Midnight, both times inclusive.

Section 4. When members of this Association are assigned by the Department Head to fill a position in a higher rank classification, in an acting capacity or temporary assignment, they shall be entitled to the salary pertaining thereto provided the following conditions are met:

RESOLUTION AUTHORIZING THE ADDITION OF ONE JAIL SERGEANT POSITION BY THE MEANS OF PROMOTING A CURRENT JAIL OFFICER TO TAKE EFFECT AUGUST 1ST, 2018.

1 **WHEREAS**, the Monroe County Public Safety Committee and Administration and Personnel
2 Committee, request the establishment of one new jail sergeant position in the Monroe County Jail,
3 effective August 1st, 2018.
4

5 **WHERE AS**, one jail officer position would be converted to a sergeant’s position.
6

7 **WHERE AS**, the additional sergeant position would provide 24/7 around the clock sergeant
8 coverage helping to achieve balance amongst all sergeants. Currently, the imbalance requires one
9 sergeant to supervise 14 jail officers. The recommended ratio is one sergeant responsible for four to six
10 jail officers.
11

12 **WHEREAS**, the additional sergeant position will create a balance of workload across all
13 sergeants. Some of these areas would include, managing inmate housing conflicts, reducing medical
14 liability, prompt report reviewing, cell check audits and follow-throughs, yearly evaluations and many
15 more required duties and responsibilities.
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
18 effective this date they do hereby authorize the establishment of one additional jail sergeant position in the
19 Monroe County Jail effective August 1st, 2018.
20

21 Dated this 24th day of July, 2018.
22

23 Offered by the Administration & Personnel Committee
24

25 Purpose: Approve one new jail sergeant position, done by offsetting costs through the removal of one
26 jailer position.
27

28 Fiscal note: Grand total cost of all items this fiscal year, provided by finance, to be \$1,510. Thereafter,
29 annual cost of salary and fringes to be \$3,600. The expected cost derives from the increased wage and
30 benefits of promoting one jail officer to sergeant

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED

 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

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

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

- X New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Sheriff's Office Date: Jan 07, 2016
Department Head: Monroe County Sheriff

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

This position would convert/promote one of our current Jail Officers to a Sergeant position. Currently there are three jail sergeants overseeing 22 jail officers in addition of up to six part-time officers. Two sergeants are assigned night, each responsible for four officers. The third Sergeant (first shift) works a rotating schedule and is responsible for 14 Jail Officers. Managing this number of officers creates challenges. The rotating schedule designed to cover all first shift officers, as best as possible, has shown to create disconnect and makes follow-through with staff inconsistent and distant. By adding a fourth Sergeant many goals will be met and will provide 24/7 round the clock sergeant coverage. This in-turn helps achieve balance among all sergeants to share a large workload of grievance responses, report reviewing, cell check audits, release dates, inmate disciplines/hearings, yearly staff evaluations, and classification oversight. Furthermore, a fourth sergeant will mitigate liability in areas such as, inmate housing conflicts, medical emergencies, and staff complaints. Lastly, the fourth Sergeant will provide more consistent access for staff to seek direction and guidance while keeping intact the chain of command. As a note, Jail Sergeants work the floor alongside officers and do not have an office. They typically work in booking shoulder to shoulder with line officers.

Personnel Director's Recommended Classification: Grade 9

Projected Start Date: August 1st, 2018

C. General Description of the Position: This position would convert/promote a current qualified Jail Officer to the position of Jail Sergeant.

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

1. Respond in writing and resolve inmate grievances.
2. Directly supervise Jail Officers, provide support, direction, and guidance to ensure policy compliance.
3. Compute release dates for inmates.
4. Oversight of the inmate classification system to prevent housing conflicts.
5. Review and sign off of inmate minor disciplines. Conduct inmate major discipline hearings while ensuring due process is adhered to.
6. Reviewing staff reports to mitigate liability. Ensuring referred charges and or jail disciplines commence swiftly.
7. Conduct yearly staff evaluations.

E. Minimum Qualifications of a Candidate:

Experience: Minimum of two years' experience working in corrections.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
10	est. \$1.50/hr	\$1308	\$88	\$101.00	\$0	\$0	\$0	\$13

1. Where will the funds for this position come from: We propose a portion of the revenue from housing the Department of Corrections extended supervision sanctions be utilized to fund this position. for the remainder of 2018 until the 2019 jail budget could absorb the anticipated increase.

New Position Analysis

Page 3

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

Is office space presently available? N/A Where? _____

Estimated equipment cost: N/A

Is this cost in the department budget? YES

3. Grand total cost, all items, this fiscal year: \$1,510

4. Thereafter, annual cost of salary and fringes: \$3600

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: This position would supervise approximately five to seven jail officer depending on department current size and shift assignment.

2. Employees directly supervised: 5 Indirectly: 22
3.

List title of employees reporting to this position:

Full-time Jail Officers _____

Master Control Aide _____

Part-Time Jail Staff _____

H. Who will this person be responsible to? Assistant Jail Administrator

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A MECHANIC POSITION IN THE MONROE COUNTY HIGHWAY DEPARTMENT

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WHEREAS, Monroe County Highway Committee and the Administration & Personnel Committee request the establishment of a Mechanic within the Highway Department at pay grade 13 effective January 1, 2019 and

WHEREAS, the Highway Department's repair work load has increased resulting in sending repair work to various vendors at a higher cost than what an employee would be to complete the duties. With an additional Mechanic position \$40,000 in costs that are being currently outsourced to other repair shops could be saved.

WHEREAS, an additional Mechanic position would also reduce up to 324 overtime hours of current staff members which could be an additional \$10,000 in savings to offset the new staff member; and

WHEREAS, another portion of this cost will be generated through equipment rental rates and incidental labor rate charges per cost accounting requirement which generated \$3,500 per department employee last year. This rate is reimbursed to the Highway Department out of any accounts receivable.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a new Mechanic position in the Highway department effective January 1, 2019.

Dated this 24th day of July 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Mechanic position for 2019.

Fiscal Note: Position will be paid through current budget for contracted services through other repair shops, reduction in overtime with other staff, and additional income received due to higher rental rates that would offset cost \$67,922 annually thereafter.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____ 20____
____ Yes ____ No ____ Absent
Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Highway Date: 06/15/2018
Department Head: David H. Ohnstad

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

It is more costly to send equipment out to private contractors for repair than repairing in-house. Noting the needs of keeping up with repairs of equipment that is aging.

Suggested Title: Mechanic Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 13

Projected Start Date: 01/01/2019

C. General Description of the Position: See Attached

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

E. Minimum Qualifications of a Candidate: See Attached

Education: _____

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
13	\$21.70	\$45,136	\$3,025	\$3,464	\$14,534	\$740	\$18	\$1,016

1. Where will the funds for this position come from: Will be
recouped through ILC, Shop Overhead Rates & Equipment Rental Rates.

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

Is office space presently available? yes Where? Tomah/Sparta

Estimated equipment cost: none

Is this cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: see #4

4. Thereafter, annual cost of salary and fringes: \$67,922

G. Supervisory responsibility (if applicable): See Attached

1. In brief detail, explain the supervisory authority this position
will have: _____

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? See Attached

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Title: Highway Mechanic

Department: Highway (work site: County Highway Shop, project sites)

Title of Immediate Supervisor: Shop Superintendent

Basic Functions and Responsibilities

Under general supervision of the Shop Superintendent, the Mechanic maintains and repairs all gasoline and diesel powered highway department equipment, including but not limited to, passenger cars, tractors, trucks, multi-wheeled drive vehicles, dozers, graders, loaders, excavators, pavers, conveyors, cranes, and the like.

Essential Duties and Responsibilities

- Participates in disassembly, reconditioning, and replacement of parts and assemblies of engines, power transmissions, differentials, suspension, steering, and braking systems, and related electrical, and engine assemblies;
- Removes and replaces radiators and fuel tanks, cleans carburetors and distributors, makes idle adjustments, replaces generators and spark plugs, lubricates equipment;
- Installs, assembles, tests, adjusts, maintains and repairs machinery or mechanical apparatus equipment, removes worn or broken parts and replaces with new or repaired parts;
- Works primarily on mechanical equipment such as trucks, mechanical loaders, graders, tractors, dozers, conveyors, mowers, and various other types of highway construction and maintenance equipment, including snow and ice removal equipment;
- Works from oral and written instructions, sketches, blueprints;
- Road tests completed jobs, completes service record forms, fills out work orders;
- Exercises safety practices;
- Provides personal tool cart and basic mechanic hand tools, power and air tools provided by the county;
- Possesses knowledge, skills and abilities to perform essential duties and responsibilities.

Physical demands: A large percentage of time is spent walking, standing, laying, bending, reaching, hearing, handling, fingering, using near and far vision, judgment, lifting, carrying up to 40 pounds, pushing/pulling up to 80 pounds, exposed to noise, environmental hazards, adverse atmospheric conditions, moving about the work site. Sits, stoops, kneels, crouches, crawls, runs, grapples, climbs, balances, talks, lifts, carries, pushes/pulls 100 pounds or more, works outdoors, is exposed to adverse temperature and vibrations intermittently.

Supervision Exercised

Functional supervision limited to advising and/or directing equipment users regarding service, repairs and proper operation of equipment.

Qualifications

1. Graduation from high school.
2. Minimum of five years experience in equipment repair similar to that used by the highway department, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Possession of valid Wisconsin Commercial Driver's License Class A for air-brake equipment with a minimum of tanker (N) endorsement.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

revised: 7/96

hwym



MONROE COUNTY HIGHWAY DEPARTMENT

803 WASHINGTON STREET

SPARTA, WISCONSIN 54656

(608) 269 - 8740 / 269 - 8831 (FAX)

highways@co.monroe.wi.us

**DAVID H. OHNSTAD
HIGHWAY COMMISSIONER**

**WILLIAM PIEPER
FLEET MANAGER**

**REBECCA PITEL
OFFICE MANAGER**

DATE: 28 June, 2018

TO: Administration, Finance & Personnel Committees

FROM: William Pieper

SUBJECT: New Position Analysis

GREETINGS,

Monroe County Highway Department is requesting the addition of another Mechanic position. Our department has several reasons why we feel this additional Mechanic would benefit the department, the County and tax payers of Monroe County.

We would like to point out that back in 2003 this department lost this mechanic position due to budget constraints. Since that time the departments repair work load has increased and the department has been sending repair work to various vendors. Since June 15 2017 to June 16 2018 this department has paid \$40,000 in outsourced labor repair bills. This does not include incidentals such as shop supplies, disposal or environmental fees which are extra fees included over and above shop repair rates. The department also pays a premiums for parts used for these repairs over what the department normally pays for restocked or repair parts. Some of this work is leaving our county and not directly benefiting county businesses.

We feel this department can fund this position by eliminating the \$40,000 cost of repairs outside the department and potentially cutting 324 hours of mechanic overtime hours which cost \$10,000 additional wage dollars. Another portion of this cost will be generated through equipment rental rates and incidental labor rate charges per cost accounting requirements which generated \$3,500 per department employee last year. This rate is reimburse to the Highway Department out of any accounts receivable. A majority of these dollars are paid out of the DOT's budget. This added position will also help keep more equipment ready to use and therefore generating rental dollars to help fund an enterprise funded department.

Regards,
William Pieper
Fleet Manger
Monroe Co. Hwy. Dept.

ADMINISTRATION & PERSONNEL COMMITTEE COMPOSITION AND DUTIES

A. COMPOSITION. The Administration/Personnel Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board Chairperson or Vice Chairperson. Three members shall be named a sub-committee for purposes of union bargaining

B. DUTIES. The duties of the Committee shall be to:

- (1) Review issues referred by other County Board of Supervisors Committees or the County Board of Supervisors as a whole.
- (2) Review issues referred by the County Board of Supervisors Chairperson when no other committee exists to handle the issue.
- (3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board of Supervisors action.
- (4) Serve as liaison between the County Board of Supervisors and the County Clerk, the Register of Deeds and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.
- (5) Serve as the committee of jurisdiction for the County Administrator, Corporation Counsel, Child Support, Information Systems, Surveyor, Real Property Coordinator/Land Information, Veterans Service and Personnel.
- (6) Review and make recommendations on legislation and administrative rules affecting counties.
- (7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution, motion or as delegated by the Chairperson of the Monroe County Board of Supervisors.
- (8) Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and property effected.
- (9) Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees and recommend any adjustments to County Board.

ADMINISTRATION & PERSONNEL COMMITTEE COMPOSTION AND DUTIES
Continued Page 2

(10) Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.

(11) Conduct all labor negotiations and recommend results to County Board.

(12) Recommend any changes in employee health, dental and life insurance coverage or other employee benefits.

(13) Develop training and education plan for County employees.

(14) Perform additional duties as required or authorized by law, ordinance or resolution, or as delegated by the County Board Chairperson or County Administrator.