



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.
PLACE: Rolling Hills Activity Room
14345 County Hwy B
Sparta, WI 54656
DATE: **Tuesday, May 9, 2017**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – April 11, 2017
4. Child Support Director's Report
5. Veteran's Service – Discussion/Action
 - a. Budget Adjustment
 - b. New Position Request
6. Human Services 2 New Position Requests – Discussion/Action
7. Personnel Director Report
8. Aging the Compensation Plan Discussion
9. County Administrator Report
10. Strategic Planning Discussion
11. EO Johnson Print Management Contract – Discussion/Action
12. Monthly Expenditure Review
13. Next Month's Agenda Items
14. Adjournment

Wallace Habegger, Committee Chair
Date notices mailed: 05/04/2017

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.



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Wallace Habegger, Committee Chair
Date notices mailed: 05/01/2017

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Administration & Personnel Committee
April 11, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey

Absent: Carol Las

Others: Jim Bialecki, Ken Kittleson, Charles Weaver, Andy Kaftan, Jeremiah Erickson

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m.

- Next Month's Meeting Date/Time – The next meeting is May 9, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Sharon Folcey, second by Pete Peterson, to approve the 03/14/17 minutes. Carried 4-0.
- Veteran's Service Request Permission to Use Non-Lapsing Funds for Veteran's Service Health Fair on August 12 in Tomah from 9-3 pm. Charles Weaver explained the details and confirmed that the Veterans Service Commission approved. Motion by Pete Peterson, second by Sharon Folcey to approve. Carried 4-0.
- EO Johnson Print Management Contract Renewal – Jim Bialecki explained the proposal, item to be carried over until next month's meeting.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Resolution Authorizing Pay and Benefit Adjustments for the Monroe County Administrator - Motion by Pete Peterson, second by Sharon Folcey, to approve resolution and forward to the Finance Committee and full board. Carried 4-0.
- Jim Bialecki provided the County Administrator Monthly Report.
- Highway Wage Increase Discussion – Ken Kittleson explained the Highway Department revisions, and stated there were no wage increases involved, though three Highway Helpers who had assigned sections were reclassified as Section Leaders. Other positions were retitled in the department, and an exception was approved by the County Administrator and Highway Committee that paid leave time would count as hours worked for overtime purposes during the first full pay period of November through the last full pay period of March when highway employees were on-call for snow removal.
- Strategic Plan Discussion – Jim Bialecki discussed possible future building projects and renovations, item to be carried over until next month's meeting.
- Discussion on Resolution in Support of Redistricting – Mary Von Ruden explained the discussion is the result of a constituent's request, purpose is to provide a non-partisan redistricting procedure for the state to follow, committee members reviewed a Lincoln County resolution in support of the procedure, committee discussed and consensus of committee was that it was a state issue, Jim Bialecki will check with the Wisconsin Counties Association as to their recommendations.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda –
 1. New position request – Veterans' Service
 2. E.O. Johnson print management contract
 3. Strategic planning discussion
 4. Aging the compensation plan
- Motion by Mary Von Ruden, second by Wallace Habegger to adjourn at 10:30 a.m. Carried 4-0.

Ken Kittleson/Personnel Director
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 11, 2017
 Department: VETERANS SERVICES
 Amount: -\$475.00
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


DONATION RECEIVED FROM THE MS SPARTA ORGANIZATION

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000 485000	VETERANS SERV DONA	\$ 350.00	\$ 550.00	\$ 900.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 550.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
14700000 579200	DONATION EXPENSE	\$ 900.00	\$ (475.00)	\$ 425.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (475.00)	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

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.

E. Minimum Qualifications of a Candidate:

Education: Minimum High School Diploma or GED

Experience: One year work in office environment or similar setting

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
18	\$ 12.40	\$ 25,792	\$ 1,754	\$ 1,600	\$ 14,173	\$ 779	\$ 18.	\$ 31

1. Where will the funds for this position come from: FY 2018 Budget

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

Is office space presently available? Yes Where? Current Location

Estimated equipment cost: \$0.00

Is this cost in the department budget? N/A

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

4. Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: This position will have no supervisory authority.

2. Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? COUNTY VETERAN SERVICE OFFICER

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

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: Veteran Services Date: 29 March 2017

Department Head: Charles Weaver

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):

Please see attached document.

Suggested Title: Receptionist/Clerk I Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade

Projected Start Date: 1 January 2018

C. General Description of the Position: Please see attached document.

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

1. Clerical work ie. Filing, scanning, faxing, phones & etc
2. Schedule appointments and manage calendars for both officers
3. Assist the CVSO's w/Research locating Veteran Records and files
4. Greet Veterans, family, widows. (Walk-ins and appointments)
5. Provide information to the aforementioned to include job openings
6. Update and maintain the social media pages for our office/job openings
7. Provide coverage as mandated by state statute when one CVSO cannot be in the office. Office must remain open in order to meet the requirements of the state grant
8. Maintain/Reorder inventory of office supplies

New Position Analysis for Question B Explanation

THIS POSITION, IS NECESSARY, AS THE WORKLOAD IN OUR OFFICE HAS INCREASED IN THE LAST TWO YEARS. OUR REPUTATION, AS A COUNTY THAT TAKES CARE OF VETERANS, HAS CAUSED AN INFUX OF VETERANS, THEIR FAMILIES AND OR THEIR WIDOWS TO UTILIZE OUR OFFICE. DUE TO THE INCREASE OF VETERANS AND FAMILY MEMBERS APPLYING FOR BENEFITS SO DO THE NEEDS OF THIS OFFICE. ON AVERAGE THIS OFFICE RECEIVES 15 TO 20 CALLS ON A SLOW DAY AND HAS AN AVERAGE OF 4 TO 5 SCHEDULED APPOINTMENTS A DAY. THIS DOES NOT INCLUDE WALK-INS. BY STATE STATUTE OUR OFFICE MUST REMAIN OPEN UNLESS IT IS A RECOGNIZED COUNTY HOLIDAY. IT IS IMPERATIVE THAT THE DEPUTY ATTEND TRAINING THAT IS BENEFICIAL TO THE KNOWLEDGE THAT HE NEEDS TO FILL IN DURING ANY OF THE CVSO'S ABSENCES. WHEN I RETURN FROM TRAINING I HAVE TO CONDUCT A SECOND TRAINING. THIS TRAINING IS CONSTANTLY INTERRUPTED BY THE FLOW OF TRAFFIC AND OR PHONE CALLS. IF ONE OF US BECOMES ILL, ON VACATION, OR AT A CONFERENCE THAN WE ARE UNABLE TO PERFORM OUTREACH OR TO DO HOME VISITS. WHEN WE ARE WORKING WITH VETERANS WE ARE CONSTANTLY INTERRUPTED BY THE PHONE RINGING OR INDIVIDUALS WALKING IN TO OUR WAITING ROOM. UNFORTUNATELY, WHEN MY DEPUTY AND I ARE WITH VETERANS AT THE SAME TIME, THE PHONE DOES NOT GET ANSWERED NOR DO THE INDIVIDUALS IN THE WAITING ROOM GET THE ATTENTION THEY DESERVE. ON AVERAGE AN INTERVIEW WITH A VETERAN TAKES APPROXIMATELY 1.5 TO 2 HOURS. IF WE WERE ABLE TO GET ADDITIONAL HELP THEY WOULD BE ABLE TO ASSIST IN THE MODERNIZATION OF OUR OFFICE, IE. SCANNING DOCUMENTS SO THAT THEY MAY BE UPLOADED INTO VETRASPEC. THEY WOULD ANSWER PHONE CALLS, GREET VETERANS, SCHEDULE APPOINTMENTS AND ALLOW US TO KEEP OUR OFFICE OPEN DURING TRAINING EVENTS AS REQUIRED BY STATE STATUTE. AS MENTIONED BEFORE THESE TASKS CANNOT BE ACCOMPLISHED IF WE ARE ALREADY WITH A VETERAN. THERE IS NEVER ENOUGH TIME TO SCAN IN THE DOCUMENTS THAT ARE CURRENTLY HOUSED IN THE 4 DRAWER CABINETS. THESE DOCUMENTS TAKE UP THE MAJORITY OF OUR BACK OFFICE. THE COUNTY PURCHASED A PROGRAM TO REDUCE THE AMOUNT OF PAPER IN OUR OFFICE. BY UTILIZING VOLUNTEERS AND OR INTERNS WE HAVE JUST STARTED TO PUT A DENT IN THIS. WITH THIS NEW POSITION THEY WOULD BE ABLE TO ANSWER PHONE CALLS AS SOON AS THEY COME IN VERSUS THE CLIENT HAVING TO WAIT UNTIL WE ARE ABLE TO CALL THEM BACK. THEY WOULD BE ABLE TO FILE DOCUMENTS AND FAX THEM IMMEDIATELY FOR A CLIENT VERSUS THE CLIENT HAVING TO WAIT UNTIL ONE OF THE SERVICE OFFICERS ARE FREE. THEY WOULD BE ABLE TO COMPLETE SIMPLE TASKS SUCH AS REQUESTING BURIAL MARKERS, PRESIDENTIAL CERTIFICATES, AND OTHER SMALL THINGS THAT WOULD PREVENT VETERANS AND OR FAMILY MEMBERS OF DECEASED VETERANS FROM HAVING TO WAIT TWO TO THREE WEEKS FOR AN APPOINTMENT. IF A CLIENT WALKS INTO OUR OFFICE WITHOUT AN APPOINTMENT AND WE ARE NOT WITH ANOTHER VETERAN WE WILL TRY TO ASSIST THEM PRIOR TO OUR NEXT APPOINTMNET COMING IN. HOWEVER, IF WE ARE WITH ANOTHER CLIENT, WHICH IS USUALLY THE CASE, THE RECEPTIONIST/OFFICE CLERK WOULD AT LEAST BE ABLE TO SCHEDULE AN APPOINTMENT FOR THEM. IF THE CLIENT NEEDS SOMETHING AS SIMPLE AS A

PHONE NUMBER, HELP WITH SETTING UP THEIR CELL PHONE, OR APPLYING TO
GET THE VETERAN IDENTIFIER ON THEIR DRIVER'S LICENSE, THE
RECEPTIONIST/OFFICE CLERK WILL BE ABLE TO ASSIST. WE ARE
ACCOMPLISHING THESE THINGS BUT AT TIMES VETERANS OR FAMILY MEMBERS ARE
WAITING FOR AN HOUR + AND EVEN WEEKS FOR ASSISTANCE. HAVING A
RECEPTIONIST/OFFICE CLERK IN OUR OFFICE WOULD ALLOW US TO COMPLETE THE
TASKS IN A TIMELY MANNER. THEY WOULD BE ABLE TO ASSIST IN COMPILING
DATA FOR OUR WDVA STATE GRANT APPLICATION. THE ABILITY TO HAVE AN
INDIVIDUAL COMPLETE SOME OF THE SMALLER TASKS FACILITATES OUR ABILITY
TO MAINTAIN OUR REPUTATION AS ONE OF THE BETTER CVSO OFFICES IN THE
STATE. I HAVE BEEN TOLD THAT THE REASON OUR OFFICE IS SO BUSY IS SELF-
INFLECTED. I WILL NOT DISAGREE WITH THAT. HOWEVER, WHEN I WAS HIRED
AS THE CVSO I WAS DIRECTED TO SERVE THE VETERANS AND FAMILIES WITHIN
OUR COMMUNITY. WE ARE DOING THIS TO THE BEST OF OUR ABILITIES AND I
WILL NOT APOLOGIZE FOR THAT. I WOULD LIKE TO POINT OUT THAT IN 2015
MONROE COUNTY VETERANS, THEIR WIDOWS, AND OR OTHER FAMILY MEMBERS
RECEIVED OVER \$30,000,000.00 IN MONIES FROM THE VA SYSTEM. I WOULD
HAZARD A GUESS TO SAY THAT THE MAJORITY OF THIS MONEY STAYED WITHIN
OUR COMMUNITY. EVEN IF AN INDIVIDUAL IS NOT FROM OUR COUNTY AND THEY
UTILIZE THIS OFFICE THEY ARE LIKELY TO SPEND MONIES HERE IN OUR
COMMUNITY. OUR VETERANS DESERVE OUR UTMOST ATTENTION. THEY GAVE
THEIRS WHEN CALLED UPON, NOW IT IS NOT ONLY MY OFFICES BUT IT IS ALL
OF OUR RESPONSIBILITY TO SERVE THEM, THEIR WIDOWS AND THEIR FAMILIES.
LET US HONOR THEIR DEDICATION TO OUR COMMUNITY AND OUR COUNTRY BY OUR
DEDICATION TO MAKING SURE THAT THEY RECEIVE THE CARE AND BENEFITS THAT
THEY HAVE RICHLY EARNED!

MONROE COUNTY

POSITION DESCRIPTION

Title: Veterans' Services Receptionist/Clerk I	Status: Full Time
Department: Veterans' Services	Unit: Supportive Services
Location: County Administrative Building	Grade: 18
Reports to: Veteran's Service Officer	Effective: 01 January 2018

I PURPOSE AND SUMMARY

Performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, greeting and directing clients to the appropriate staff member and providing information to these clients.

II ESSENTIAL DUTIES

Serves as receptionist for the Veterans Service Office.

Answers telephones and gives information to callers and walk-ins, takes messages, and or transfers calls to the appropriate staff

Interviews and counsels veterans in a wide variety of claims and related problems.

Registers Veteran with this office, utilizing VetraSpec and registers new military discharges with the Register of Deeds.

Types and composes correspondence in relation to the business of the office.

Performs secretarial services for the Veteran's Service Officer.

Maintains an inventory of office supplies and orders them when needed.

Assist clients with application for County and State assistance for needy Veteran programs.

Maintain scheduling and event calendars.

Schedule and confirm appointments for clients, the Deputy Veterans Service Officer, and the Veterans Service Officer.

Is responsible for Memorial Day flag distribution list, and grave registrations.

Conducts research for CVSO and Deputy CVSO when requested to assist in developing claims.

Performs other duties as assigned.

III QUALIFICATIONS

High school diploma or equivalent.

Proficient with MS Word, Outlook, EXCEL, and PowerPoint

Ability to deal successfully with people and to use good judgment.

Good typing skills and computer knowledge.

IV WORKING RELATIONSHIPS

Will work directly for the County Veteran Service Officer and will have a working relationship with the public, county, state and federal organizations. If needed will assist other offices within the Administrative Building.

V WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands and fingers, handle or feel; and reach with hand and arms. The employee may be required to lift up to 30 lbs. May be required to render assistance, ie. push or pull a wheelchair, for disabled clients.

FY15 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDY)

FY15 Summary of Expenditures by State										
Expenditures in \$000s										
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
ADAMS	2,151	\$ 18,551	\$ 6,346	\$ -	\$ 134	\$ -	\$ -	\$ 38	\$ 12,033	1,054
ASHLAND	1,288	\$ 8,429	\$ 4,568	\$ -	\$ 249	\$ -	\$ -	\$ 73	\$ 3,539	445
BARRON	3,691	\$ 22,671	\$ 11,283	\$ -	\$ 906	\$ -	\$ -	\$ 165	\$ 10,317	1,319
BAYFIELD	1,697	\$ 9,239	\$ 4,720	\$ -	\$ 161	\$ -	\$ -	\$ 64	\$ 4,293	538
BROWN	16,891	\$ 99,629	\$ 46,758	\$ -	\$ 6,674	\$ -	\$ -	\$ 1,302	\$ 44,895	5,904
BUFFALO	1,095	\$ 7,037	\$ 4,005	\$ -	\$ 178	\$ -	\$ -	\$ 71	\$ 2,783	408
BURNETT	1,705	\$ 12,783	\$ 5,623	\$ -	\$ 164	\$ -	\$ -	\$ 104	\$ 6,891	675
CALUMET	3,044	\$ 13,040	\$ 4,589	\$ -	\$ 393	\$ -	\$ -	\$ 295	\$ 7,763	1,082
CHIPPEWA	5,389	\$ 32,959	\$ 15,011	\$ -	\$ 1,209	\$ -	\$ -	\$ 247	\$ 16,493	1,837
CLARK	2,038	\$ 15,868	\$ 8,783	\$ -	\$ 240	\$ -	\$ -	\$ 41	\$ 6,803	895
COLUMBIA	4,917	\$ 27,439	\$ 12,283	\$ -	\$ 1,341	\$ -	\$ -	\$ 255	\$ 13,560	1,375
CRAWFORD	1,321	\$ 8,672	\$ 3,773	\$ -	\$ 125	\$ -	\$ -	\$ 51	\$ 4,723	441
DANE	28,096	\$ 186,421	\$ 63,328	\$ 6,290	\$ 12,421	\$ -	\$ 2,054	\$ 3,388	\$ 98,939	7,129
DODGE	6,979	\$ 32,138	\$ 13,224	\$ -	\$ 1,569	\$ -	\$ -	\$ 426	\$ 16,919	1,764
DOOR	2,514	\$ 13,791	\$ 5,944	\$ -	\$ 347	\$ -	\$ -	\$ 381	\$ 7,119	880
DOUGLAS	4,285	\$ 31,282	\$ 16,291	\$ -	\$ 1,511	\$ -	\$ -	\$ 380	\$ 13,100	1,440
DUNN	3,295	\$ 18,671	\$ 9,513	\$ -	\$ 1,385	\$ -	\$ -	\$ 268	\$ 7,505	790
EAU CLAIRE	7,512	\$ 35,462	\$ 17,004	\$ -	\$ 2,998	\$ -	\$ -	\$ 597	\$ 14,864	1,842
FLORENCE	511	\$ 8,357	\$ 2,467	\$ -	\$ 88	\$ -	\$ -	\$ 14	\$ 5,788	296
FOND DU LAC	7,958	\$ 32,250	\$ 15,523	\$ -	\$ 1,980	\$ -	\$ -	\$ 655	\$ 14,092	1,973
FOREST	907	\$ 10,580	\$ 4,766	\$ -	\$ 70	\$ -	\$ -	\$ 47	\$ 5,697	503
GRANT	3,273	\$ 18,285	\$ 8,011	\$ -	\$ 897	\$ -	\$ -	\$ 386	\$ 8,991	1,005
GREEN	2,699	\$ 13,997	\$ 6,368	\$ -	\$ 417	\$ -	\$ -	\$ 238	\$ 6,974	714
GREEN LAKE	1,446	\$ 10,062	\$ 4,473	\$ -	\$ 226	\$ -	\$ -	\$ 93	\$ 5,271	439
IOWA	1,392	\$ 8,795	\$ 3,455	\$ -	\$ 291	\$ -	\$ -	\$ 64	\$ 4,986	461
IRON	763	\$ 5,103	\$ 2,395	\$ -	\$ 108	\$ -	\$ -	\$ 22	\$ 2,578	317
JACKSON	1,907	\$ 16,043	\$ 6,964	\$ -	\$ 325	\$ -	\$ -	\$ 193	\$ 8,561	785
JEFFERSON	6,162	\$ 34,451	\$ 13,994	\$ -	\$ 2,059	\$ -	\$ -	\$ 385	\$ 18,014	1,653
JUNEAU	2,260	\$ 22,256	\$ 8,681	\$ -	\$ 644	\$ -	\$ -	\$ 64	\$ 12,868	1,063
KENOSHA	12,081	\$ 83,260	\$ 33,902	\$ -	\$ 7,096	\$ -	\$ -	\$ 756	\$ 41,506	3,331
KEWAUNEE	1,381	\$ 10,593	\$ 5,187	\$ -	\$ 238	\$ -	\$ -	\$ 235	\$ 4,933	589
LA CROSSE	9,074	\$ 56,418	\$ 27,108	\$ -	\$ 4,385	\$ -	\$ -	\$ 746	\$ 24,180	3,365
LAFAYETTE	967	\$ 7,412	\$ 2,737	\$ -	\$ 134	\$ -	\$ -	\$ 85	\$ 4,456	332
LANGLADE	1,868	\$ 13,591	\$ 7,513	\$ -	\$ 291	\$ -	\$ -	\$ 124	\$ 5,663	763
LINCOLN	2,580	\$ 19,090	\$ 11,285	\$ -	\$ 464	\$ -	\$ -	\$ 156	\$ 7,185	1,012
MANITOWOC	6,805	\$ 36,063	\$ 17,942	\$ -	\$ 1,423	\$ -	\$ -	\$ 524	\$ 16,174	2,173
MARATHON	10,466	\$ 45,237	\$ 23,966	\$ -	\$ 2,376	\$ -	\$ -	\$ 742	\$ 18,153	3,046
MARINETTE	4,076	\$ 43,037	\$ 18,330	\$ -	\$ 1,007	\$ -	\$ -	\$ 375	\$ 23,324	1,919
MARQUETTE	1,734	\$ 11,990	\$ 5,474	\$ -	\$ 202	\$ -	\$ -	\$ 85	\$ 6,229	561

FY15 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDY)

FY15 Summary of Expenditures by State										
Expenditures in \$000s										
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
MENOMINEE	347	\$ 2,317	\$ 1,385	\$ -	\$ 82	\$ -	\$ -	\$ 1	\$ 849	102
MILWAUKEE	49,315	\$ 554,738	\$ 151,142	\$ 6,301	\$ 24,950	\$ -	\$ 69,101	\$ 4,653	\$ 298,592	15,238
MONROE	5,196	\$ 118,621	\$ 28,779	\$ 6,087	\$ 2,661	\$ -	\$ 1,682	\$ 168	\$ 79,245	2,727
OCONTO	3,319	\$ 24,187	\$ 11,469	\$ -	\$ 607	\$ -	\$ -	\$ 236	\$ 11,874	1,373
ONEIDA	3,572	\$ 23,487	\$ 12,520	\$ -	\$ 700	\$ -	\$ -	\$ 464	\$ 9,803	1,392
OUTAGAMIE	12,800	\$ 67,360	\$ 33,338	\$ -	\$ 4,453	\$ -	\$ -	\$ 1,668	\$ 27,900	3,768
OZAUKEE	5,981	\$ 26,208	\$ 12,143	\$ -	\$ 1,965	\$ -	\$ -	\$ 973	\$ 11,126	1,051
PEPIN	489	\$ 3,713	\$ 2,245	\$ -	\$ 100	\$ -	\$ -	\$ 34	\$ 1,334	188
PIERCE	2,880	\$ 17,702	\$ 8,402	\$ -	\$ 980	\$ -	\$ -	\$ 345	\$ 7,975	684
POLK	3,709	\$ 24,559	\$ 11,075	\$ -	\$ 861	\$ -	\$ -	\$ 275	\$ 12,348	1,219
PORTAGE	4,705	\$ 28,163	\$ 13,763	\$ -	\$ 1,904	\$ -	\$ -	\$ 231	\$ 12,264	1,726
PRICE	1,500	\$ 7,200	\$ 4,050	\$ -	\$ 206	\$ -	\$ -	\$ 54	\$ 2,889	487
RACINE	13,969	\$ 89,726	\$ 37,897	\$ -	\$ 5,182	\$ -	\$ -	\$ 1,228	\$ 45,418	3,432
RICHLAND	1,327	\$ 9,845	\$ 3,389	\$ -	\$ 143	\$ -	\$ -	\$ 91	\$ 6,222	489
ROCK	12,549	\$ 66,843	\$ 27,383	\$ -	\$ 3,390	\$ -	\$ -	\$ 814	\$ 35,256	3,364
RUSK	1,471	\$ 8,960	\$ 4,568	\$ -	\$ 142	\$ -	\$ -	\$ 119	\$ 4,131	450
ST. CROIX	6,102	\$ 32,318	\$ 14,834	\$ -	\$ 2,019	\$ -	\$ -	\$ 576	\$ 14,889	1,453
SAUK	4,460	\$ 31,462	\$ 13,279	\$ -	\$ 937	\$ -	\$ -	\$ 511	\$ 16,734	1,562
SAWYER	1,854	\$ 13,497	\$ 6,185	\$ -	\$ 382	\$ -	\$ -	\$ 278	\$ 6,651	662
SHAWANO	3,240	\$ 21,925	\$ 9,959	\$ -	\$ 702	\$ -	\$ -	\$ 184	\$ 11,081	1,251
SHEBOYGAN	8,738	\$ 33,319	\$ 14,482	\$ -	\$ 1,849	\$ -	\$ -	\$ 585	\$ 16,403	1,957
TAYLOR	1,482	\$ 6,823	\$ 3,864	\$ -	\$ 217	\$ -	\$ -	\$ 52	\$ 2,689	451
TREMPEALEAU	2,089	\$ 13,930	\$ 7,345	\$ -	\$ 568	\$ -	\$ -	\$ 111	\$ 5,906	775
VERNON	2,167	\$ 16,821	\$ 7,323	\$ -	\$ 322	\$ -	\$ -	\$ 265	\$ 8,912	849
VILAS	2,465	\$ 16,908	\$ 7,512	\$ -	\$ 208	\$ -	\$ -	\$ 480	\$ 8,707	1,012
WALWORTH	7,183	\$ 40,189	\$ 17,727	\$ -	\$ 2,463	\$ -	\$ -	\$ 711	\$ 19,288	1,775
WASHBURN	1,527	\$ 14,217	\$ 7,350	\$ -	\$ 259	\$ -	\$ -	\$ 76	\$ 6,532	594
WASHINGTON	9,062	\$ 45,232	\$ 19,432	\$ -	\$ 2,826	\$ -	\$ -	\$ 570	\$ 22,403	1,939
WAUKESHA	26,345	\$ 128,742	\$ 56,769	\$ -	\$ 9,633	\$ -	\$ -	\$ 2,935	\$ 59,406	4,949
WAUPACA	4,938	\$ 47,308	\$ 26,577	\$ -	\$ 812	\$ -	\$ -	\$ 258	\$ 19,661	1,697
WAUSHARA	2,500	\$ 16,046	\$ 7,897	\$ -	\$ 270	\$ -	\$ -	\$ 306	\$ 7,573	900
WINNEBAGO	13,926	\$ 62,613	\$ 30,991	\$ -	\$ 4,093	\$ -	\$ -	\$ 1,033	\$ 26,496	3,667
WOOD	6,306	\$ 40,223	\$ 19,734	\$ -	\$ 1,477	\$ -	\$ -	\$ 632	\$ 18,379	2,446
WISCONSIN (Totals)	405,729	\$ 2,756,150	\$ 1,118,396	\$ 18,678	\$ 134,092	\$ -	\$ 72,837	\$ 35,051	\$ 1,377,096	121,747

FY15 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

FY15 Summary of Expenditures by State										
Expenditures in \$000s										
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pension	Construction	Education & Vocational Rehabilitation/ Employment	Loan Guaranty#	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**
CONG. DIST (01)	50,939	\$ 306,024	\$ 128,103	\$ -	\$ 20,625	\$ -	\$ -	\$ 4,103	\$ 153,194	12,710
CONG. DIST (02)	43,790	\$ 278,945	\$ 103,384	\$ 152	\$ 15,903	\$ -	\$ 2,054	\$ 4,678	\$ 152,774	12,030
CONG. DIST (03)	56,324	\$ 441,268	\$ 176,502	\$ 6,018	\$ 18,796	\$ -	\$ 1,682	\$ 4,119	\$ 234,149	20,123
CONG. DIST (04)	33,275	\$ 439,081	\$ 114,127	\$ 6,285	\$ 18,840	\$ -	\$ 69,101	\$ 3,514	\$ 227,215	10,929
CONG. DIST (05)	49,227	\$ 276,171	\$ 107,894	\$ 41	\$ 17,100	\$ -	\$ -	\$ 4,224	\$ 146,912	10,996
CONG. DIST (06)	57,391	\$ 276,761	\$ 126,903	\$ 6,113	\$ 13,931	\$ -	\$ -	\$ 4,692	\$ 125,121	14,948
CONG. DIST (07)	61,306	\$ 390,677	\$ 196,046	\$ 68	\$ 13,247	\$ -	\$ -	\$ 4,738	\$ 176,577	21,197
CONG. DIST (08)	53,476	\$ 347,222	\$ 165,437	\$ -	\$ 15,650	\$ -	\$ -	\$ 4,984	\$ 161,152	18,814
WISCONSIN (Totals)	405,729	\$ 2,756,150	\$ 1,118,396	\$ 18,678	\$ 134,092	\$ -	\$ 72,837	\$ 35,051	\$ 1,377,096	121,747
Notes:										
* Veteran population estimates, as of September 30, 2015, are produced by the VA Office of the Actuary (VetPop 2014).										
# Prior to FY 08, "Loan Guaranty" expenditures were included in the Education & Vocational Rehabilitation and Employment (E&VRE) programs. Currently, all "Loan Guaranty" expenditures are attributed to Travis County, TX, where all Loan Guaranty payments are processed. VA will continue to improve data collection for future GDX reports to better distribute loan expenditures at the state, county and congressional district levels.										
** Unique patients are patients who received treatment at a VA health care facility. Data are provided by the Allocation Resource Center (ARC).										
Expenditure data sources: USASpending.gov for Compensation & Pension (C&P) and Education and Vocational Rehabilitation and Employment (EVRE) Benefits; Veterans Benefits Administration Insurance Center for the Insurance costs; the VA Financial Management System (FMS) for Construction, Medical Research, General Operating Expenses, and certain C&P and Readjustment data; and the Allocation Resource Center (ARC) for Medical Care costs.										
1. Expenditures are rounded to the nearest thousand dollars. For example, \$500 to \$1,000 are rounded to \$1; \$0 to \$499 are rounded to \$0; and "\$ -" = 0 or no expenditures.										
2. The Compensation & Pension expenditures include dollars for the following programs: veterans' compensation for service-connected disabilities; dependency and indemnity compensation for service-connected deaths; veterans' pension for nonservice-connected disabilities; and burial and other benefits to veterans and their survivors.										
3. Medical Care expenditures include dollars for medical services, medical administration, facility maintenance, educational support, research support, and other overhead items. Medical Care expenditures do not include dollars for construction or other non-medical support.										
4. Medical Care expenditures are allocated to the patient's home location, not the site of care.										

Obs	State	County	Total: Compensation OR Pension	Total: Compensation ONLY	0% to 20%	30% to 40%	50% to 60%	70% to 90%	100%	Total: Pension ONLY	Age: less than 35	Age: 35-44	Age: 45-54	Age: 55-64	Age: 65-74	Age: 75 or older	Males: Compensation OR Pension	Females: Compensation OR Pension	Veteran Population as of Sep-15
3099	Wisconsin	Adams	509	468	152	71	83	82	80	40	29	32	53	89	219	86	485	24	2,151
3100	Wisconsin	Ashland	283	262	95	54	28	58	27	20	20	17	39	65	91	51	267	15	1,288
3101	Wisconsin	Barron	713	664	257	134	106	97	70	49	79	53	79	102	271	130	673	41	3,691
3102	Wisconsin	Bayfield	409	389	179	71	38	60	41	20	22	18	36	69	176	87	391	18	1,697
3103	Wisconsin	Brown	2,923	2,750	874	618	460	573	226	174	491	372	452	377	901	331	2,637	287	16,891
3104	Wisconsin	Buffalo	173	163	71	29	27	22	13	10	13	14	19	22	67	38	165	**	1,095
3105	Wisconsin	Burnett	485	456	186	92	65	60	52	29	34	25	35	72	203	115	462	23	1,705
3106	Wisconsin	Calumet	729	692	233	156	111	128	63	37	110	75	112	97	254	81	675	54	3,044
3107	Wisconsin	Chippewa	428	401	165	72	49	68	46	27	40	41	53	67	159	69	404	24	5,389
3108	Wisconsin	Clark	493	473	188	86	62	84	53	20	37	38	47	63	187	121	464	29	2,038
3109	Wisconsin	Columbia	1,133	1,078	407	231	156	192	92	54	144	130	167	163	371	159	1,043	90	4,917
3110	Wisconsin	Crawford	258	239	76	51	37	52	24	19	22	15	30	36	114	42	240	18	1,321
3111	Wisconsin	Dane	4,588	4,309	1,599	932	703	726	349	278	715	569	646	716	1,306	635	4,111	477	28,096
3112	Wisconsin	Dodge	757	714	276	145	129	94	70	43	134	86	105	102	240	89	703	54	6,979
3113	Wisconsin	Door	360	341	132	55	50	72	32	19	29	22	30	41	181	58	338	22	2,514
3114	Wisconsin	Douglas	1,011	959	384	171	112	186	107	52	114	89	108	152	366	181	959	52	4,285
3115	Wisconsin	Dunn	817	781	305	144	118	129	85	36	117	64	121	123	274	116	770	47	3,295
3116	Wisconsin	Eau Claire	1,969	1,839	719	364	263	312	180	130	265	194	287	291	642	289	1,821	148	7,512
3117	Wisconsin	Florence	146	131	33	25	21	32	21	15	11	**	18	26	62	22	136	11	511
3118	Wisconsin	Fond Du Lac	1,075	1,014	376	229	144	171	95	61	177	99	158	139	382	120	987	88	7,958
3119	Wisconsin	Forest	160	151	41	24	23	37	26	**	12	**	14	29	62	40	151	**	907
3120	Wisconsin	Grant	551	518	211	111	76	85	35	33	85	54	67	62	205	78	513	39	3,273
3121	Wisconsin	Green	458	435	180	77	64	81	34	23	57	31	50	55	179	85	435	23	2,699
3122	Wisconsin	Green Lake	221	212	75	48	32	36	21	**	26	16	25	27	90	36	206	14	1,446
3123	Wisconsin	Iowa	270	260	86	69	36	49	21	10	30	31	32	34	108	34	258	12	1,392
3124	Wisconsin	Iron	156	142	43	27	23	29	19	14	**	11	16	32	62	28	151	**	763
3125	Wisconsin	Jackson	481	459	163	78	92	77	49	22	40	47	68	90	149	86	450	31	1,907
3126	Wisconsin	Jefferson	1,099	1,047	390	229	141	188	99	52	166	123	149	162	350	148	1,006	93	6,162
3127	Wisconsin	Juneau	727	678	241	119	112	148	59	49	74	55	96	135	247	120	681	46	2,260
3128	Wisconsin	Kenosha	2,407	2,257	645	475	396	498	244	150	346	329	518	393	601	220	2,144	263	12,081
3129	Wisconsin	Kewaunee	242	228	87	41	37	46	16	14	23	20	30	36	95	38	228	14	1,381
3130	Wisconsin	La Crosse	2,339	2,249	798	428	372	455	196	90	307	229	351	381	668	403	2,142	197	9,074
3131	Wisconsin	Lafayette	178	164	59	31	26	24	24	14	23	20	18	19	71	26	166	11	967
3132	Wisconsin	Langlade	431	396	130	76	58	84	48	35	25	24	52	70	164	97	411	20	1,868
3133	Wisconsin	Lincoln	562	531	161	91	96	113	71	31	54	56	71	75	205	102	528	34	2,580
3134	Wisconsin	Manitowoc	1,188	1,124	361	249	175	211	128	63	163	107	180	148	432	158	1,086	102	6,805
3135	Wisconsin	Marathon	1,771	1,690	624	325	282	308	152	80	247	188	247	232	559	296	1,638	132	10,466

3136	Wisconsin	Marinette	967	891	224	180	173	207	108	76	100	96	106	155	358	151	906	61	4,076
3137	Wisconsin	Marquette	350	330	114	75	48	54	38	20	23	31	38	60	139	60	321	29	1,734
3138	Wisconsin	Menominee	82	69	17	16	13	15	**	13	12	13	**	**	34	11	75	**	347
3139	Wisconsin	Milwaukee	9,050	8,076	2,517	1,510	1,300	1,783	966	974	1,245	1,017	1,254	1,809	2,731	994	8,127	923	49,315
3140	Wisconsin	Monroe	1,524	1,410	407	273	246	342	142	114	154	166	327	355	384	139	1,367	156	5,196
3141	Wisconsin	Oconto	704	658	199	121	112	152	75	46	76	56	84	101	297	90	657	47	3,319
3142	Wisconsin	Oneida	847	793	221	153	127	201	90	54	78	73	113	114	299	170	793	53	3,572
3143	Wisconsin	Outagamie	1,452	1,371	463	312	226	260	110	80	268	205	206	200	418	155	1,315	137	12,800
3144	Wisconsin	Ozaukee	937	901	330	181	143	170	77	36	142	104	135	91	321	145	856	82	5,981
3145	Wisconsin	Pepin	113	104	51	19	13	13	**	**	10	**	13	18	42	24	103	10	489
3146	Wisconsin	Pierce	620	608	271	111	81	80	65	12	72	63	78	84	235	88	578	42	2,880
3147	Wisconsin	Polk	741	701	337	143	80	99	43	39	66	50	82	125	276	142	707	34	3,709
3148	Wisconsin	Portage	1,182	1,147	505	234	156	161	91	35	157	108	157	140	417	201	1,104	78	4,705
3149	Wisconsin	Price	323	304	118	59	47	57	22	19	21	22	41	57	135	47	295	28	1,500
3150	Wisconsin	Racine	2,125	1,910	628	399	301	385	197	215	276	225	322	354	671	278	1,965	160	13,969
3151	Wisconsin	Richland	292	271	105	49	44	35	36	21	31	21	34	45	108	53	269	23	1,327
3152	Wisconsin	Rock	2,008	1,882	702	417	282	321	161	126	271	200	299	320	680	238	1,882	127	12,549
3153	Wisconsin	Rusk	318	294	117	59	35	53	30	24	12	18	39	44	137	67	305	13	1,471
3154	Wisconsin	Saint Croix	1,541	1,501	670	311	182	223	114	40	202	173	216	216	540	194	1,425	116	6,102
3155	Wisconsin	Sauk	466	445	155	100	54	83	52	21	58	38	50	67	176	77	429	37	4,460
3156	Wisconsin	Sawyer	422	398	174	67	39	68	50	24	31	17	46	53	196	80	406	16	1,854
3157	Wisconsin	Shawano	677	617	181	117	94	136	88	60	82	69	100	90	232	104	616	62	3,240
3158	Wisconsin	Sheboygan	1,134	1,088	405	215	158	194	116	46	164	122	176	169	374	129	1,042	92	8,738
3159	Wisconsin	Taylor	353	336	129	62	49	67	29	17	33	29	41	50	139	61	326	27	1,482
3160	Wisconsin	Trempealeau	501	466	188	83	84	73	38	35	48	30	56	68	204	96	477	24	2,089
3161	Wisconsin	Vernon	495	467	164	84	78	76	65	29	40	39	56	90	193	77	470	25	2,167
3162	Wisconsin	Vilas	554	522	182	97	81	110	53	32	33	33	61	59	248	119	512	42	2,465
3163	Wisconsin	Walworth	1,256	1,161	418	231	175	221	114	95	204	108	164	174	438	169	1,153	103	7,183
3164	Wisconsin	Washburn	399	363	154	50	41	75	41	36	24	19	40	60	167	87	380	19	1,527
3165	Wisconsin	Washington	1,154	1,094	375	266	188	171	94	60	216	141	166	111	387	133	1,071	83	9,062
3166	Wisconsin	Waukesha	3,589	3,385	1,200	747	486	601	352	204	553	417	440	451	1,195	533	3,321	268	26,346
3167	Wisconsin	Waupaca	931	615	176	90	79	163	107	316	58	45	85	128	332	284	878	52	4,938
3168	Wisconsin	Waushara	778	714	244	145	108	143	75	64	77	51	101	111	305	134	733	45	2,500
3169	Wisconsin	Winnebago	2,564	2,379	828	542	384	432	192	185	499	293	372	341	765	293	2,339	225	13,926
3170	Wisconsin	Wood	1,360	1,305	550	239	199	205	112	55	157	114	159	166	496	268	1,291	69	6,306
3171	Wisconsin	Unknown	200	193	13	58	47	58	17	**	69	45	42	15	21	**	174	26	

NEW POSITION ANALYSIS

 New position

 Increased part-time

X(2) Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 05/02/2017

Department Head: Ron Hamilton

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

The Western Region Economic Assistance Consortia (WREA) has allocated 2 new Economic Support Specialist to Monroe County. The Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance. These additional positions will allow the Consortia to better meet state requirements for accuracy and timeliness. This will bring Monroe County to a more equal staffing to Consortia caseload proportion. Keeping these two positions in Monroe County will allow for 50% recovery of AMSO costs, \$17,600 each for a total of \$35,200 annually and will not increase current county tax levy.

Suggested Title: Economic Support Specialist Full Time X Part Time
 /hrs

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 7/01/2017

C. General Description of the Position: See attached Job description

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

1. See attached Job description

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualifications of a Candidate:

Education: See attached Job description

Experience: See attached Job description

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$15.00	\$31,200	\$2122	\$2387	\$14,173	\$779	\$18	\$37

1. Where will the funds for this position come from:
WREA Consortia Funding, which is county levy base from 8 counties and State and federal funding. The additional two positions will not increase Monroe County levy.

2. What equipment will need to be purchased (desk, etc.)?
\$2,500x2=\$5,000 for computer, desk, chair, etc.

Is office space presently available? x Where? Human Services

Estimated equipment cost: see above

Is this cost in the department budget?
2017 Revenues and Expenses will be adjusted after approval

3. Grand total cost, all items, 2017 fiscal year:
2 employees (for 6 months) x \$25,358 + \$5,000 = \$60,716 in 2017

4. Thereafter, annual cost of salary and fringes:
\$50,716 x 2 = \$101,432

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? ESS Supervisor

Human Services Committee Action:

Position approved Position denied _____ by a vote of 7 Aye; 2 Excused

Date: May 2, 2017 David A. Preece

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: Human Services Economic Support Specialist
Department: Human Services (work site: 14301 Co Hwy B, Community Services Center, Sparta) in conjunction with Western Region Economic Assistance Consortia(WREA)
Title of Immediate Supervisor: WREA Economic Support Supervisor

Basic Functions and Responsibilities

Under general supervision of the WREA Economic Support Supervisor and the Director of Human Services, the Human Services Economic Support Specialist works in an eight county consortia, to assist consumers from diverse backgrounds having social/economic problems and determines eligibility for economic assistance.

Essential Duties and Responsibilities

- Responds to Call/Change Center e-mails regarding case situations
- Performs case assessments, and refers customers to additional, outside resources.
- Refers fraud cases to our investigative agency, updates case based on the investigation findings, and refers case to WREA's Overpayment Specialist.
- Reviews eligibility when changes occur.
- Determines what verification items are needed for each program requested, interpret documents received, and enter correctly into state database system (CWW).
- Determines Child Care eligibility for the eight county consortia including foster parents.
- Calculates number of authorized for child care recipients through the eight county consortia, which entails working with child care providers that are outside of Monroe County.
- Enters authorized hours in the child care database system (CSAW).
- Calculates monthly Child Support income using the KIDS System.
- Works with Probation and Parole regarding violations that affect the Food Share Programs.
- Works with State of Wisconsin Disability Determination Bureau (DDB) for disabled individuals applying for healthcare benefits.
- Works closely with Western WI Cares and Care Wisconsin regarding Family Care eligibility.
- Align Family Care and waiver eligibility dates, cost shares, etc. with Family Care requests and the Forward Health Portal.
- Approves and denies state and federal benefits each month.
- Works closely with Children and Families Unit (where children are placed, birth queries, questions, cooperation with disposition orders, etc.).
- Uses federal tax forms (1040 form, Schedule C, Schedule F, Schedule E, 4797 form, etc.) to determine eligibility for IM and Child Care Programs for self-employed applicants (sole proprietor, partnerships, corporations, farming business, etc.).
- Act on all cases by the verification due date to maintain a 95% timeliness score for Health Care and Food Share applications.
- Interpret Social Security database system to determine income/Medicare benefits received by applicant.
- Other duties as assigned

Physical demands: A large percentage of time is spent sitting, talking, hearing, using near vision, judgment. Walks, stands, stoops, climbs, reaches, lifts, carries up to 10 pounds intermittently.

Supervision Exercised
None.

Qualifications

1. Two year associate degree in bookkeeping, accounting, financial management or related area.
2. Minimum of two years related experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
3. Computer proficiency
4. Valid driver's license, reliable transportation and sufficient driver liability insurance.

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: 12/93,3/06
hsess