

**LINCOLN COUNTY
PERSONNEL COMMITTEE**

**Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248
Tuesday October 18, 2016, 5:40 p.m.**

Agenda

1. Call meeting to order
2. Request to fill authorized position(s)
 - a. Finance Department-Account Technician/Payroll Clerk
 - b. Treasurer Department – Deputy Treasurer
3. Adjourn

DISTRIBUTION:

**Personnel Committee Members – Carl Vander Sanden (Chair), Julie Allen (Vice Chair)
(Electronic), Greta Rusch, (Secretary), Corey Nowak, and Patsy Woller
County Board Chair
Administrative Coordinator
Department Heads**

News Media – Notified on _____ at _____ m. by _____
Bulletin Boards:
Courthouse – Posted on _____ at _____ m. by _____
Service Center – Posted on _____ at _____ m. by _____
Tomahawk Annex – Posted on _____ at _____ m. by _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Lincoln County
Replacement of Authorized Position
Approval Form**

Department: Clerk of Court/Finance

Date of Request: 10/7/16

Employee to be Replaced:

Stacy Bethel

Position:

Account Technician/Payroll Clerk

Union (if applicable):

N/A

Current Wage Rate:

\$16.11/hr

Last Day of Employment:

10/4/16

Classification of position request (check one in each column)

Regular Position
 Temporary Position
Duration: _____

Full time
 Part time _____
Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, and other significant information):

Replace employee who resigned.

Define the budgetary impact of this request (County levy, State or Federal grants, hourly rate, fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

This position performs payroll functions on a bi-weekly basis. This position supports finance functions as directed by the County Accountant. The position is funded by tax levy.

Additionally, this position provides support to the Treasurer's and County Clerk's Offices.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

If this position were not filled, payroll processing would be in doubt. Payroll has outgrown one FTE. This position spends around fifty percent on payroll related issues. Additionally without the support at the front counter, customer service would be significantly slower. This position sits in the Treasurer's Office.

Committee Approval: (Ord. 2011-12-580)
(Attach Minutes)

Name of Committee

Date of Approval

Personnel Committee Approval: (Ord. 2011-12-580)

Name of Committee

Date of Approval

Replacement:
Position:

Date of Hire:

(for Administration Dept Use only)

**Lincoln County
Job Description**

Position Title: Account Technician

Department: Finance

Pay Grade: Account Technician Position Scale

FSLA: Non-Exempt

Date: April 2016

Reports to: Finance Director

Purpose of Position

The purpose of this position is to perform a variety of accounting functions including preparation of various state and federal reports utilizing accepted accounting policies and principals in order to provide greater accountability of department finances. Provides financial support to departments in the preparation of vouchers, general ledger maintenance, grant reporting, and budgeting. This position will also compute and process County payrolls and related duties as directed by the payroll specialist.

Essential Duties & Responsibilities

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

- Prepares a variety of financial and statistical reports and forms, prepares special reports which may be required.
- Works with County Accountant and Department Head to maintain Department reports, records and accounting system.
- Assists in the development of work methods and procedures related to the accounting requirements of the County.
- Works with Department specific software on accounting records.
- Cross-trains with Treasurer and County Clerk Departments.
- Backs up payroll function.
- Works independently in completion of duties with some support from other Finance Department staff.
- Develops and maintains cooperative working relationships within the County.
- Performs other duties as assigned.
- Process direct deposits
- Make Federal, State and FICA tax payments
- Prepare vouchers for retirement, life insurance, etc.
- Complete reports for new employees and terminated employees (life insurance application and retirement application, retirement termination)
- Prepare monthly payroll reports as necessary.

The primary responsibility includes the preparing of vouchers, entering of journal entries, reconciling accounts, and providing support for grant programs as directed by the County Accountant.

Additional duties include:

- Assisting in year end and closing tasks.

- Preparing monthly reports for departments.
- Maintain files that support grant activity.
- Offer other support to Finance Department.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to work with general ledger software with direct experience with MUNIS and CHEMSPRO a plus.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, and percentages.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial statements, journal entries, budget requests, government accounting manuals, State statutes, policy and procedure manuals, etc.

- Ability to prepare a variety of documents including financial report, journal entries, department reconciliations, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with the Finance Director, and other County staff verbally and in writing.

Reasoning Ability

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

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Replacement of Authorized Position
Approval Form**

Department: Deputy Treasurer

Date of Request: 10/11/2016

Employee to be Replaced:

Laurie Kriewald

Position:

Deputy Treasurer

Union (if applicable):

Current Wage Rate:

\$18.34

Last Day of Employment: _____

Classification of position request (check one in each column)

Regular Position

Full time

Temporary Position

Part time _____

Duration: _____

Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, and other significant information):

Deputy Treasurer position aids the Treasurer with duties and responsibilities of the Office of Treasurer.

Define the budgetary impact of this request (County levy, State or Federal grants, hourly rate, fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

Budgetary Impact - County Levy

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Position is per State Statute 59.25 and is the only employee in the Treasurer's office.

Committee Approval: (Ord. 2011-12-580)
(Attach Minutes)

Name of Committee

Date of Approval

Personnel Committee Approval: (Ord. 2011-12-580)

Name of Committee

Date of Approval

Replacement:
Position:

Date of Hire:

(for Administration Dept Use only)

**Lincoln County
Job Description**

Position Title: Deputy County Treasurer

Department: County Treasurer

Pay Grade: Deputy Position Scale

FLSA: Non-Exempt

Date: April 2016

Reports to: County Treasurer

Purpose of Position

The purpose of this position is to serve as the Deputy County Treasurer as outlined in Wis. Stats. 59.25. The deputy shall aid the treasurer in the discharge of the duties of office of the treasurer. Statutory provisions relative to the ability of the elected official to appoint more than one deputy notwithstanding the County shall only recognize one individual as Deputy for purposes of compensation.

Essential Department Duties & Responsibilities (Specific departmental duties may change from time to time depending on the needs of the department and the division of duties between the office staff.):

- Issue and receipt dog license and prepare all related documentation including reports and payments to the State. Maintain multiple spread sheets for license issued for kennels, municipalities, human society and county treasurer.
- Receipt for taxes. Prepare vouchers for over payment of taxes, providing all necessary documentation. When receipting taxes, accuracy is essential. Volume is extremely high due to the excessive cash flow when collecting 2nd installment and after courtesy notices are mailed to tax payers.
- Collects, verifies and receipts all funds deposited with the County Treasurer's office by various County departments.
- Prepare monthly reports via internet for Real Estate Transfers and submit payment via electronic transfer – balance with the Real Estate Transfer Account paid to the State/WI
- Prepare monthly/quarterly report for Sales Tax to the State of WI via internet and submit payment via electronic transfer – balance with the Sales Tax Account paid by the various departments
- Prepare and receipt for ST-83 report for a monthly collection by the Clerk of Court's, also prepare voucher for the ST-83 report to be paid to the State of WI.
- Balance the daily receipts for general deposits and taxes collected. In the absence of the County Treasurer, transport deposits to the bank and electronic transfers as required.
- Answer questions from taxpayers, realtors, abstractors, banks and general public via telephone, counter and email. Compile documents as requested.
- Assist and direct general public to various department.
- Accept, sign-for and deliver parcels received by vendors and general public.
- Verify and maintain lottery credits for taxpayers. Comply with State audit procedures.
- Be available in the absence of the Treasurer.
- Maintain records of outstanding checks for General and Payroll Accounts.
- Verify and approve timber cutting permits.

- Gather information and prepare quarterly report and voucher to be paid to North Central Health Care Facility.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Must be free of Federal and State felony conviction, as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.

Integrity, honesty, dependability and rectitude are all prerequisites for this position.

Minimum Physical and Mental Abilities Required to Perform Essential Job Function

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Ability to ambulate between offices and other facilities.
- Must have a valid Wisconsin Driver's license, proof of auto liability insurance, a vehicle, and a good driving record.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, portable radio, fax machine, calculator, copy machine, etc.
- Must have a working knowledge of Word and Excel.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics, algebra, and geometry.
- Ability to make change to persons paying taxes with cash at the Treasurer's office.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including tax statements, bank deposit records, probate reports, real estate transfers, UCC reports, lottery credit documents, personal checks, State statutes, tax rolls, tax receipts, sales books, plat books, tax maps, policy and procedure manuals, etc.

- Ability to prepare a variety of documents including State reports, General Receipt Balancing Report, Real Estate Tax Balancing Report, Lottery Credit Balancing Report, and other financial reports, deposit slips, general receipts, tax receipts, legal real estate notices, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal and accounting terminology.
- Ability to communicate effectively with the general public, township, county, and State treasurers, attorneys, banks and other financial institutions, County personnel, and others verbally and in writing.

Reasoning Ability

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

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Ability to interact positively with public and others.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date