

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
February 27, 2013 @ 4:00pm  
Jefferson County Courthouse, Room 202**

1. Meeting called to order at 4:00 by J. Braughler.
2. Present: J. Braughler, G. David, D. Schulz, P. Rogers and J. Schroeder. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, K. McCloskey (Carlson Dettmann Associates). C. Pagendorf, D. Jacobson, J. Garity, B. Block, A. Jenswold, R. Kuhl, T. Punzel, A. Fischer, T. Barnes, T. Gard, P. Vogel, J. Daniel, B. Kern, B. Frank, B. Mattke, M. Maruna, S. Stolar T. Tomczak, T. Jaeger, R. Cooper
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed. Note that Sergeants withdrew and that the Equipment Parts Person will be conducting the review by phone and move up on agenda.
5. Citizen Comments. None.
6. Motion by G. David, second by D. Schultz, to approve the February 12, 2013, minutes as printed. Motion carried 4:0, Schroeder abstain.
7. Communications: a. Email from Sergeants, indicating their desire to withdraw their review request at this time and b. memo from Tammie Jaeger, Administrative Specialist II for the County Administrator, regarding her review.
8. A draft of a proposed process for hearing and settling classification and compensation reviews was discussed with consensus to follow the process of providing each employee 5 minutes to present their review, 5 minutes for the Committee to ask questions of the employee or representative from Carlson Dettmann, and to look at areas of the 5 factors that may be rated incorrectly in order to remain objective. Department heads and supervisors had the opportunity to provide written responses along with the review requests, so their input should be limited to questions posed by the Committee. This process should focus on job duties and not policy issues such as market comparisons, pay structure and implementation or related policies. After hearing from all employees, committee will then go through each review submitted to Carlson Dettmann, including those not forwarded on to Committee, for final approval.
9. Appearances before the Human Resources Committee from staff regarding the following positions:
  - a. *Accounting Assistant II, Highway.* Detailed cost accounting responsibilities, review of work and reporting relationships.
  - b. *Equipment Parts Person, Highway (completed by phone).* Feel comparison is being compared to clerical positions when responsibilities are only 20 – 25% clerical. Purchases and maintains variety of inventory such as parts, fuel, small tools, lubricants, shop supplies.
  - c. *Accounting Specialist I, Highway.* Carlson Dettmann had approved her review from grade 3 to 4, employee requesting grade 5. Believes in last 5 years, with the elimination of several lead/supervisory positions, her job has changed drastically.

- d. *Administrative Specialist I, Administration.* Described how position is different than the typical Administrative Specialist by completing graphic design and updating county website. Maintain knowledge on various legal topics such as open records and FMLA.
- e. *Building Maintenance Worker I, Human Services.* Is required to be a “first responder” if a client starts disturbing the workplace. Clarified that does not require to hold client back/use physical force, but rather to be a presence to hopefully calm client down. Also described technical knowledge and skill needed to maintain a variety of pieces, including central air unit and new ID badge security entrance.
- f. *Community Resource Coordinator, Wraparound.* Discussion that two positions complete wraparound, one that includes waivers. Position is needed for preventative needs and makes decisions that are the starting point on where clients may end up in the system.

*BREAK: 5:52pm – 5:58pm*

- g. *Enforcement Specialists (including Paternity), Child Support Agency.* Discussed that the breadth of legal matter they deal with is great, compared to Paralegal II.
- h. *Highway Workers, Highway.* Discussed in same grade as entry level clerical workers when they are responsible for large, expensive equipment and many require advanced training/certifications (CDL; sprayer license). Exposed to hazards regularly.
- i. *Highway Worker (individual), Highway.* Discussed that, as a Highway Worker, still operates heavy equipment a significant amount of time, about 55%, with only one other Highway worker operating heavy equipment for similar amounts of time.
- j. *Operations Manager, Highway.* Review will be heard on February 28.
- k. *Superintendents, Highway.* Discussed the technical background needed for a variety of work to have all functions work together, such as reading blueprints.
- l. *Sergeants, Sheriff.* Withdrawn.

10. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 6:45pm.

  
Human Resources Committee Secretary

3-19-13  
Date