

## Human Resources Committee Agenda

\*REVISED 05-30-2023

Highway Committee Room  
1425 Wisconsin Dr, and Videoconference  
Jefferson, WI 53549

Thursday, June 1, 2023, at 3:30 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

One tap Mobile: 1-312-626-6799

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of February 21, 2023, Minutes
7. Communications
8. **\*Discussion and possible action on amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy**
9. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy and/or approval of labor contract with the Jefferson County Deputy Sheriff's Association and Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter" for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
10. Reconvene into open session for possible action on items discussed in closed session
11. Discussion and possible action to recommend the creation of a full-time Information Technology Services Technician position in an intergovernmental agreement between Jefferson County Sheriff's Office and Watertown Police Department
12. Discussion and possible action on approving procedure to analyze employee compensation data and apply to the County's non-represented pay grading system
13. Review of April 2023 monthly financial reports for Human Resources and Safety
14. Report from Human Resources Director
15. Set next meeting date and agenda items
16. Adjournment

### Next scheduled meetings:

**Tuesday, June 20, 2023, at 8:30 a.m.**

**Tuesday, July 18, 2023, at 8:30 a.m.**

**Tuesday, August 15, 2023, at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, February 21, 2023 @ 8:30 a.m.**  
**Jefferson County Highway Committee Room, and Videoconference**

1. Call to Order: Meeting called to order by Chair Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke; and Karl Zarling. **Quorum established.** Other staff present: David Drayna, County Board Supervisor (virtual); Terri Palm-Kostroski, Human Resources Director; Jessica Tucker, Benefits Administrator (virtual); J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No action taken.
5. Public Comment: None.
6. Approval of January 17, 2023, Human Resources Committee Minutes. **Motion by K. Zarling, to approve the Human Resources Committee January 17, 2023, minutes, as corrected by T. Palm-Kostroski. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: None.
8. Discussion and possible action approving COBRA rates for the Health Reimbursement Arrangement (H.R.A.) plan for 2023 and 2024. **Motion by K. Zarling to approve COBRA rates for the H.R.A. based on the estimated utilization of 40% and 2% administrative fees as outlined in material. Second by d by M. Wineke. Motion passed 5:0.**
9. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy. *Note: also present: D. Drayna, T. Palm-Kostroski, J. Tucker, B. Ward, and B. Wehmeier.* **Motion by K. Zarling to move into closed session under Wisconsin State Statute section 19.85(1)(e) for the purpose of discussing and possible action on labor negotiation strategy. Second by J. Fitzgerald. J. Braughler, Aye; M. Wineke, Aye; K. Zarling, Aye; J. Fitzgerald, Aye; M. Turville-Heitz, Aye. Moved into closed session at 8:37 a.m.**
10. Reconvene into open session for possible action on items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by K. Zarling. Motion passed 5:0. Reconvened into open session at 9:16 a.m. No action taken.**
11. Discussion and possible action on approving procedure to analyze employee compensation data and apply to the County's non-represented pay grading system. Discussion only. **No action taken.**
12. Review of January 2023 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided verbal update on positions recruited for, emergency help requests, additional steps and/or benefits, and activities since the January 2023, meeting. **No action taken.**
14. Set next meeting date and agenda items. Thursday, March 30, 2023, at 8:30 a.m. Future agenda items to include possible pay policy resulting in market changes, update of union negotiations, and Personnel Ordinance amendments. **No action taken.**
15. Adjournment. **Motion by K. Zarling to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 9:53 a.m.**

**ORDINANCE NO. 2022-08**

**Amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains and Chief Deputy**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY AMEND THE CIVIL SERVICE ORDINANCE AS FOLLOWS:

**SECTION 1. PURPOSE.** This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

**SECTION 2. COMMISSION.**

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
  - 1. Death of the incumbent.
  - 2. Resignation of the incumbent in writing.
  - 3. Removal of the incumbent by the County Board.
  - 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.
- E. Each member of the Commission shall take and file the official oath.

- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

**SECTION 3. DUTIES OF THE COMMISSION.** It shall be the duty of the Commission:

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

**SECTION 4. RECRUITMENT.**

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriffs, **which include Patrol Deputy and Jail Deputy.**
- B. In addition to requirements under Section 6, Promotions, **with the exception of Jail Deputy,** no person shall be eligible to apply for or be appointed to the positions covered by this ordinance **after September 1, 2022,** unless:
  1. The applicant is a citizen of the United States.
  2. It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with fewer than sixty (60) college credits must obtain sixty (60) college credits within five (5) years or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and therefore unqualified for continued employment as a Jefferson County Deputy Sheriff.

3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.
  4. The applicant is at least eighteen (18) years of age.
  5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire **Patrol** Deputy Sheriff applicants shall be required to pass the entrance standards for the Wisconsin Physical Readiness Testing. See Addendum A.
  6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
  7. Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
  8. **Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601**
- C. The applicant must possess a valid Wisconsin driver's license at the time of appointment of Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in the County's official newspaper. Such notice may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.
- D. Detective: At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so

indicate in writing by placing their signatures next to their names on the eligibility list.

- E. Supervisory positions of Sergeant and Captain: At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the supervisory and/or administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.
  
- F. Chief Deputy Position: In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post a notice of the Chief Deputy vacancy in an area designated by the Sheriff and known and communicated to all staff which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing to the Sheriff or designee. If no eligible candidates within the Sheriff's Office are qualified, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position. All candidates must have at least ten (10) years of service with a Sheriff's Office and at least five (5) years of supervisory experience with a Sheriff's Office.
  
- G. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

**SECTION 4.1 RECRUITMENT OF JAIL DEPUTIES.**

- A. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to a Jail Deputy position covered by this ordinance ~~after~~ ~~September 1, 2022~~, unless:
  - 1. The applicant is a citizen of the United States.
  - 2. The applicant is at least eighteen (18) years of age.
  - 3. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position.
  - 4. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted

5. Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
6. Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

## **SECTION 5. EXAMINATION.**

- A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.
- B. The first stage of the testing procedure will be a written examination, administered and proctored by the Commission or its designee. The test used shall be the current test certified for use by the Commission or its designee. The tests used must be validated and job-related.
- C. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau or other trained sworn personnel for new hire applicants.
- D. The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.
- E. The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.

- F. Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (B)(1). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.
- G. Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which they seek appointment. Cost of such examination shall be borne by Jefferson County. **With the exception of provisions in Section 7(G), the** Commission will also implement a physical readiness test for prospective new **Patrol Deputy** hires, who will pass a minimum of the entry standards of the Wisconsin Physical Readiness Testing (PRT).  
See Addendum A.
- H. The Sheriff, has the discretion, to employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

**SECTION 6. PROMOTIONS.**

**With the exception of Captain and Sergeant promotions within the Jail Division, promotional candidates shall be a current certified Law Enforcement Officer as set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board.** Promotions and divisional reassignment shall be made according to this ordinance:

- A. **Promotion Eligibility.** Those eligible for promotion shall be limited as follows:
  - 1. Chief Deputy. To take the examination for the position of Chief Deputy, Sheriff's Office candidates will not have less than ten (10) years of service with the Jefferson County Sheriff's Office, and not less than five (5) years supervisory experience. The candidate must have a Bachelor's degree or the equivalency of 120 college credits. In lieu of College Credits, graduation from a major Law Enforcement Executive Leadership College will be recognized and accepted. The F.B.I. National Academy, The Southern Police Institute, The Northwestern College of Police and Command Staff of Evanston Illinois or the National Command and Staff College will be accepted. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. By the direction and decision of the Sheriff, the background investigation will be completed by a representative of the Human Resources Department, an outside consultant, another law enforcement agency or a combination thereof.
  - 2. Captain. To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Jefferson County Sheriff's



Office and not less than three (3) years supervisory experience therein.

3. Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Jefferson County Sheriff's Office. [Ord. No. 2014-22, 10-14-14]
4. Detective. To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3 ½) years of service with the Jefferson County Sheriff's Office.

**B. Education – Experience Credit.**

1. An Associate degree from an accredited college/university shall be deemed the equivalent of nine (9) months of service.
2. A Bachelor degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.
3. A Master Degree from an accredited college/university shall be deemed the equivalent of 24 months (2 years) of service.
4. These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used per promotional process.

**C. Written Examinations.**

1. The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of Captain and Sergeant will be scored as follows: The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."
2. Written examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These written exams will be selected by the Sheriff or his/her designee. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, and their Sergeant written exam score is older than six (6) months, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.
3. Written examinations for the position of Detective will be scored as follows: The written test and the oral test shall be given forty (40) percent weight each

with the remaining Twenty (20) percent of the final grade being based on the job evaluations and other material contained within the employee's personnel file.

4. Written test scores will be valid for a period of 6 months.
5. Written test scores and the scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews.

## **SECTION 7. APPOINTMENTS.**

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.
- B. Appointments by the Sheriff should be made within twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification.
- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]

### **G. LATERAL TRANSFERS**

1. The Civil Service Commission recognizes the benefit of being able to appoint new Deputy Sheriffs who are already certified by the Wisconsin Law Enforcement Standards Board as a Law Enforcement (LESB) Officer or as a Jail Officer, and who have Law Enforcement and/or Correctional Officer experience with a Law Enforcement Agency or Correctional Facility.
2. The Civil Service Commission agrees to waive the requirements of a written examination and oral examination, by the Civil Service Commission, for

candidates who are fully certified Law Enforcement Officers or fully certified Jail Officers, with two (2) years or more of experience with a Law Enforcement Agency or Correctional Facility.

3. The Civil Service Commission agrees to waive the requirements of needing to meet the entrance standards of the Wisconsin Physical Readiness Test (PRT). In lieu of the PRT, candidate's height and weight shall be in proportion and shall be considered by the physician conducting the medical screening, in determining the applicant's physical fitness for the position, with the final determination made by the Sheriff.
  - a. If a Patrol Deputy candidate's certification by the Wisconsin Law Enforcement Standard Board has lapsed and they are required to re-attend the Law Enforcement Academy, then the candidate will need to meet the PRT requirements listed in Section 5.G

#### **SECTION 8. DISCIPLINARY PROVISIONS.**

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.
- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

#### **SECTION 9. GENERAL PROVISIONS.**

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during duty hours, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.
- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, the appointment as a Deputy Sheriff shall terminate upon the execution and filing the official bond and official oath as Sheriff, unless requesting prior thereto, in writing from the Commission a leave of absence during the term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in **their former** classification of **Patrol Deputy Sheriff or Jail Deputy** upon completion of the duties as Sheriff.
- C. Policies, rules, regulations and duties of the personnel in the Office shall be established by the Sheriff and incorporated in the Office policy manual.
- D. The Sheriff shall prepare Office rules for the general administration and efficient operation of the Office. Such rules shall be known as the "Office Rules", and

Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.

- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.
- F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

**SECTION 10. SEVERABILITY.**

The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

**SECTION 11.**

All other ordinances in conflict with this ordinance are hereby repealed.

**SECTION 12. EFFECTIVE DATE.**

This ordinance shall be effective after passage and publication as provided by law.

Adopted: 06-12-2012

Last amended: 04-15-14; 10-14-14; 08-23-22

ADDENDUM A

	Vertical Jump	Agility Run	Sit-Ups	300 Meter Run	Push-Ups	1.5 Mile Run
Entrance Standard	11.5 in.	23.4 sec	24	82 sec	18	20:20 (13:23/mile)

## Jefferson County Position Description

**Name:**

**Department:** MIS

**Position Title:** Sheriff's Office/Watertown PD IT  
**FLSA:** Non-exempt

**Pay Grade:** 8

**Date:**

**Reports To:**

### **Purpose of Position**

The **Information Technology Services Technician** responds to help desk requests; installs, tests, troubleshoots, repairs and maintains microcomputers, virtual equipment, networks, data communications and related equipment; and provides technical assistance to computer users to include troubleshooting of the Sheriff's Office and Police Department employees.

### **Essential Duties and 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.**

- Performs administration, configuration, and maintenance support for Computer Aided Dispatch (CAD), Mobile Data Computers (MDC), Records Management System (RMS) with an emphasis on in-depth knowledge of Computer Information System (CIS) records management system, squad/body cameras, and related computer applications, as well as other agency specific software applications. Establishes user profiles, user environments, and end user security for network based applications of each jurisdiction.
- Maintains accurate file databases for CAD within the mapping system software. Oversees the address verification process in the master street addressing guide for E911 automatic number and location information database. Develops reports for public safety data for agencies within Jefferson County. Ensures that users are assisted with problems and concerns in a timely and efficient manner, and that users are properly trained in the use of hardware and software.
- Acts as System Administrator for multiple software programs including RMS. Implements, develops best practices and maintains software and equipment for records management, computer aided dispatch, traffic accidents and citations, mobile data, and audio and video recording systems.
- Coordinates E911 Dispatch services, monitors radio system for proper operation and arranges for repairs, upgrades, and improvements, manages the installation, operation and maintenance of Communication Center radio equipment; providing technical assistance regarding communication systems and equipment. Supervises network and equipment vendor(s)

maintenance work.

- Manages purchasing and asset control related to radio, electronic, and technical items of equipment for the Sheriff's Office and Watertown PD. Assists Sheriff, Police Chief, and Chief Deputy with development and management of the annual radio system, CAD, MDC, RMS and CIS budget.
- Acts as liaison between radio system subscribers, State and Federal agencies. Establish and maintain relationships with radio administrators and officials from other counties and agencies. Attends County wide radio user, committee, board and other meetings as required. Assists other agencies within the county at the direction of their supervisor.
- Performs troubleshooting to isolate, diagnose, and correct common computer, network, scanners, and printer issues.
- Installs and upgrades a multitude of network clients, personal computers (PCs), servers, printers, wired and wireless phones, tablets, virtual machines, MDC's, and various network hardware and software components as required.
- Keeps detailed records of radio infrastructure and subscriber units and their operation. Maintains proper FCC licensing.
- Configures Microsoft Active directory groups as it relates to network printing, shared file services, departmental directory structures, and various rights or security on Microsoft servers.
- Trains staff on the proper use of CIS, MDC's, and other related software and hardware.
- Provides end users with technical support. Responds to the needs and questions of users concerning their access of resources on the network. Assists users in resolving technology related problems such as inoperative hardware or software.
- Records requests or problems and the actions taken via the County's help desk. Documents installations, and disposals, and changes to computer configurations.
- Troubleshoots and evaluates public safety applications to determine appropriate actions to resolve issues with software or hardware systems and makes recommendations for improvements in these systems.
- Coordinates with MIS on adding, moving and changing telephones, cell phones, PC's, MDC's, printers, virtual machines, fax machines, modems, answering machines, voice mail and integrated PC faxing configurations.
- Assists as needed in maintenance of all structured wiring used to connect or interconnect clients to the network.
- Complies with County HIPAA Policies and Procedures.

- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

An Associate's degree in Information Systems, Computer Science or a closely related field, plus 3 years of experience in PC hardware and software installation and troubleshooting in a network environment OR any combination of education and experience that provides equivalent knowledge, skills and responsibilities.

### **Preferred Training and Experience Required to Perform Essential Job Function**

A Bachelor's Degree in Information Systems, Computer Science or a closely related field with one year experience in PC hardware and software installation and troubleshooting in a network environment. A+ Certification and prior experience in a public sector setting, preferably with a county or municipality; experience with industry standard network, server, applications and database platforms; and familiarity with industry standard development platforms.

### **Other Requirements - Certificates/Licensure**

A+ Certification

Valid driver's license

Must be able to pass an FBI criminal background check and a financial background check.

### **Knowledge, Skills, Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictable carry out one's duties.



- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of current software, hardware and applications including Citrix, Office, Java.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

### **Supervision**

None.

### **Physical Demands**

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting computer hardware as required for installation, lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current

employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee  
\_\_\_\_\_  
Supervisor  
\_\_\_\_\_  
Human Resources  
\_\_\_\_\_

Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_

05/24/2023  
08:56:02

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 1  
glflxrpt

FROM 2023 01 TO 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<b>12301 Human Resources</b>							
12301 411100 General Property Taxes	-503,321	0	-503,321	-167,773.80	.00	-335,547.65	33.3%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 424001 22217 Federal Grants	0	0	0	.00	.00	.00	.0%
12301 424001 22219 Federal Grants	-93,136	0	-93,136	.00	.00	-93,135.77	.0%
12301 451002 Private Party Photocopy	-40	0	-40	.00	.00	-40.00	.0%
12301 451034 Badge Replacement Fee	-40	0	-40	-13.38	.00	-26.62	33.5%
12301 451200 Records & Reports	0	0	0	.00	.00	.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
12301 486010 Rebates	-6,990	0	-6,990	.00	.00	-6,990.00	.0%
12301 511110 Salary-Permanent Regular	188,492	0	188,492	61,535.43	.00	126,956.98	32.6%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511210 Wages-Regular	52,259	0	52,259	17,773.31	.00	34,486.17	34.0%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	65,612	0	65,612	19,691.75	.00	45,919.93	30.0%
12301 511220 Wages-Overtime	31	0	31	.00	.00	30.78	.0%
12301 511220 22219 Wages-Overtime	0	0	0	.00	.00	.00	.0%
12301 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511240 22101 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12301 511330 Wages-Longevity Pay	339	0	339	.00	.00	338.75	.0%
12301 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12301 512141 Social Security	16,617	0	16,617	5,478.77	.00	11,138.08	33.0%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	4,653	0	4,653	1,506.41	.00	3,147.01	32.4%
12301 512142 Retirement (Employer)	16,396	0	16,396	5,393.02	.00	11,003.24	32.9%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,462	0	4,462	.00	.00	4,461.59	.0%
12301 512144 Health Insurance	85,756	0	85,756	26,968.53	.00	58,787.85	31.4%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	17,293	0	17,293	.00	.00	17,293.08	.0%
12301 512145 Life Insurance	74	0	74	24.76	.00	49.52	33.3%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	.00	.00	12.00	.0%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%

05/24/2023  
08:56:04

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 2  
glflxrpt

FROM 2023 01 TO 2023 04

ACCOUNTS FOR:			ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund			APPROP		BUDGET			BUDGET	USED
12301	512151	22219 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301	512152	Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301	512153	HRA Contribution	0	0	0	.00	.00	.00	.0%
12301	512173	Dental Insurance	3,312	0	3,312	1,261.71	.00	2,050.29	38.1%
12301	512173	22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301	512173	22219 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12301	512128	Arbitrator	400	0	400	400.00	.00	.00	100.0%
12301	521219	Other Professional Serv	17,300	84,880	102,180	37,193.00	46,543.00	18,444.00	81.9%
12301	521219	22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301	521220	Consultant	0	0	0	.00	.00	.00	.0%
12301	521225	Section 125	39,300	2,892	42,192	11,429.30	2,892.25	27,870.70	33.9%
12301	521226	Ergonomics	400	0	400	.00	.00	400.00	.0%
12301	521227	Position Classifications	1,000	0	1,000	.00	.00	1,000.00	.0%
12301	521228	Labor Negotiations	22,500	20,000	42,500	2,646.50	6,763.00	33,090.50	22.1%
12301	521229	Recruitment Related	10,670	0	10,670	4,982.95	37,080.00	-31,392.95	394.2%
12301	521229	22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301	521296	Computer Support	0	0	0	.00	.00	.00	.0%
12301	531105	Flex Plan Surplus	0	0	0	.00	.00	.00	.0%
12301	531243	Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12301	531298	United Parcel Service	0	0	0	.00	.00	.00	.0%
12301	531303	Computer Equipmt & Software	6,946	0	6,946	4,478.43	.00	2,467.83	64.5%
12301	531311	Postage & Box Rent	400	0	400	134.16	.00	265.84	33.5%
12301	531312	Office Supplies	800	0	800	47.19	.00	752.81	5.9%
12301	531312	22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301	531313	Printing & Duplicating	50	0	50	.00	.00	50.00	.0%
12301	531313	22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301	531314	Small Items Of Equipment	0	0	0	29.68	.00	-29.68	.0%
12301	531320	22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301	531320	22217 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301	531322	Subscriptions	6,395	0	6,395	4,284.65	.00	2,110.35	67.0%
12301	531323	Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301	531324	Membership Dues	790	0	790	667.42	.00	122.58	84.5%
12301	531326	Advertising	8,200	0	8,200	-2,060.04	.00	10,260.04	25.1%
12301	531351	Gas/Diesel	150	0	150	.00	.00	150.00	.0%
12301	531357	Employee Recognition	6,990	0	6,990	566.90	.00	6,423.10	8.1%
12301	531357	22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301	532325	Registration	2,525	0	2,525	1,869.00	.00	656.00	74.0%
12301	532332	Mileage	500	0	500	797.56	.00	-297.56	159.5%
12301	532334	Commercial Travel	450	0	450	.00	.00	450.00	.0%
12301	532335	Meals	250	0	250	56.72	.00	193.28	22.7%
12301	532336	Lodging	1,670	0	1,670	1,830.33	.00	-160.33	109.6%
12301	532339	Other Travel & Tolls	100	0	100	.00	.00	100.00	.0%

05/24/2023  
08:56:06

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 3  
glflxrpt

FROM 2023 01 TO 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532350 Training Materials	7,525	45,000	52,525	9,811.44	.00	42,713.56	18.7%
12301 533225 Telephone & Fax	0	0	0	.00	.00	.00	.0%
12301 535242 Maintain Machinery & Equip	650	0	650	249.86	.00	400.14	38.4%
12301 571004 IP Telephony Allocation	318	0	318	106.00	.00	212.00	33.3%
12301 571005 Duplicating Allocation	417	0	417	139.00	.00	278.00	33.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,208	0	7,208	2,402.68	.00	4,805.32	33.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,640	0	2,640	880.00	.00	1,760.00	33.3%
12301 591519 Other Insurance	3,570	0	3,570	1,057.04	.00	2,512.96	29.6%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	.00	.00	.00	.0%
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	0	0	.00	.00	.00	.0%
12301 699999 Budgetary Fund Balance	0	-27,880	-27,880	.00	.00	-27,880.00	.0%
TOTAL Human Resources	0	124,892	124,892	55,846.28	93,278.25	-24,232.28	119.4%

05/24/2023  
08:56:06

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 4  
glflxrpt

FROM 2023 01 TO 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<b>12302 Safety</b>							
12302 411100 General Property Taxes	-125,229	0	-125,229	-41,742.88	.00	-83,485.78	33.3%
12302 474106 Intergovt Shared Services	0	0	0	.00	.00	.00	.0%
12302 485200 Donations Restricted	0	0	0	.00	.00	.00	.0%
12302 511110 Salary-Permanent Regular	75,688	0	75,688	.00	.00	75,688.45	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12302 512141 Social Security	5,424	0	5,424	.00	.00	5,424.30	.0%
12302 512142 Retirement (Employer)	5,147	0	5,147	.00	.00	5,146.81	.0%
12302 512144 Health Insurance	22,821	0	22,821	.00	.00	22,821.10	.0%
12302 512145 Life Insurance	12	0	12	.00	.00	12.00	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
12302 531311 Postage & Box Rent	30	0	30	.00	.00	30.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00	.00	30.00	.0%
12302 531314 Small Items Of Equipment	900	0	900	.00	.00	900.00	.0%
12302 531320 Safety Supplies	850	0	850	24.98	.00	825.02	2.9%
12302 531322 Subscriptions	3,600	0	3,600	3,204.67	.00	395.33	89.0%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	810	0	810	385.00	.00	425.00	47.5%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	.00	.00	750.00	.0%
12302 532332 Mileage	150	0	150	.00	.00	150.00	.0%
12302 532335 Meals	210	0	210	.00	.00	210.00	.0%
12302 532336 Lodging	570	0	570	.00	.00	570.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00	.00	.00	.0%
12302 532350 Training Materials	4,500	0	4,500	.00	.00	4,500.00	.0%
12302 535242 Maintain Machinery & Equip	0	0	0	.00	.00	.00	.0%

05/24/2023  
08:56:06

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 5  
glflxrpt

FROM 2023 01 TO 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 571004 IP Telephony Allocation	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,201	0	1,201	400.32	.00	800.68	33.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	125.68	.00	251.32	33.3%
12302 591519 Other Insurance	1,004	0	1,004	260.84	.00	743.16	26.0%
12302 594820 Capital Other	0	0	0	.00	.00	.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Safety	0	0	0	-37,341.39	.00	37,341.39	.0%
TOTAL General Fund	0	124,892	124,892	18,504.89	93,278.25	13,109.11	89.5%
TOTAL REVENUES	-731,756	-27,880	-759,636	-209,530.06	.00	-550,105.82	
TOTAL EXPENSES	731,756	152,772	884,528	228,034.95	93,278.25	563,214.93	

05/24/2023  
08:56:06

Jefferson County  
FLEXIBLE PERIOD REPORT  
APRIL 2023

PAGE 6  
glflxrpt

FROM 2023 01 TO 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	124,892	124,892	18,504.89	93,278.25	13,109.11	89.5%



**Report to Human Resources Committee  
June 1, 2023**

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following **34** vacant position requests February 21, 2023 – May 30, 2023: (528 applicants)

- **Administration**
  - Assistant to County Administrator
- **Clerk of Courts**
  - Circuit Court Commissioner/Deputy Register of Probate
  - Deputy Court Clerk
- **Corporation Counsel**
  - Corporation Counsel
- **District Attorney Office**
  - First Offender Program Director
  - Legal Secretary x 2
- **Fair Park**
  - Summer Office Assistant
  - Summer Laborer
  - Fair Week staff
- **Highway**
  - Summer Help
- **Human Services**
  - Administrative Assistant II – x 2
  - ADRC Resource Specialist I
  - CLTS Support and Services Coordinator
  - CCS Licensed Practical Nurse
  - CCS Facilitator X 3
  - Community Support Professional II (x 2)
  - CPS Ongoing Professional x 2
  - Economic Support Specialist (x 3)
  - Family Advocate
  - Medical Office Assistant
  - Nutrition Site Manager
  - Psychosocial Rehabilitation Worker
- **Land and Water Conservation Department**
  - Water Resource Management Specialist
- **Parks Department**
  - Building and Grounds Worker I (9 month)
  - Summer help
- **UW Extension**
  - Summer Assistant
- **Zoning**
  - GIS Intern

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since September 16, 2022:

- **Central Services:** coverage during approved leave
- **Economic Development:** assistance with revolving loan program-ONGOING

**HIRING ABOVE MINIMUM STEP, HIRING WITH ADDITIONAL BENEFITS AND/OR ADDITIONAL STEPS OR BONUSES FOR CURRENT EMPLOYEES:**

- 3 current employees provided extra steps
- 2 current employees provided hire-on bonuse
- 10 employees hires with extra step and/or vacation

**OTHER ACTIVITIES:**

- Labor negotiations
- Market analysis
- Interviews for Facilities Director and Assistant to County Administrator
- Monitoring ETF and H.S.A. changes for 2024
- Review of 15 Reclassification requests and 12 new/additional position requests
- Completed 2024 wages and benefits budget
- 3 Employment investigations

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri M Palm". The signature is written in a cursive, flowing style.

Terri M Palm  
Human Resources Director