

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Wednesday, February 3, 2016

Electronic and Hard Copy Filing Date: Thursday, February 4, 2016

Chair Larry Grisen called the meeting to order at 3:40 p.m.

Board Members Present: Mr. Don Hillert, Ms. Nettie Rosenow, Mr. Allen Carothers, Ms. Mary Anne McMillan Urell, and Mr. Larry Grisen.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Sheriff Mike Schmidtknecht, Ms. Diane Mikelson, Ms. Tammy Huber, Mr. Randy Johnson, Ms. Margo Traun, Ms. Cherie Noll, Ms. Marilyn Sheahan, Mr. Steve Schiffli, Ms. Ashley Henthorn, Ms. Julie Vollmer, Ms. Roselle Schlosser, Ms. Roxane Weisenbeck, Mr. Carl Duley, Ms. Annie Lisowski, Mr. Dave Rynders, Ms. Sally Larson, Ms. Nicole Hunger, Ms. Lori Miller, Mr. Charles Odegard, Ms. Teresa Odegard, Ms. Krista Dewitt, Ms. Diane Prenot, Mr. Bob Platteter, Ms. Renee Pronschinske, Ms. Janna Herold, Mr. Stephen LaValla, Ms. Jan Priefert, Mr. Jason Poser, and Ms. Carrie Olson.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Job Category Classification Appeals: Mr. Grisen made a motion to go into closed session, seconded by Mr. Carothers. Mr. Hillert –yes, Mr. Carothers-yes, Ms. Rosenow-yes, Mr. Grisen-yes and Ms. McMillan Urell-yes. Carried.

Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Ms. McMillan Urell-yes, Mr. Grisen-yes, Ms. Rosenow-yes, Mr. Carothers-yes, and Mr. Hillert-yes. Carried.

Ms. Hansen gave an overview of how the appeals process would work and reviewed definitions and charts that the HR Committee would be using to determine if a position should be reclassified or not.

Law Enforcement: The request was to move the part-time 911 Coordinator from the Paraprofessionals-Clerical Tier 1 classification to the Administrative Support-Accounting Support classification. Ms. Diane Mikelson reviewed duties the position performs. Ms. Tammy Huber explained how she is responsible for maintenance of the 911 system and also works with vendors to negotiate expenses and contracts. Sheriff Schmidtknecht explained how this person works independently and with little supervision.

UW-Extension: The request is to move the UW-Extension Administrative Assistant from the Advanced Clerical Support classification to the Administration-Financial Tier 1 classification. Mr. Carl Duley explained that this position is the first line of contact with

customers and that 30%-40% of the time is spent on financial responsibilities. He explained that this position works with grants and he reviewed the software knowledge that is needed. Mr. Duley feels this position works with minimal supervision.

Administration: The request to remove the Administrative Coordinator position from the classification/scales was discussed. Ms. Sonya Hansen explained that by removing this position from the classification and scales the Board could better negotiate wages for this position.

Treasurer: The request was to move the Deputy County Treasurer/Real Property Lister positions from the Advanced Clerical Support classification into a modified classification. Ms. Marilyn Sheahan reviewed the job duties of these positions. She believes that 70%-75% of the time is spent on property listing and mapping and is accomplished with limited guidance. She explained that each employee is cross trained on all duties to better safeguard county funds.

Highway: The request was to move the Highway Office Assistant from the Advanced Clerical Support classification to the Administrative Support-Accounting Support classification. Mr. Bob Platteter explained that this position works in a collaborative role with the Office Manager in regards to financial aspects of the office. Mr. Platteter believes that 60%-70% of the time for this position is spent on financial duties and the balance is clerical.

Clerk of Court: The request is to move the Chief Deputy Clerk of Court from the Advanced Clerical Support classification to the Administrative Support-Accounting Support classification. Ms. Ashely Henthorn explained what some of the duties were, for example receipting money for fines, preparing day-end reports and the duty of sending files to collection agencies. Ms. Roselle Schlosser explained that she approves of this request and feels that 40%-50% of the time is spent on financial duties with limited supervision.

The request was to move the Deputy Clerk of Court from the Clerical Support classification to the Administrative Support –Accounting Support classification. Ms. Julie Vollmer explained the variety of duties her position is responsible for. This position helps with day-end reports and approves online payments. Ms. Schlosser supports this appeal and believes both positions should be classified the same. Ms. Schlosser believes that 30% of the duties are spent on receipting and the balance working on other duties.

Circuit Court: The request is to move the Chief Deputy Register in Probate from the Paraprofessionals-Clerical Part-Time classification to the Paraprofessional-Advanced Clerical Support while working in that office. Ms. Renee Pronschinske explained this position is in her office 11/2 days per week with the balance of the week as a floater position. Ms. Pronschinske explained that this position is an appointed position and that there are times when she is gone from the office that this person would be in her office for more than the 11/2 days.

ADRC: The request was to move the ADRC Disability Benefit Specialist from the Administrative Support-Account Support classification to the Professionals classification. Ms. Teresa Odegard distributed a description of her duties. She explained that the counseling she does and the knowledge of the programs she has makes her position technical and specialized. Ms. Odegard feels she works independently and is not managed by anyone. She does have reviews of her work each year by the program attorney.

Recycling: The request was to move the Materials Recovery Facility Supervisor from the Skilled Craft Workers classification to the Technicians classification. Mr. Schiffli explained the duties of the position and the skills required. Mr. Randy Johnson explained that 30% of the duties are transporting materials, 35% is spent processing materials and 35% of the time is spent planning, maintaining equipment and marketing materials. Mr. Johnson explained the list of equipment that he must maintain and repair.

HHSD/Aging: The request was for the HHSD Benefit Specialist to be moved from the Administrative Support-Accounting Support classification to the Professional classification. Mr. Stephen LaValla explained that this position serves approximately 323 citizens that are 60 years old and older with minimal supervision and the person must have knowledge of current laws and changes to services. He believes the skills and knowledge required in this position parallel the requirements of the professional classification.

The request was for the Economic Support Specialist Lead position to be moved from Administrative Support-Accounting Support classification to the Professional classification. Mr. Dave Rynders explained that 30% of the duties were spent on determining eligibility of clients for services, 25% of the duties were spent on monitoring W2 files for the 8 county consortium, 10% of the time was spent on more complex cases, 25% of the time is spent monitoring clients for late premium payments, and 10% is spent on monitoring dual participation for tribal commodities to determine if overpayment exists. This position requires an additional 4 weeks of training that is not required by an Economic Support Specialist. The position works under policies and procedures set by the State and is randomly audited by the State.

The WIC Technician position was requested to be moved from the Clerical Support classification to the Paraprofessional –Advanced Clerical Support classification. Ms. Nicole Hunger explained that the WIC Technician is the frontline customer support position. This position sets appointments, helps to educate clients, maintains client files, performs WIC tests and reports data to WIC Staff. The position does receive extra training and works independently. Ms. Hunger believes the position duties are similar to those of the Chief Deputy Register of Deeds, Chief Deputy County Clerk and others in that category.

GIS: The GIS Land Information Technician position was requested to be moved from the Technicians classification to a modified classification. Ms. Carrie Olson reviewed all the duties that the person carries out during the work day. She does not believe with all those duties that the position is in the correct category but does not know where it would

best fit. Mr. Jason Poser explained that he developed the new website, updated the Land Records Plan, works on grants, budgets, and invoices. He indicated that he will be recognized at the GIS Conference next week for the work he has done in Buffalo County. Ms. Olson indicated that this position could be overseen by any department, but the work duties are a fit with Land Conservation.

Public Comments Not Regarding Agenda Items: None.

Mr. Grisen made a motion to go into closed session, seconded by Mr. McMillan Urell. Mr. Grisen-yes, Ms. McMillan Urell-yes, Mr. Carothers-yes, Ms. Rosenow-yes, and Mr. Hillert-yes. Carried.

Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Mr. Hillert-yes, Mr. Carothers-yes, Ms. Rosenow-yes, Mr. Grisen-yes, and Ms. McMillan Urell-yes. Carried.

Adjournment: Adjourned at 7:15 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk