

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Julie Nestico</u>
Your Supervisor's Name: <u>Susan Blodgett</u>
Department: <u>ADRC</u>
Current Classification: <u>LTE</u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Regular Part time

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

Julie Nestico has been employed by the ADRC since March, 2019 and has been an LTE since that time. She is employed in the ADRC Nutrition program. Her position is critical for the delivery of frozen meals and transportation of hot meals from the Health Care Center to other dining sites. She averages 20-25 hours per week.

All other Nutrition employees are Regular Part Time and moving her from LTE to Regular Part Time will allow her to accrue pro-rated vacation and sick leave, as do other ADRC staff.

Use additional sheets if necessary – boxes will expand as you type.

<u>Julie Nestico</u>	<u>6/12/2020</u>
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

xxxx  I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment: Julie should be classified as other ADRC employees in the Nutrition program

Margaret Allen

6/12/2020

Immediate Supervisor Signature / Typed Name

Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

xxx  I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment: Julie should be classified as other Nutrition employees.

Susan Blodgett

6/12/2020

Department Head Signature / Typed Name

Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.



II. EXPLANATION FOR POSITION CHANGES
Please identify the specific duties and responsibilities of the position that changed from the prior year.
No duties have changed from previous years.

III. DECISION MAKING AND JUDGMENT		
Please identify what you believe are the most important judgments and decisions you make in performing jobs.		
EXAMPLES OF DECISIONS/JUDGEMENTS	WHO, IF ANYONE, REVIEWS	WHAT IS THE IMPACT

IV. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Co workers within the County	Interaction between co-workers ensures client needs are met
Nutrition clients	Welfare checks are done at each client's home

**V. EDUCATION REQUIRED – Identify minimum education level required for the position. This may be different from what the organization currently requires and/or from your own level of education. Please check applicable boxes.**

Position Requires	Type of Education
x	High School Diploma or equivalent
	Specialized training or technical training beyond high school
	Associate degree (A.S. or A.A.) or two year technical certificate
	Bachelor's degree
	Master's degree
x	Other ServSafe training

VI. PROBLEM SOLVING
Please identify the typical types of problems you solve on a regular basis while performing your job. Also include information on who else may be involved in helping with problem resolution.
Clients do not respond to door bell/door knock; emergency contact called escalating to Welfare check with Law enforcement


**VII. SUPERVISION / MANAGEMENT**

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Supervision of others:

a. Number of People: N/A

b. Their Position Titles: N/A

c. Which, if any, of the following do you perform? *(Please give examples of the work performed):*

1. Directly Supervise? No

2. Train / Instruct? Other drivers

3. Set goals and objectives? no

4. Do Project Management? no

5. Conduct Performance Reviews? no

6. Discipline? no

7. Hire? no

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

Julie drives ADRC vans and is responsible for daily log reports.

**VIII. ADDITIONAL DATA / NOTABLE INFORMATION**

Please identify any other information, which would help someone else understand your position more clearly:

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**IX. SUPERVISOR'S REMARKS**

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**EMPLOYEE SIGNATURE:** Julie Nestico **DATE:** 6/12/2020

**SUPERVISOR SIGNATURE:** Margaret Allen **DATE:** 6/12/2020

**DEPARTMENT HEAD SIGNATURE:** Susan Blodgett **DATE:** 6/12/2020

**DEPARTMENT HEAD COMMENTS:**

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Georgia Boehlke</u>
Your Supervisor's Name: <u>Gary Rehfeldt &amp; Rebecca Roeker</u>
Department: <u>Corporation Counsel</u>
Current Classification: <u>Legal Assistant</u>

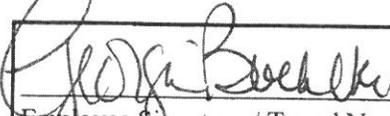
- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Office Manager

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

See changes identified in red on the attached job description
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Use additional sheets if necessary – boxes will expand as you type.

 Employee Signature / Typed Name <u>Georgia Boehlke</u>	<u>06/24/2020</u> Date
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**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.



## Georgia Boehlke

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**From:** Rebecca J. Roeker <rroeker@vonbriesen.com>  
**Sent:** Thursday, June 18, 2020 6:33 PM  
**To:** Georgia Boehlke; Andrew T. Phillips  
**Cc:** Gary Rehfeldt; Kristen Ederer  
**Subject:** RE: GEORGIAS RECLASS PAPERWORK

Hi Georgia,

I support this proposal. I can follow up with Kasey to memorialize that support and answer any questions. While I am new to the County, I see your and Kristen's tremendous value to both the Corporation Counsel's office and the County as a whole.

Thank you,  
*Rebecca*

**Rebecca J. Roeker** | von Briesen & Roper, s.c.  
Direct: 414-287-1491 | [rroeker@vonbriesen.com](mailto:rroeker@vonbriesen.com)  
Cell: 414-698-7396

**From:** Georgia Boehlke <georgia.boehlke@saukcountywi.gov>  
**Sent:** Thursday, June 18, 2020 2:47 PM  
**To:** Andrew T. Phillips <aphillips@vonbriesen.com>  
**Cc:** Gary Rehfeldt <grehfeldt@aol.com>; Rebecca J. Roeker <rroeker@vonbriesen.com>; Kristen Ederer <kristen.ederer@saukcountywi.gov>  
**Subject:** [EXTERNAL] FW: GEORGIAS RECLASS PAPERWORK

Hello Andy, Gary & Rebecca,

Kristen and I need to have our reclassification paperwork turned into Personnel on Tuesday, June 23<sup>rd</sup> and we are wondering if you might be able to make any remarks or comments to add to this paperwork and return to us by Monday. Gary has already signed it prior to him leaving, however it looks as though there are still some areas that need supervisor/department head comments to support the reclassification of both Kristen and I, which will go into effect January 1, 2021.

We look forward to hearing from you and greatly appreciate any assistance that you can provide us. 😊

Georgia Boehlke  
Legal Assistant  
Sauk County Corporation Counsel  
505 Broadway Street  
Baraboo WI 53913  
Ph# 608-355-3267  
Fax# 608-355-3469

"Learn how to be happy with what you have while you pursue all that you want"

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## SAUK COUNTY JOB DESCRIPTION QUESTIONNAIRE

(This document is required for reclassification requests, or if job description does not exist when requesting new position)

This is an electronic format. The cells will expand as you type.

<b>Name:</b> GEORGIA E. BOEHLKE	<b>Date:</b> JUNE 24, 2020
<b>Title:</b> LEGAL ASSISTANT	<b>Department:</b> CORPORATION COUNSEL
<b>Work Location:</b> SAUK CTY WEST SQUARE BLDG	<b>Phone:</b> 608-355-3267
<b>Immediate Supervisor:</b> GARY REHFELDT & REBECCA ROEKER	<b>Supervisor's Title:</b> INTERIM CORPORATION COUNSEL
<b>Current Pay Band:</b> B23	<b>Proposed Pay Band:</b> C41

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	3 YRS, 7 MO
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	3 YRS, 7 MO
TOTAL EMPLOYMENT WITH SAUK COUNTY: in years and months	20 YRS, 10 MO
WORK HOURS (Start/Finish): 8:00 A.M. TO 4:30 P.M.	
FULL TIME: YES	REGULAR PART-TIME (%): --
OTHER:	

### I. POSITION SUMMARY

Briefly explain why the position exists and what you consider its most important impact on the organization. Duties must equate to at least 10% of time to be considered an essential function.

The purpose of the Office Manager-Corporation Counsel is to assign, coordinate, oversee and monitor office clerical tasks; train or arrange employee training; act as department office operational liaison to the county; and perform paralegal tasks for the Sauk County Corporation Counsel's Attorneys.

% of Time Spent	ESSENTIAL FUNCTIONS
30%	Oversee, assign, train, advise and monitor department legal clerical staff, as well as monitor attorney's workload for completion for county departments. Record and enter department payroll information.
25%	Prepare legal documents for attorney review. Perform case preparation tasks and update case notations as needed. Independently monitor case and timelines.
15%	Schedule/coordinate with court systems, law firm, law enforcement, doctors and DHS. Communicate with assigned social workers, attorneys, hospitals, law enforcement and court personnel
10%	Developing, recommending and monitoring office annual operating budget, monitoring expenditures and orders supplies, material and equipment
10%	Review and prepare approved invoices for payment and enter into Munis System
10%	Perform reception tasks (answer phone, take messages, process and prepare mail, act as Notary, etc.)


**II. EXPLANATION FOR POSITION CHANGES**

Please identify the specific duties and responsibilities of the position that changed from the prior year.

See attached job description with changes in red

**III. DECISION MAKING AND JUDGMENT**

Please identify what you believe are the most important judgments and decisions you make in performing jobs.

EXAMPLES OF DECISIONS/JUDGEMENTS	WHO, IF ANYONE, REVIEWS	WHAT IS THE IMPACT
Preparing legal documents for attorneys and making sure all are complete and accuracy in a timely manner.	Attorneys	Allows attorneys to focus on preparing for the hearing.
Receiving incoming legal requests from county departments, Law Enforcement agencies, and outside counsel throughout the county and making sure questions and concerns are answered efficiently and in a timely manner.	Corporation Counsel	The county operates efficiently and is protected from possible legal action.
All office procedures are being properly accomplished correctly and are functioning as designed.	Corporation Counsel	Corporation Counsel operates with minimal errors.
Invoice & payroll entry is completed on time to the Accounting Dept.	Kerry Beghin & Tammy Mihlbauer	Invoices and employees are paid on time

**IV. WORK RELATIONSHIPS**

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

Typical Work Relationships	Purpose of Relationship
Attorneys	Provide support
Register In Probate	Collaborate on cases
Department of Human Services (51 coordinator, crisis worker, social workers, psychiatrist, receptionists, director)	Collaborate on cases
Expert Witness	Schedule appearance for court
Law Enforcement	Schedule appearance for court
Judges & Judicial Assistants	Collaborate on cases & schedule hearings
County Department Heads	Provide updates to new and ongoing legal matters
County Board Members	Discussion of legal matters

**V. EDUCATION REQUIRED – Identify minimum education level required for the position. This may be different from what the organization currently requires and/or from your own level of education. Please check applicable boxes.**

Position Requires	Type of Education
X	High School Diploma or equivalent

X	Specialized training or technical training beyond high school
X	Associate degree (A.S. or A.A.) or two year technical certificate
	Bachelor's degree
	Master's degree
X	Other – Legal Assistant/Paralegal

**VI. PROBLEM SOLVING**

Please identify the typical types of problems you solve on a regular basis while performing your job. Also include information on who else may be involved in helping with problem resolution.

- Coordinating schedules with numerous attorneys, outside counsel and staff
- Social workers failure to give accurate information which creates wasted time spent on amending legal documents

The Register in Probate, Attorneys and Paralegal/Legal Secretary assist in helping with problem resolution

*\* See Attached*

**VII. SUPERVISION / MANAGEMENT**

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Supervision of others:

a. Number of People:

b. Their Position Titles:

c. Which, if any, of the following do you perform? *(Please give examples of the work performed):*

1. Directly Supervise?
2. Train / Instruct?
3. Set goals and objectives?
4. Do Project Management?
5. Conduct Performance Reviews?
6. Discipline?
7. Hire?

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

**VIII. ADDITIONAL DATA / NOTABLE INFORMATION**

Please identify any other information, which would help someone else understand your position more clearly:

**IX. SUPERVISOR'S REMARKS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

DEPARTMENT HEAD COMMENTS:

**VII. SUPERVISION / MANAGEMENT**

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Supervision of others: (Oversee)

a. Number of People: 2

b. Their Position Titles: Paralegal + Legal Secretary

c. Which, if any, of the following do you perform? (Please give examples of the work performed):

1. Directly Supervise?

2. Train / Instruct? Provide to new employees, as well as on an ongoing basis

3. Set goals and objectives?

4. Do Project Management? Coordinate and organize projects within the office

5. Conduct Performance Reviews?

6. Discipline?

7. Hire?

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

Recommend and monitor office annual operating budget

**VIII. ADDITIONAL DATA / NOTABLE INFORMATION**

Please identify any other information, which would help someone else understand your position more clearly:

I indirectly oversee that the day to day responsibilities of the paralegal staff is accurate and complete.

**IX. SUPERVISOR'S REMARKS**

See attached email from Rebecca Roeller, Interim Corp Counsel.

In addition, if further remarks are needed please contact Gary Reinholdt via

EMPLOYEE SIGNATURE:

Georgia Bocheke

DATE:

6/24/20

phone

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

Jay Lopez

DATE:

6/2/20

DEPARTMENT HEAD COMMENTS:

(See above)

Job Code:	1603	Department:	Corporation Counsel
Reports To:	Corporation Counsel	FLSA Status:	Non-Exempt Pay Band: B23
EEO Code:		Last Revision:	10/20/16

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

**Purpose of the Position**

~~The purpose of the Legal Assistant is to perform lead legal secretarial tasks and manage office budget and assist in preparation management of the office budget, and provide and coordinate support services to the Sauk County Corporation Counsel and staff.~~ *The purpose of the Office Manager-Corporation Counsel is to assign, coordinate, oversee and monitor office clerical tasks; train or arrange employee training; act as department office operational liaison to the county; and perform paralegal tasks for the Sauk County Corporation Counsel's Attorneys*

**Education and Experience Requirements**

Required: Associate's degree in ~~legal assistance~~ *paralegal* or another related field or 3 yrs legal experience

Preferred: Paralegal certification, or bachelor's degree in another related field. ~~Legal Assistant experience~~ *1 yr of supervisory experience*

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

**Essential Duties and Responsibilities**

- Type and prepare legal briefs, orders, motions, department correspondence and memos, lease agreements, contracts, insurance forms, citations, complaints, competency certifications; from clear copy. ~~dictation and draft~~
- Schedules hearings, coordinates activities with the court system, attorney offices, hospitals and human services agencies regarding settlement of cases.
- ~~Sort and maintain department files~~
- ~~Maintain and update office procedure manuals and coordinate updates with attorney and support staff~~

- *Develop, update, implement and mentor office procedures and policies.*
- Maintain a tracking record of all actions received by the office, monitor timelines for completion of actions, and maintain statistical reports required by the Corporation Counsel
- Coordinate the processing of claims with the County's insurance carrier
- Act as *office manager* by developing, recommending and monitoring office annual operating budget, monitoring expenditures and orders supplies, materials and equipment, tracking statistical information for use in budgeting, and preparing monthly reports.
- *Review and prepare approved invoices for payment and enter into Munis System.*
- *Oversee, train, advise & monitor department legal clerical staff and record and enter department payroll information.*
- Draft legal documents for attorney review and approval. *Electronically efile legal documents into the Wisconsin Circuit Court e-Filing System.*
- Perform case preparation tasks such as preparing exhibits, assembling files, drafting court orders, and scheduling pre-proceeding witness interviews
- Plan and monitor legal document service to persons, corporations, partnerships, heirs, etc. regarding legal proceedings
- ~~Input time sheets and complete payroll process~~
- ~~Schedule Corporation Counsel appointments.~~ *Schedule and maintain attorney's calendar*
- Monitor all pending cases for prompt case preparation, filing deadline compliance, appearances, etc.
- Maintain a tracking system for all litigation deadlines; to ensure all litigation time frames are met
- *Type letters, memos and reports for attorneys*
- ~~Monitor completion of monthly reports, invoices, and other tasks~~ *Maintain office fiscal records, track office financial activity and prepare related reports.*
- Monitor, track and prepare for bankruptcies by following through to completion, including memos to departments, itemizing amounts owed for POC preparation, and collecting and distributing monies owed.

**Additional Duties and Responsibilities**

- Act as Notary Public
- ~~Perform reception tasks~~ *Maintain day to day activity of the front desk, telephones, etc.*
- *Create legal forms and update Wisconsin Circuit Court State forms regarding guardianship, protective placement, mental commitments and others as needed directed by attorney for office use*
- *Maintain effective communication regarding legal issues and matters with County supervisors, department staff, other County departmental staff, the general public, and law enforcement agencies.*
- *Track case progress & disposition*
- And other duties as assigned

**Competencies**

**Ability to Communicate:**

Explain, demonstrate, and clarify to others established policies, procedures, and standards

~~Verbally and in writing with lawyers, attorneys, victims, witnesses, accused persons, and the general public~~

*Verbally and in writing with clients, clients' families, witnesses, law enforcement's, attorneys, medical personnel, Department of Human Services personnel, Judicial Assistants, Judges, Register in Probate, and other county/city departments personnel*

Descriptive data and information such as legal documents, financial statements, reports, audit summaries, spreadsheets, various manuals, County and Department procedures, guidelines and budgets, time sheets, vouchers and invoices, contracts, and routine and non-routine correspondence

**Knowledge of:**

Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports

Computer skills, such as word processing, excel spreadsheets, *Munis, Granicus, County Law, Wisconsin Circuit Court e-filing System*

**Mental Ability to:**

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

*Verbally and in writing maintain confidentiality.*

*Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.*

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

**Physical and Working Environment**

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer

Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment:

Safe and comfortable in respects to noise and disease, with the potential for exposure to violence

*Sauk 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 and current employees to discuss potential accommodations with the employer.*

## NEW POSITION REQUEST 2021 BUDGET PROCESS

### I. GENERAL INFORMATION

Department: Health Department \_\_\_\_\_ Date: 7/23/20 \_\_\_\_\_

Position Requested: TBD \_ Epidemiologist \_\_\_\_\_ FT  PT  FTE 100 \_\_\_\_\_ %  
(If unsure of title, indicate "to be determined") Number of Positions: \_\_\_\_\_

Anticipated Pay Band: C41/1 \_\_\_\_\_  
(HR Dept assigns)

Division Position Will Be Assigned To: Health Department \_\_\_\_\_  
(Indicate NA if not applicable)

Projected Start Date of Position: 1/31/21 \_\_\_\_\_ Priority Number of This Position: 1 \_\_\_\_\_  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

### II. FULL EXPLANATION OF NEED FOR POSITION (Please complete all questions)

A. Is this position request compatible with the County's mission statement? Please provide explanation.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

*Epidemiology is the fundamental building block of data-driven, evidence-based public health. Sauk County has no trained epidemiologist and very minimal epidemiology capacity. We rely on the Director and the QI Coordinator to produce and discuss data, which limits other duties, especially for the QI Coordinator. This person will develop the data collection and management systems, actually collect the data, analyze trends, and produce public reports connecting to the Community Health Improvement Plan (CHIP). In addition, this role is vital to the expanded Community Health Assessment (CHA) to be conducted in 2021, where existing data from multiple sources (private, public) will be evaluated to determine the local data we do not currently have so that we can collect that during the CHA/CHIP process. Finally, this position will develop reports for the community on the issues the community has prioritized through the CHA and CHIP process to ensure that the community continues to make progress toward those health improvement goals.*

D. What benefit will the position provide to the County? Describe the specific problem the position being created to address? How does the position improve/enhance customer service and/or address community needs? Please provide adequate data to support your position.

*In order to externally fund and sustain public health improvement, accurate, timely, and local health and social determinant data is required to both identify issues and monitor progress toward addressing those issues. Sauk County Public Health lacks the infrastructure to do either in a robust and meaningful way. SCPH has developed multiple community coalitions to engage in the collaborative process of assessing community need and prioritizing solutions to those needs. The community, through this process and others, will define its community health improvement goals moving forward. This position will provide information for those decisions to be made based on the data, and the impact of the interventions so that we can ensure our resources are spent on the most impactful areas.*

E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

*We have been using the Director and QI Coordinator to do as much of this as possible during the COVID epidemic. However, that eliminates most of our ongoing quality improvement activities,*

*including preparing for national reaccreditation and the State's mandated review. In addition, does not allow programmatic QI activities to be developed and grown. Finally, the QI Coordinator does not have the epidemiology training or experience required to do this work as expansively as is required.*

- F. What will be the effect if the proposed position is not created?  
*The Health Department will not live up to its promise to the community of providing the infrastructure for data-driven, evidence-based interventions to be made as a collective. Community health improvement decisions may not be based on local realities, and tracking true impact over time will be severely limited. Finally, without this level of epidemiology capacity, it will be significantly more difficult to compete for external funding for the county's community health priorities.*
- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)  
*Number of data reports produced  
Number of community-based data walks implemented  
Number of impact evaluation plans created  
Implementation of a comprehensive Community Health Assessment  
Implementation of a data-drive Community Health Improvement Plan*

### III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.
- 15% Plan and direct studies of public health problems to find ways to prevent them and treat them effectively when they arise.*
- 30% Collect and analyze data (primary and secondary data) to identify community health issues, assess health equity, identify solutions. Act as lead on Community Health Assessment and Improvement Plans, as well as regular updates to those activities and plans. Conduct higher level statistical analysis, health planning, and develop more robust surveillance systems to provide public health improvement through formal planning.*
- 25% Communicate data, findings, and evidence-based solutions to health practitioners, policy makers, and the public. Act as primary data professional for the Sauk County Data Council and multiple other community coalitions. Assess impact of policies on public health improvement, and work with others to improve policies that impact public health.*
- 10% Participate in and support educational outreach and survey efforts across the community.*
- 20% In addition to disease prevalence, incidence, and geographic distribution of disease, this position will lead the investigation of the social determinants of health that affect that patterns of poor public health, including social inequities, housing, transportation, education and training, employment, child care, health insurance, social relationships, stress, etc.*
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?  
*The data and information developed from this position will absolutely be valuable to multiple other departments. No other department has the public health epidemiology capability to achieve the goals of the needed position.*
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?  
*Currently our QI Coordinator is doing some of this work specifically for COVID. This means that she is unable to achieve the department's QI goals or to lead quality improvement or accreditation activities across the department. She is also not a trained epidemiologist or bio-statistician, and does not know how to do higher level analysis, tool development, data management, etc.*

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, MIS costs, furniture, and equipment; travel; and other applicable costs.)
- B. Explain specifically how position will be funded.

Amount of County tax levy: \$88,097 % of total costs: 100%

\*The position it would replace is a 100% tax levy position and if we rehired would be \$98209  
So by creating the Epidemiologist position it would SAVE \$10,112 tax levy dollars

Amount of any outside funding: \_\_\_\_\_ % of total costs: \_\_\_\_\_

Source of outside funding: \_\_\_\_\_

Length of outside funding: \_\_\_\_\_

Likelihood of funding renewal: \_\_\_\_\_

Would this outside funding be used to offset the levy if not used for this position? \_\_\_\_\_

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

*All funders of public health initiatives, including CJCC/JDS, look favorably on public health departments with comprehensive data collection and analysis capacity, as well as regular data reporting. We anticipate that grant funds will increase as this capacity grows internally.*

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? Are there statistics to support your position?

*This position is an investment in the public health infrastructure of Sauk County that will yield benefits beyond public health. It will also be viewed as supporting local coalitions and organizations doing difficult community work as they will now have the data they need to function efficiently and effectively.*

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.  
*No*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Job Description Questionnaire (JDQ) may be necessary to complete the job evaluation process. New position requests due June 29, 2020.**

\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

## SAUK COUNTY JOB DESCRIPTION QUESTIONNAIRE

(This document is required for reclassification requests, or if job description does not exist when requesting new position)

**This is an electronic format. The cells will expand as you type.**

<b>Name: New position</b>	<b>Date: July 23, 2020</b>
<b>Title: Epidemiologist</b>	<b>Department: Public Health</b>
<b>Work Location: WSB</b>	<b>Phone: TBD</b>
<b>Immediate Supervisor: Tim Lawther</b>	<b>Supervisor's Title: Director</b>
<b>Current Pay Band: N/A</b>	<b>Proposed Pay Band: C41, Step 2</b>

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	N/A
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	N/A
TOTAL EMPLOYMENT WITH SAUK COUNTY: in years and months	N/A
WORK HOURS (Start/Finish): N/A	
FULL TIME: N/A	REGULAR PART-TIME (%): -- N/A
OTHER: N/A	

### I. POSITION SUMMARY

Briefly explain why the position exists and what you consider its most important impact on the organization. **Duties must equate to at least 10% of time to be considered an essential function.**

Epidemiologists are specially-trained public health professionals who investigate patterns, distribution, and causes of disease, health inequities, disabilities, and other public health problems and outcomes; conduct research into the causes and effects of those; and report internally to help develop successful interventions and externally to the community to help connect stakeholders to solutions.

% of Time Spent	ESSENTIAL FUNCTIONS
15%	Plan and direct studies of public health problems to find ways to prevent them and treat them effectively when they arise.
30%	Collect and analyze data – primary and secondary data sources will be utilized – to identify an issue in the community, find the cause of a health problem or health inequity, and propose evidence-based solutions to that problem. Act as the lead for the Community Health Assessment and Health Improvement Plans, as well as regular updates to those plans and interventions. Conduct higher level statistical analysis, health planning, and develop more robust surveillance systems to provide public health improvement through formal planning.
25%	Communicate data, findings, and evidence-based solutions to health practitioners, policy makers, and the public. Act as primary data professional for the Sauk County Data Council and multiple other community coalitions. Assess impact of policies on public health improvement, and work with others to improve policies that impact public health.
10%	Participate in and support educational outreach and survey efforts across the community.
20%	In addition to disease prevalence, incidence, and geographic distribution of disease, this position will lead the investigation of the social determinants of health that affect the patterns of poor public health, including social inequities, housing, transportation, education and training, employment, child care, health insurance, social relationships, stress, etc.

**II. EXPLANATION FOR POSITION CHANGES**

Please identify the specific duties and responsibilities of the position that changed from the prior year.

This is a new position, never been filled before

**III. DECISION MAKING AND JUDGMENT**

Please identify what you believe are the most important judgments and decisions you make in performing jobs.

EXAMPLES OF DECISIONS/JUDGEMENTS	WHO, IF ANYONE, REVIEWS	WHAT IS THE IMPACT
Data source utilization	Data Council, Director	Creates support and understanding for public health data and interventions
Statistical significance and causality testing	Data Council, Director	Creates an evidence base for public health interventions
Data sharing	Data Council, Director, HIPAA Officer, Privacy Officer, Corp Counsel	Allows for more robust, local data on our resident population
Report components use and conclusions	Data Council, Healthy Sauk 2030 Coalition, Director	Roadmap for community health improvement progress and actions.

**IV. WORK RELATIONSHIPS**

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

Typical Work Relationships	Purpose of Relationship
Hospital-based data and quality coordinators	Share and discuss data needs and solutions to community health problems
Community Coalition members	Discuss data and define health assessment and improvement plans
Public Health staff	Understand data collection and use
Residents	Understand public health issues and solutions
Community-based and Faith-based Organization leaders	Understand data capability, needs, and public health solutions to identified problems

**V. EDUCATION REQUIRED – Identify minimum education level required for the position. This may be different from what the organization currently requires and/or from your own level of education. Please check applicable boxes.**

Position Requires	Type of Education
	High School Diploma or equivalent
	Specialized training or technical training beyond high school
	Associate degree (A.S. or A.A.) or two year technical certificate
	Bachelor’s degree
X	Master’s degree in Epidemiology, or Public Health with concentration in Epidemiology and/or data
	Other

**VI. PROBLEM SOLVING**

Please identify the typical types of problems you solve on a regular basis while performing your job. Also include information on who else may be involved in helping with problem resolution.

Sharing of data between healthcare providers/hospitals, and Public Health in conjunction with Data Council, Public Health Director, and Hospital QI/Data managers.

Lack of data specific to the public health problem at hand, in conjunction with State Epidemiology, QI Coordinator, Director, Data Council members.

Reporting difficult public health issues to the community, or specific sectors within the community, in conjunction with Data Council, PIO, and Director.

**VII. SUPERVISION / MANAGEMENT**

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Supervision of others: N/A

a. Number of People: N/A

b. Their Position Titles: N/A

c. Which, if any, of the following do you perform? *(Please give examples of the work performed):*

1. Directly Supervise? No
2. Train / Instruct? Yes, all Public Health staff, hospital QI/Data Managers, community researchers, community-based participatory research participants and leaders
3. Set goals and objectives? Yes
4. Do Project Management? Yes, much of the position is this.
5. Conduct Performance Reviews? No
6. Discipline? No
7. Hire? Participate on hiring panels, but not directly responsible.

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability: MIS Equipment

**VIII. ADDITIONAL DATA / NOTABLE INFORMATION**

Please identify any other information, which would help someone else understand your position more clearly:

**IX. SUPERVISOR'S REMARKS**

This is a fundamental position in the transition of Sauk County Public Health to policy and system change focus

<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b> 	<b>DATE:</b> 7/23/20
<b>DEPARTMENT HEAD SIGNATURE:</b> 	<b>DATE:</b> 7/23/20
<b>DEPARTMENT HEAD COMMENTS:</b> VITAL POSITION IN 2021 TRANSITION	

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Jackie Goyett-Fuller</u>
Your Supervisor's Name: <u>Cathy Warwick</u>
Department: <u>Health Department</u>
Current Classification: <u>C43</u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Classification unchanged still C43

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

No change in position duties, just an increase from .73 to 1.0 FTE.
---

Use additional sheets if necessary – boxes will expand as you type.

<u>/Jackie Goyett- Fuller</u>	<u>8/27/2020</u>
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

**Immediate Supervisor Comments**

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Grant funding has been secured to increase from a Part Time .73 NFP Nurse to a Full time 1.0 FTE NFP Nurse (\$27,887) This will be a .27 FTE change with no tax levy impact.

Cathy warwick / Cathy Warwick 8/27/2020  
Immediate Supervisor Signature / Typed Name Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

**Department Head or Designee Comments**

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Grant funding has been secured to increase from a PT NFP Nurse to a FT NFP Nurse (\$27,887) .27 FTE change No tax levy impact.

Cathy warwick / Cathy Warwick Health Deputy Director 8/27/2020  
Department Head Signature / Typed Name Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

## Reclassification Review Request Budget 2021

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>    Sara Jesse    </u>
Your Supervisor's Name: <u>    Tim Lawther    </u>
Department: <u>    Public Health    </u>
Current Classification: <u>    Community Health Strategist XX/X    </u>
_____

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: \_\_\_\_\_

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

<p>This position was incorrectly reclassified during last year's budget process. Ms. Jesse is a program manager and was supposed to be classified consistently with all other Department Program Managers. This is merely a request to make that change to be consistent and equitable across the department.</p>
---

Use additional sheets if necessary – boxes will expand as you type.

_____	_____
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the

Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment: See below

\_\_\_\_\_  
Tim Lawther  
Immediate Supervisor Signature / Typed Name

\_\_\_\_\_  
8-28-20  
Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment: There was an error during last year's reclassification process. Ms. Jesse should be classified at the same level as all other program managers in the department.

\_\_\_\_\_  
Tim Lawther  
Department Head Signature / Typed Name

\_\_\_\_\_  
8-28-20  
Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

## Reclassification Review Request Budget 2021

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>    Amy Elizabeth Merwin    </u>
Your Supervisor's Name: <u>    Tim Lawther    </u>
Department: <u>    Public Health    </u>
Current Classification: <u>    Financial Analyst    </u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification:     Business Operations Manager – C51/1    

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

The significant changes in duties from the Financial Analyst position to the Business Operations Manager position include: the addition of supervising the Receptionist and Administrative staff and managing the operations at the front desk; overseeing and coordinating the efforts and leveraging the efficiencies of all the support staff across the department, as well as cross training the Administrative Staff. Providing less administrative support duties while concentrating on the broader operational needs of the department, which include the advanced reporting requirements of the Health Departments State and Federal grants. Additionally providing training and appropriate management tools regarding the monthly operational budgets to program managers. In addition, the existing Financial Analyst position has been responsible for developing, implementing, and tracking the detailed time keeping system we have in place now, that assures that our grant tracking reporting and annual budgeting are as accurate and reflective of actual costs. She will lead the review and revision of Environmental Health fees now that the Department has taken over full agent status with DATCP, resulting in a HUGE increase in the number of licensed facilities for which we are responsible. The Accounting department uses our grant tracking templates to assist other departments with their grant tracking needs, so we are exceedingly confident in Ms. Merwin's abilities and strengths.

Use additional sheets if necessary – boxes will expand as you type.

<u>    Amy Elizabeth Merwin Amy Elizabeth Merwin    </u>	<u>    08/28/2020    </u>
--	---------------------------

Employee Signature / Typed Name

Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment: See below

Tim Lawther

8-28-20

Immediate Supervisor Signature / Typed Name

Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment: This new position is vital to the Department's ability to continue receiving and managing new federal and state grants and growing our ability to respond to growing community requests, needs, and services. We have very little administrative support in the Department, no operational manager, and Ms. Merwin is currently doing the best she can with no support (working out of class to do so), which is what has caused the need for this reclassification.

Tim Lawther

8-28-20

Department Head Signature / Typed Name

Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

## SAUK COUNTY JOB DESCRIPTION QUESTIONNAIRE

(This document is required for reclassification requests, or if job description does not exist when requesting new position)

**This is an electronic format. The cells will expand as you type.**

<b>Name:</b> Amy Merwin	<b>Date:</b> 8-28-20
<b>Title:</b> Financial Analyst	<b>Department:</b> Public Health
<b>Work Location:</b> WSB	<b>Phone:</b> (608) 355-4319
<b>Immediate Supervisor:</b> Tim Lawther	<b>Supervisor's Title:</b> Director/Health Officer
<b>Current Pay Band:</b> B23/6	<b>Proposed Pay Band:</b> C51/3

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	10 years
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	10 years
TOTAL EMPLOYMENT WITH SAUK COUNTY: in years and months	19 years
WORK HOURS (Start/Finish): 8:00-4:30	
FULL TIME: X	REGULAR PART-TIME (%): --
OTHER:	

### I. POSITION SUMMARY

Briefly explain why the position exists and what you consider its most important impact on the organization. Duties must equate to at least 10% of time to be considered an essential function.

% of Time Spent	ESSENTIAL FUNCTIONS
45%	<p>Development and reconciliation of finances and financial reporting to funders, County and Department leadership and Board of Health including but not limited to:</p> <ul style="list-style-type: none"> <li>• Processing invoices</li> <li>• Ensure financial reports are developed, reviewed and submitted timely and accurately to grant funders, County officials, and other interested parties</li> <li>• Validate proper time coding to ensure appropriate funding sources are leveraged, and work with program managers to ensure codes, documentation, and submission of time are accurate and timely</li> <li>• Develop reports for Director, Deputy Director, Program Managers, the Board of Health, and other interested parties on department financial and operational performance</li> </ul>
10%	<p>Develop, train, and implement budget and time management tools, including the development and operationalization of monthly variance reports for program managers to help them manage their budgets correctly</p>
25%	<p>Manage front desk operations and staff, ensuring excellent customer service, break/sick/vacation coverage, and overseeing the performance of front desk staff duties. Direct supervision over Receptionist and TBD Administrative Specialist. Will coordinate efforts and leverage efficiencies and economies of scale of all administrative support staff across the department, including cross training staff where appropriate. Ensure that vehicle mileage and maintenance logs are updated and charged back appropriately and timely.</p>
10%	<p>Operate as point of contact to Board of Health for administrative and operational needs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Development of BOH agenda</li> <li>• Taking minutes of BOH meetings</li> <li>• Developing and discussing financial reports</li> <li>• Organizing and sharing public communications and notices to ensure open meetings laws are followed</li> </ul>

10%	Additional administrative and financial support duties for Director, Deputy Director, Program Managers, and staff as required.

**II. EXPLANATION FOR POSITION CHANGES**

Please identify the specific duties and responsibilities of the position that changed from the prior year.

This is a reclassified position. The current Financial Analyst will move into this role. She has been doing some of this already, and working very hard to accomplish the duties that are not within her current position.

The supervision over administrative support staff is a completely new function for this position.

**III. DECISION MAKING AND JUDGMENT**

Please identify what you believe are the most important judgments and decisions you make in performing jobs.

EXAMPLES OF DECISIONS/JUDGEMENTS	WHO, IF ANYONE, REVIEWS	WHAT IS THE IMPACT
Apply functional and situational reasoning by exercising judgment, decisiveness, and creativity in everyday routine and non-routine situations.	Director and Deputy Director reviews some, but this is an independent position requiring the sound exercise of judgement and action	Required to be compliant with grant finances and reporting
Prioritization of tasks and duties competing for time	Largely independent judgement, with support from Director if necessary	Some activities will need to be delayed or not completed based on decision, as there are no other staff members available to conduct these functions

**IV. WORK RELATIONSHIPS**

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

Typical Work Relationships	Purpose of Relationship
Administrative support staff	Supervision
Program Managers	Provide reports, data, training to ensure appropriate and timely submission of grant reports and financial statements
Board of Health members	Provide administrative support to BOH, including agenda, minutes, communications, invoicing, financial reports, orientation packets
Accounting Department	Provide detailed information to Accounting on timekeeping, grant reporting, monthly invoice submission, financial analysis
Director and Deputy Director	Provide insight into opportunities for improvement, financial status, grant pain points

**V. EDUCATION REQUIRED – Identify minimum education level required for the position. This may be different from what the organization currently requires and/or from your own level of education. Please check applicable boxes.**

Position Requires	Type of Education
X	High School Diploma or equivalent
	Specialized training or technical training beyond high school
X	Associate degree (A.S. or A.A.) or two year technical certificate ( <i>preferred, not required</i> )
	Bachelor's degree
	Master's degree
X	Other – at least 5 years of financial reporting, grant experience; at least 3 years' experience in public health or related field doing similar work

**VI. PROBLEM SOLVING**

Please identify the typical types of problems you solve on a regular basis while performing your job. Also include information on who else may be involved in helping with problem resolution.

Financial discrepancies within grant requirements that need to be resolved and fixed prior to reporting

Staff concerns, availability, etc.

Time and effort coding

Competing priorities

**VII. SUPERVISION / MANAGEMENT**

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Supervision of others:

a. Number of People: 1 currently, with 1 more being proposed for 2021

b. Their Position Titles: Receptionist and Administrative Specialist

c. Which, if any, of the following do you perform? *(Please give examples of the work performed):*

1. Directly Supervise? Yes

2. Train / Instruct? Yes

3. Set goals and objectives? Yes

4. Do Project Management? Yes

5. Conduct Performance Reviews? Yes

6. Discipline? Yes

7. Hire? Yes, with assistance from Director and/or Deputy

Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

**VIII. ADDITIONAL DATA / NOTABLE INFORMATION**

Please identify any other information, which would help someone else understand your position more clearly:

**IX. SUPERVISOR'S REMARKS**

This is a vital role to ensure our compliance with grants and management of staff

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

**DEPARTMENT HEAD SIGNATURE: Tim Lawther**

**DATE: 8-28-20**

**DEPARTMENT HEAD COMMENTS:**

## NEW POSITION REQUEST 2021 BUDGET PROCESS

### I. GENERAL INFORMATION

Department: Health

Date: 7/13/20 2-

Position Requested: Overdose Response Coordinator  
(If unsure of title, indicate "to be determined")

FT  PT  FTE 75%  
Number of Positions: 1

Anticipated Pay Band: B24, 1  
(HR Dept assigns)

Division Position Will Be Assigned To: NA  
(Indicate NA if not applicable)

Projected Start Date of Position: 01/02/2021

Priority Number of This Position: \_\_\_\_\_  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

### II. FULL EXPLANATION OF NEED FOR POSITION (Please complete all questions)

- A. Is this position request compatible with the County's mission statement? Please provide explanation.

Yes, this position will provide fiscally responsible and essential services to promote a safe community in which every human life is valued and respected. This position will address the grant-required deliverable of better connecting overdose survivors in Sauk County to substance use treatment and other supports. The position is vital to improving health outcomes in a cost-effective manner for overdose survivors, a population who is at high risk for repeated overdose, death, incarceration, and other harms.

- B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

The mission of the Health Department is to "Enhance the conditions that support optimal health and well-being for all people in Sauk County." This position will do just that: support the optimum health of overdose survivors and their loved ones by providing them with resources post-overdose. This position is consistent with the Health Department's strategic planning goals: 1. Improve equity through policy and systems changes that support healthy people; 2. Enhance community convening capacity and community ownership over defining community health priorities and solutions; and 3. Increase data and informatics capacity to inform community health strategy.

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested.

The Health Department was awarded a new grant in May of 2020, Overdose Data to Action. This grant requires a coordinator (this position request) to develop new initiatives to better connect overdose survivors to supports. Please see grant contract attached.

- D. What benefit will the position provide to the County? Describe the specific problem the position being created to address? How does the position improve/enhance customer service and/or address community needs? Please provide adequate data to support your position.

Currently, there are about 55 known non-fatal overdoses per year in Sauk County, and in addition, far more that are not called in to services. Our county lacks a systematic way to consistently refer these overdose survivors to treatment and other supports. The Overdose Response Coordinator position will develop, implement, and evaluate Overdose Response Teams and/or similar initiatives to follow up with a home visit to every known overdose survivor within 72 hours. The membership of the Overdose

Response Team is to be determined, but may include, for example, a Peer Specialist, Community Paramedics, and the Overdose Response Coordinator. The team will refer the overdose survivor and/or family members present to needed services, such as substance use disorder treatment, housing, transportation, and health services. These efforts aim to decrease Sauk County's high rates of opioid-related harms, including opioid-related emergency room visits (70.2 per 100,000 population in 2019, compared to 44.1 statewide) and opioid-related death (17.5 per 100,000 population in 2019, compared to 15.8 statewide).<sup>1</sup>

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

Due to current staff workload, there are no alternatives to creating this position. Existing staff are currently working beyond their capacity.

- F. What will be the effect if the proposed position is not created?

If this position is not created, Health Department professional staff will not be able to appropriately allocate time to core program services and will not be able to comply with grant deliverables.

- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

1. Annual Performance Evaluation.
2. Development of Overdose Response Teams and other initiatives.
3. Number of contacts made with overdose survivors.
4. Percent of overdose survivors who are connected with treatment and other supports.

### III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Overdose Response Coordinator duties include:

- 70%: Project Development and Implementation. In collaboration with community partners, develop and implement Overdose Response Teams and/or other similar efforts to connect overdose survivors to supports. Convene stakeholders on a regular basis to plan and assess Overdose Response Teams and other initiatives; facilitate these stakeholder meetings, including conducting meetings, setting agendas and writing minutes. Recruit people with lived experience of overdose to serve as stakeholders to advise on project development. Coordinate scheduling of Overdose Response Team house visits and other initiatives. Refer those in need to appropriate resources; assist and support Peer Support Specialists/Recovery Coaches/other team members with case management as needed. Participate as a team member on Overdose Response Team calls for service; ensure best practices are implemented by team members. Advertise and promote program to various community sectors to increase participation in and referrals to initiatives.
- 15%: Evaluate Overdose Response Teams and other efforts developed to connect overdose survivors to supports. Establish metrics and track participant engagement. Collect, analyze, and report on primary and secondary local data; work with project evaluators and grant administrators to assess program effectiveness; adjust service plans accordingly.
- 5%: Ensure project deliverables are met in a timely manner; comply with record-keeping and reporting requirements; assist in writing progress reports for the funder, stakeholders, and the public.
- 10%: Serve as an educational and informational consultant to department staff and community stakeholders in the development of health education and harm reduction programs for people who use drugs. Prepare and conduct educational programs in a variety of community settings in an effort to fulfill the department's goals and objectives, especially regarding harm reduction. Serve as a member

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<sup>1</sup> Wisconsin Department of Health Services. Data Direct, Opioid Summary Module [web query]. Data last updated 6/30/2020 11:53:29 PM.



healthcare systems; Justice, Diversion, and Support programs; Economic Support and other income-eligible programs; and Child Protective Services. There is not local data available to quantify savings per participant.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No. This position is grant-directed and grant-funded.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Job Description Questionnaire (JDQ) may be necessary to complete the job evaluation process. New position requests due June 29, 2020.**

\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request  
Sara Jesse, Community Health Strategist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>    Kayla Thomas    </u>
Your Supervisor's Name: <u>    Nicolas Cibulka    </u>
Department: <u>    HS-CSP    </u>
Current Classification: <u>    C42 – CSP Social Worker    </u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification:     C43 – CSP Psychotherapist    

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

I am now able to perform the following Psychotherapist duties that are not a part of the Social Worker job description: -Provide various types of psychotherapy such as; Cognitive Behavioral Therapy, Dialectical Behavioral Therapy and Motivation Interviewing. -Lead or co-lead therapeutic groups for consumers. -Provide clinical supervision as needed to non-clinical CSP staff.
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Use additional sheets if necessary – boxes will expand as you type.

<u>    Kayla Thomas / Kayla Thomas    </u>	<u>    6/14/20    </u>
Employee Signature / Typed Name	Date

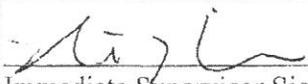
**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

With the completion of a Master's of Social Work degree, Kayla can now be utilized in the role of a Psychotherapist, rather than a Social Worker. This means that she provides additional value to the program through providing individual and group psychotherapy and supplementing clinical supervision time. The county is also able to obtain a higher reimbursement rate from Medicaid for her services, which offsets any additional cost from the reclassification. For these same reasons, this reclassification also makes sense for the program in the long term, both fiscally and therapeutically.

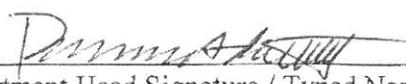
 / Nicolas J C. Bulka      6/4/2020  
Immediate Supervisor Signature / Typed Name      Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

      6/17/20  
Department Head Signature / Typed Name      Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Justin Kietzman</u>
Your Supervisor's Name: <u>Nicolas Cibulka</u>
Department: <u>HS-CSP</u>
Current Classification: <u>C42 – CSP Social Worker</u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: C43 – CSP Psychotherapist

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

I am now able to perform the following Psychotherapist duties that are not a part of the Social Worker job description: -Provide various types of psychotherapy such as; Cognitive Behavioral Therapy, Dialectical Behavioral Therapy and Motivation Interviewing. -Lead or co-lead therapeutic groups for consumers. -Provide clinical supervision as needed to non-clinical CSP staff.
---

Use additional sheets if necessary – boxes will expand as you type.

<u>Justin Kietzman / Justin Kietzman</u>	<u>6-3-2020</u>
Employee Signature / Typed Name	Date

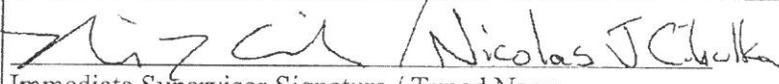
**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

With the completion of a Master's of Social Work degree, Justin can now be utilized in the role of a Psychotherapist, rather than a Social Worker. This means that he provides additional value to the program through providing individual and group psychotherapy and supplementing clinical supervision time. The county is also able to obtain a higher reimbursement rate from Medicaid for his services, which offsets any additional cost from the reclassification. For these same reasons, this reclassification also makes sense for the program in the long term, both fiscally and therapeutically.

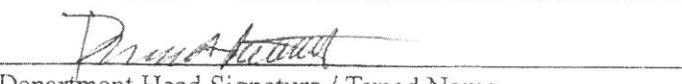
 / Nicolas J. Chelka      6/3/2020  
Immediate Supervisor Signature / Typed Name      Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

      6/19/20  
Department Head Signature / Typed Name      Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: B-3 Administrative Support Specialist - currently vacant

Your Supervisor's Name: Bridgitte Bodette

Department: Human Services

Current Classification: 2306 A13

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Program Specialist –Children and Family Support Unit  
Job code: 2378 B22

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

The program support needs of the Birth to Three and Children's Long Term Support programs have changed and grown dramatically over the last few years. With increased technology and program growth/requirements, program support needs are more technical and program specific and much less clerical in nature.

It is essential for this position to provide back up and assistance to our accounting specialist position for help with budget reporting, provider registration and payment authorizations. Additional higher level unit needs include the following: assistance with program referrals, running reports in Forward Health and Avatar, assistance in yearly file audit and program reviews, help with coordinating Child Find activities, assistance with developing and implementing program compliance measures and submitting regular reports to unit supervisor. These duties require an employee to have a greater degree of technical knowledge and skills, which more closely matches the Program Specialist job description.

The Program Specialist-Community Support Program job description was used as a close comparable.

Requested change in job classification and description are attached. Updates to job description are noted in red.

Use additional sheets if necessary – boxes will expand as you type.

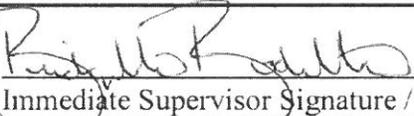
N/A	_____
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

 Bridgitte Bodette

6-24-20  
Date

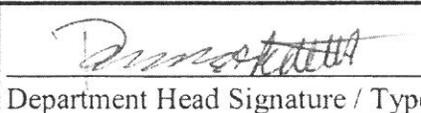
**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

*This will enhance the development of this unit and provides needed back up of other positions.*

 Dan Brattset

6/24/20  
Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.

**Job Description**  
**Program Specialist – Children and Family Support Program**  
**Human Services**

Purpose of the Position

The purpose of the Program Specialist-Children and Family Support Program is to support the CFS unit by performing a variety of administrative duties and assisting with program compliance and maintenance.

Essential Duties and Responsibilities

- Create, type and distribute a variety of documents such as evaluations, assessments, staffing notes, closing summaries, schedules, discharge summaries, physician authorizations, meeting agendas, meeting minutes and various legal documents.
- Provide a variety of computer data entry duties utilizing Avatar, Forward Health and the Program Participation System.
- Run regular compliance reports in Avatar and Forward Health computer systems. Compile and submit program compliance information to program supervisor on a regular basis.
- Assist with program organization and maintenance by assisting program staff with state/federal changes to program operations.
- Assist with file audits and yearly program reviews as needed.
- Help coordinate Child Find activities for the Birth to Three and Children's Long Term Support programs. Design and create informational materials/publications about services and programs.
- Provide back up and assistance to unit accounting specialist position for help with budget reporting, provider registration and payment authorizations.
- Create and maintain intake and recertification folders for unit programs.
- Contact consumers to verify and/or assist in scheduling services and appointments.
- Coordinate and implement process for yearly program surveys and compile results.
- Provide access duties for B3 & CLTS programs and enter referrals into Avatar.

Additional Duties and Responsibilities

- Assist with various departmental functioning such as mail and ordering supplies.
- Assist staff with computer troubleshooting and technology needs.
- Provide back up to Reedsburg office receptionist as needed.
- Participate in ongoing professional training and development.
- And other duties as assigned.

Minimum Training and Education:

- Required: Associate's degree in Human Services, Business or another related field
- Proficient in Word, Excel and computer troubleshooting

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Melissa Larson</u>
Your Supervisor's Name: <u>Elizabeth A. Geoghegan</u>
Department: <u>Treasurer</u>
Current Classification: <u>#3805</u>

- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Deputy Treasurer #3802

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

Due to a recent resignation of the Deputy Treasurer/Real Property Listing Manager, I (Elizabeth A. Geoghegan) am requesting to reclassify this position into 2 separate positions: Deputy Treasurer & Lead Real Property Lister.

I felt that they needed to be separate and the duties split up. Attached you will find an updated JDQ for the Lead Real Property Lister position. The duties are of greater significance and will be better suited with the Real Property Listing duties of this department.

Use additional sheets if necessary – boxes will expand as you type.

 Employee Signature / Typed Name	<u>Melissa Larson</u> Typed Name	<u>8-19-2020</u> Date
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**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

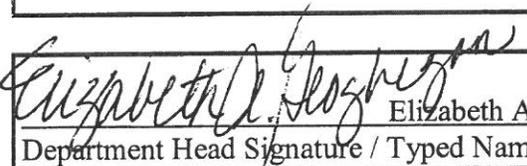
	Elizabeth A. Geoghegan	08/19/2020
Immediate Supervisor Signature / Typed Name		Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

	Elizabeth A. Geoghegan	08/19/2020
Department Head Signature / Typed Name		Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.



## Sauk County

UW-Extension

## Job Description

Lead Real Property ~~Specialist~~ Lister

**Job Code:** 3805  
**Reports To:** Treasurer  
**EEO Code:** Admin Support Workers

**Pay Grade:** B22  
**FLSA Status:** Nonexempt  
**Last Revision:** 07/20/2020

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position*

### **Purpose of the Position**

The purpose of the Lead Real Property ~~Specialist~~ Lister is to perform the functions for real property listing as stated under Wisconsin Statutes Chapter 70.09. Which include maintain real property ownership records and descriptions, assign and update parcel numbers, maps, and other real property documents, as well as provide information to the public regarding real property assessments, surveys, tax credits, and more.

### **Essential Duties and Responsibilities**

- Work with Register of Deeds, GIS Coordinator, and MIS Coordinator to create and maintain access to electronic records such as surveys, deeds, maps, computer printouts, and electronic files
- Oversee functions of the Real Property Listing program
- Provide updated assessment and split parcel information to Assessors including work rolls for each new assessment year
- Enter and balance the Open Book and Board of Review valuation changes, preparing updated valuation totals and submittal of Statement of Assessments to the State
- Maintain records for State assessed manufacturing, Managed Forest Lands, and Private Forest Crop Lands
- Perform Real Property Lister ~~assistance~~ tasks by posting legally recorded documents to assessment/tax rolls establishing parcel ownership, creating or correcting legal parcel descriptions, assigning parcel numbers, school codes, and special tax codes, proofreading maps and other documents, updating maps to reflect changes in various aspects, entering updated information into a computer database, and maintaining all property transfers, surveys, plats, maps, tax receipts, assessment roll, and tax roll documents, report generation, electronic data transmittal and parcel verification on electronic real estate returns
- Notify property owners, attorney, title companies and all interested parties of erroneous legal descriptions on recorded documents and provide measures to correct
- Coordinate the yearly Ag Conversion Invoices
- Attends conferences and training sessions related to the assigned duties as approved by Department Head

- Conduct research and provide information on taxes, parcel ownership, boundaries, and mill rates to various interested parties
- Provide assistance to municipal clerks, treasurers, school districts, and other tax-assessing districts regarding real estate tax collection and disbursement
- Perform clerical duties including check and advising printing, answering phone calls, collating mailings, and photocopying documents

#### **Additional Duties and Responsibilities**

- Coordinate printing and distribution of important property information such as real estate rolls and tax certificates and statements
- Maintain the Treasurer Web Page
- And other duties as assigned

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

- Descriptive data and information such as real estate and personal property tax documents, certified survey and other maps, highway project reports, property ownership transfer documents, mill rates, tax deeds, laws, guidelines, various manuals, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, Municipal clerks and treasurers, government officials, financial auditors, tax assessors, appraisers, taxpayers, surveyors, Realtors, attorneys, and media and banking personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Computer skills such as word processing, and spreadsheets and database management
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

**Environment**

Safe and comfortable in respects to violence, noise, and disease

**Required Working Hours**

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

**Education and Experience Requirements**

**Required:** Associate’s degree in accounting or land records or another related field

**Preferred:** 1 year of office experience

Experience with accounting for a government agency and/or familiar with land records

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

**Core Value Standards of Behavior**

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County’s Personnel Handbook.

**Acknowledgement**

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Incumbent’s Signature

\_\_\_\_\_  
Date

**APPROVALS:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

---

Department Head

---

Date

---

Human Resources Representative

---

Date

*Sauk 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 and current employees to discuss potential accommodations with the employer.*

**Reclassification Review Request  
Budget 2021**

In conjunction with the annual budget process, reclassifications of existing positions may be considered when there is a significant change of duties or responsibilities of any existing position which may require the reallocation of such position to a different classification. **Please review carefully and complete all sections in their entirety.**

**Please review Reclassification Guide for additional details.**

Your Name: <u>Melody Rehr</u>
Your Supervisor's Name: <u>Elizabeth A. Geoghegan</u>
Department: <u>Treasurer</u>
Current Classification: <u>#3804</u>

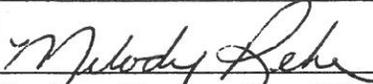
- My job has changed since I filled out my JDQ. (Attach a new or updated JDQ)  
When updating the prior JDQ, make all changes in **red** on the original JDQ before submitting it to the Human Resources Department.

Requested Classification: Deputy Treasurer #3802

**Please indicate the specific duties and significance of changes that have evolved with your position outside of current job description:**

<p>Due to a recent resignation of the Deputy Treasurer/Real Property Listing Manager, I (Elizabeth A. Geoghegan) am requesting to reclassify this position into 2 separate positions: Deputy Treasurer &amp; Lead Real Property Lister.</p> <p>I felt that they needed to be separate and the duties split up. Attached you will find an updated JDQ for the Deputy Treasurer position. The duties are significant and will be better suited with the Accounting duties of this department and more of an assistant to the County Treasurer.</p>
--

Use additional sheets if necessary – boxes will expand as you type.

	<u>Melody Rehr</u>	
Employee Signature / Typed Name		Date <u>8-19-20</u>

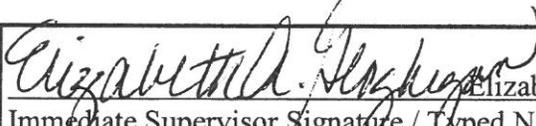
**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Human Resources Department no later than **June 29, 2020**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

  
Elizabeth A. Geoghegan      08/19/2020  
Immediate Supervisor Signature / Typed Name      Date

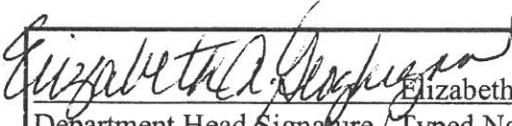
**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **June 29, 2020**.

### Department Head or Designee Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

  
Elizabeth A. Geoghegan      08/19/2020  
Department Head Signature / Typed Name      Date

**Department Head:** Complete and forward this form to the Human Resources Department. The department will review this request and make changes or recommendations as appropriate. Please note that all review requests must be filed with the Human Resources Department no later than **June 29, 2020**.



## Sauk County Treasurer

## Job Description Deputy Treasurer/Real Property Lister

**Job Code:** 3802  
**Reports To:** Treasurer  
**EEO Code:** Admin Support Workers

**Pay Grade:** €42  
**FLSA Status:** Nonexempt  
**Last Revision:** 07/21/2020

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position*

### **Purpose of the Position**

The purpose of the Deputy Treasurer is to assist the Sauk County Treasurer ~~and manage Real Property Lister~~ in their duties as described in Wisconsin Statutes Chapters 59.20, 70.09, and other related statutory duties as required ~~and oversee all real property Listing functions.~~

### **Essential Duties and Responsibilities**

- Serves as Acting Treasurer in the absence of Treasurer
- Provide assistance to the Treasurer with tax bills, special assessments, levy information, settlements and statement of taxes
- Provide assistance to the Treasurer with tax foreclosure procedures as outlined in Wisconsin Statutes Chapter 75 and subsequent tax foreclosure sales
- Assist Treasurer with Investment reports and updating
- Assist Treasurer with Retention of Records scheduling and oversee destroying of appropriate records.
- Process entry of the Treasurer Department Accounts Payables
- Process monthly and quarterly Clerk of Court, Register in Probate and Vital Records reports for submission to the Wisconsin Department of Revenue
- Assist with daily distribution and receipting of payments collected, including real estate taxes and funds from all county offices
- Assist with bi-yearly Auditor requests
- Processes accounting journal entries
- Processes and collects returned check payments from the bank
- Perform clerical duties including check and ~~advising~~ advice printing, answering phone calls, collating mailings, and photocopying documents
- ~~Perform Real Property Lister assistance tasks by posting legally recorded documents to assessment/tax rolls establishing parcel ownership, creating or correcting legal parcel descriptions, assigning parcel numbers, school codes, and special tax codes, updating maps to reflect changes in various aspects, entering updated information into a computer database, and maintaining all property transfers, surveys, plats, maps, tax receipts, assessment roll, and tax~~

#### ~~roll documents~~

- ~~• Work with Register of Deeds, GIS Coordinator, and MIS Coordinator to create and maintain access to electronic records such as surveys, deeds, maps, computer printouts, and electronic files~~
- Assist with daily bookkeeping such as reconciling bank statements, tabulating daily account balances, ACH payments, bank wires and preparing and delivering bank deposits
- Receive and file bankruptcy information, implement tax payment procedure, and send information to Corporation Counsel
- Conduct research and provide information on taxes, parcel ownership, boundaries, and mill rates to various interested parties
- Assist with collecting delinquent taxes by following Wisconsin Statutes procedures for Tax Deed Property
- Provide assistance to municipal clerks, treasurers, school districts, and other tax-assessing districts regarding real estate tax collection and disbursement

#### **Additional Duties and Responsibilities**

- Coordinate printing and distribution of important property information such as real estate rolls and tax certificates and statements
- And other duties as assigned

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

- Descriptive data and information such as real estate and personal property tax documents, certified survey and other maps, financial statements, tax receipts, County offices and Department receipts, tax and assessment statements, mill rates, bankruptcy rulings, tax deeds, laws, guidelines, various manuals, and routine and non-routine correspondence
- Verbally and in writing with Department personnel, Municipal clerks and treasurers, government officials, financial auditors, tax assessors, appraisers, taxpayers, surveyors, Realtors, attorneys, and media and banking personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Computer skills such as word processing, and spreadsheets and database management
- Geographic Information Systems
- Calculating percentages, fractions, decimals, volume, ratios, and spatial relationships, and

interpreting basic descriptive statistical reports

- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

**Environment**

Safe and comfortable in respects to violence, noise, and disease

**Required Working Hours**

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

**Education and Experience Requirements**

Required: Associate's degree in accounting or land records or another related field  
1 year of office experience

Preferred: Experience with accounting for a government agency and/or familiar with land records

*Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.*

**Core Value Standards of Behavior**

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

**Acknowledgement**

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of

this job.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

**APPROVALS:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

*Sauk 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 and current employees to discuss potential accommodations with the employer.*