

**AGENDA**  
**Dodge County Board of Supervisors Meeting**  
**Tuesday, August 20, 2019 – 7:00 PM**  
**Administration Building**  
**County Board Room, Fourth Floor**  
**127 East Oak Street, Juneau, Wisconsin 53039**

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**Call to Order by Russell Kottke, County Board Chairman**

**Pledge of Allegiance**

**Roll Call**

**Appointment of Naomi Kriewald, County Board Supervisor District 9, to fill a vacancy, and Oath of Office**

**Appoint Supervisor Kriewald to fill a vacancy on the Human Services and Health Board**

**Approve Minutes from July 16, 2019, County Board Session**

**Communications on File**

**Special Orders of Business**

Chairman Kottke

Richard Brady, President, Matrix Consulting Group

Sheriff's Office Operational and Financial Review Study

Confirm Appointment made by County Board Chairman

1. Appoint Jeffrey Caine as the Second Dodge County Representative to the ThriveEd Board of Directors.

**Consider, Discuss and Take Action on the Following:**

**Unfinished Business**

1. Resolution 19-05 – Resolution to Abolish the Position of *Detective* and Create the Position of *Sergeant* – Judicial and Public Protection Committee.

**Resolutions on File**

- 19-24 Amend Town of Beaver Dam Zoning Ordinance – Anthony and Patricia Roedl Property – Town of Beaver Dam – Supervisor Bobholz.
- 19-25 Create Position of *Qualified Intellectual Disabilities Professional (“QIDP”)/Therapeutic Recreational Therapist* at Clearview – Health Facilities Committee.
- 19-26 Create Seven (7) Positions of *Community Programs Counselor I, II or III* in the Dodge County Human Services and Health Department – Human Services and Health Board.
- 19-27 Create Position of *Foster Care Coordinator Social Worker I, II, or Senior* in the Dodge County Human Services and Health Department – Human Services and Health Board.
- 19-28 Create Position of *Emergency Preparedness Coordinator* in the Dodge County Human Services and Health Department and the Dodge County Emergency Management Office – Human Services and Health Board and Executive Committee.
- 19-29 Resolution to Abolish the Position of *Administrative Secretary III* and Create the Position of *University of Wisconsin (“UW”) Extension Lead* – UW-Extension Education Committee.
- 19-30 Authorizing a General Fund Transfer and the Engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (“EMS”) Study – Executive and Finance Committees.
- 19-31 Resolution to Abolish the Position of *Database Administrator* and Create the Position of *Information Technology (“IT”) Systems Analyst* – Information Technology Committee.
- 19-32 Resolution to Abolish Two Positions of *Cook/Food Service Worker* and Create Two Positions of *Head Cook* – Health Facilities Committee.

- 19-33 Resolution to Abolish the Position of *Household Specialist* and Create the Position of *Individuals with Intellectual Disabilities ("IID") Household Coordinator* – Health Facilities Committee.
- 19-34 Authorizing a Contingency Fund Transfer and the Purchase of a 2019 Ford F-250 Plow Truck – Building and Finance Committees.
- 19-35 Highway Department 2019 Dodge County Budget Amendment – Highway Committee.

**Set Next Meeting Date & Time**

**Recess**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

COMMITTEE NAME		COUNTY BOARD							
MEETING DATE		August 20, 2019							
						Approval	<u>RK</u>	Date	<u>8-21-2018</u>
						Chair	<u>Russell Kottke</u>		
VENUE	NAME	PRESENT	ABSENT	PERDIEM	MILEN	AMOUNT	MEALS	AMOUNT	
11994	Behl, Allen	X		50.00	16	9.28			
49450	Bennett, Richard	X		50.00	3	1.74			
49449	Benter, Ed	X		50.00	46	26.68			
19566	Berres, Jeff		X	0.00	0	0.00			
11970	Bischoff, Larry	X		50.00	20	11.60			
26899	Bobholz, Mary	X		50.00	28	16.24			
50238	Burnett, Kevin		X	0.00	0	0.00			
49453	Caine, Jeffrey	X		50.00	14	8.12			
46788	Derr, Lisa	X		50.00	21	12.18			
49971	Fink, Richard W.		X	0.00	0	0.00			
28760	Frohling, David	X		50.00	29	16.82			
49455	Glewen, Becky	X		50.00	10	5.80			
41853	Greshay, Richard	X		50.00	14	8.12			
49993	Guckenberger, David	X		50.00	42	24.36			
48638	Hilbert, Dan	X		50.00	20	11.60			
50131	Hoekstra, William	X		50.00	33	19.14			
49454	Houchin, Cathy		X	0.00	0	0.00			
50239	Kemmel, Timothy		X	0.00	0	0.00			
16348	Kottke, Russell	X		55.00	30	17.40			
50490	Kriewald, Naomi	X		50.00	20	11.60			
19650	Macheel, Dale	X		50.00	22	12.76			
29374	Maly, Donna	X		50.00	20	11.60			
22503	Marsik, Joseph M.	X		50.00	40	23.20			
34243	Miller, MaryAnn	X		50.00	0	0.00			
43804	Muche, William	X		50.00	22	12.76			
47109	Nickel, Thomas		X	0.00	0	0.00			
46789	Roesch, Mark E.	X		50.00	34	19.72			
30697	Schaefer, Thomas	X		50.00	0	0.00			
15819	Schmidt, Dennis	X		50.00	0	0.00			
28630	Schmitt, Jeffrey	X		50.00	18	10.44			
37252	Schraufnagel, Larry		X	0.00	0	0.00			
50060	Sheahan-Malloy, Kira	X		50.00	32	18.56			
10021	Wurtz, Eugene		X	0.00	0	0.00			

**Dodge County Board of Supervisors  
August 20, 2019 – 7:00 p.m.  
Administration Building - Juneau, Wisconsin**

The August Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Berres, Burnett, Fink, Houchin, Kemmel, Nickel and Schraufnagel who had previously asked to be excused. Supervisor Wurtz was absent.

The Chairman appointed Naomi Kriewald to the County Board to represent District Number 9 which was vacant. A motion was made by Supervisor Frohling and seconded by Supervisor Greshay to confirm the appointment. The motion passed by acclamation with no negative votes cast, thereby confirming the appointment. Chairman Kottke called upon Supervisor Muche to escort Ms. Kriewald forward to be sworn in by the Clerk. The Clerk administered the Oath of Office to Supervisor Kriewald and welcomed her to the County Board.

Chairman Kottke then appointed Supervisor Kriewald to fill a vacancy on the Human Services and Health Board. A motion was made by Supervisor Maly and seconded by Supervisor Caine to confirm the appointment. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then called for approval of the minutes. A motion was made by Supervisor D. Schmidt and seconded by Supervisor Hilbert to approve the minutes of the July 16, 2019, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

Karen J. Gibson, County Clerk, reported there were no communications on file.

**Special Orders of Business**

Chairman Kottke called upon Richard Brady, President, Matrix Consulting Group, who presented the Operational and Financial Review of the Sheriff's Office. Questions by Supervisors Marsik, Guckenberger, J. Schmitt, Benter and Sheahan-Malloy answered by Richard Brady and Supervisor Frohling. A letter from Supervisor Houchin was read by Chairman Kottke. Comment by Supervisor Maly.

Chairman Kottke then called the Second Special Order of Business: Confirm appointment made by County Board Chairman. Appoint Jeffrey Caine as the Second Dodge County Representative to the ThriveEd Board of Directors. A motion to accept the appointment was made by Supervisor Marsik and seconded by Supervisor Bobholz. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

The following Resolutions were read by the Clerk and acted upon by the Board:

**Unfinished Business**

**Resolution 19-05** Resolution to Abolish the Position of *Detective* and Create the Position of *Sergeant* – Judicial and Public Protection Committee. County Clerk Karen Gibson stated that this Resolution was first presented at the April 16, 2019 County Board meeting and was postponed to tonight's meeting. In April, a motion to adopt this Resolution was made by Supervisor Miller with a second by Supervisor Wurtz before the Resolution was postponed. Therefore, this Resolution now belongs to the body and is available for action at this time. Supervisor Frohling made a motion to postpone Resolution 19-05 until the September 17, 2019 County Board meeting. The motion to postpone was seconded by Supervisor Guckenberger. Questions by Supervisors J. Schmitt and Derr answered by Supervisor Frohling. Comments by Supervisors Guckenberger, Hilbert, Greshay, Bobholz, Derr and J. Schmitt. The vote was cast on the motion to postpone with 14 ayes and 11 noes, thereby approving the motion to postpone.

**Ayes:** Kottke, Bobholz, Greshay, Kriewald, Schaefer, Guckenberger, Muche, Bischoff, Caine, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy. Total 14.

**Noes:** Benter, Macheel, J. Schmitt, Marsik, Bennett, Behl, Maly, Hilbert, Miller, Derr, Glewen. Total 11.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-24** Amend Town of Beaver Dam Zoning Ordinance – Anthony and Patricia Roedl Property – Town of Beaver Dam – Supervisor Bobholz. A motion for adoption was made by Supervisor Bobholz and seconded by Supervisor Schaefer. The vote was cast with 24 ayes and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Kriewald, Schaefer, Guckenberger, Muche, Bischoff, Caine, Behl, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 24.

**No:** Glewen. Total 1.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-25** Create Position of *Qualified Intellectual Disabilities Professional* (“*QIDP*”)/*Therapeutic Recreational Therapist* at Clearview – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Schaefer. The vote was cast with all voting in affirmative, thereby adopting the Resolution.

**Resolution No. 19-26** Create Seven (7) Positions of *Community Programs Counselor I, II or III* in the Dodge County Human Services and Health Department – Human Services and Health Board. A motion for adoption was made by Supervisor Bobholz and seconded by Supervisor Greshay. The vote was cast with 24 ayes and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Kriewald, Schaefer, Muche, Bischoff, Caine, Behl, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Maly, Hilbert, Miller, Derr, Glewen. Total 24.

**No:** Guckenberger. Total 1.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-27** Create Position of *Foster Care Coordinator Social Worker I, II, or Senior* in the Dodge County Human Services and Health Department – Human Services and Health Board. A motion for adoption was made by Supervisor Sheahan-Malloy and seconded by Supervisor Glewen.

Question by Supervisor J. Schmitt answered by Becky Bell, Human Services and Health Department Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 19-28** Create Position of *Emergency Preparedness Coordinator* in the Dodge County Human Services and Health Department and the Dodge County Emergency Management Office – Human Services and Health Board and Executive Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Glewen. The vote was cast with 24 ayes and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Kriewald, Schaefer, Guckenberger, Muche, Bischoff, Caine, Behl, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Maly, Hilbert, Miller, Derr, Glewen. Total 24.

**No:** J. Schmitt. Total 1.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-29** Resolution to Abolish the Position of *Administrative Secretary III* and Create the Position of *University of Wisconsin (“UW”) Extension Lead* – UW-Extension Education Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Guckenberger. Comment by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 19-30** Authorizing a General Fund Transfer and the Engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (“EMS”) Study – Executive and Finance Committees. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Caine. Comment by Supervisor J. Schmitt. The vote was cast with 24 ayes and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Kriewald, Schaefer, Guckenberger, Muche, Bischoff, Caine, Behl, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Maly, Hilbert, Miller, Derr, Glewen. Total 24.

**No:** J. Schmitt. Total 1.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-31** Resolution to Abolish the Position of *Database Administrator* and Create the Position of *Information Technology (“IT”) Systems Analyst* – Information Technology Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Guckenberger. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 19-32** Resolution to Abolish Two Positions of *Cook/Food Service Worker* and Create Two Positions of *Head Cook* – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Maly. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 19-33** Resolution to Abolish the Position of *Household Specialist* and Create the Position of *Individuals with Intellectual Disabilities (“IID”) Household Coordinator* – Health Facilities Committee. A motion for adoption was made by Supervisor Hoekstra and seconded by Supervisor Sheahan-Malloy. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 19-34** Authorizing a Contingency Fund Transfer and the Purchase of a 2019 Ford F-250 Plow Truck – Building and Finance Committees. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Guckenberger. Question by Supervisor J. Schmitt answered by Supervisor D. Schmidt. Comments by Supervisor Derr and J. Schmitt. The vote was cast with 23 ayes and 2 noes, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Kriewald, Schaefer, Guckenberger, Muche, Bischoff, Caine, Behl, Roesch, Frohling, D. Schmidt, Hoekstra, Sheahan-Malloy, Hilbert, Miller, Derr, Glewen. Total 23.

**Noes:** J. Schmitt, Maly. Total 2.

**Absent:** Fink, Wurtz, Kemmel, Schraufnagel, Berres, Houchin, Nickel, Burnett. Total 8.

**Resolution No. 19-35** Highway Department 2019 Dodge County Budget Amendment – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. Questions by Supervisors J. Schmitt and Guckenberger answered by Supervisors Caine and Frohling. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

The Clerk noted the following had been placed on the Supervisor's desks: July, 2019 Forward Analytics (FA) Report, *An Economic Evolution – Job Growth, Pay & Education Since 2012*. The Chairman ordered this be placed on file.

At 8:45 p.m. Supervisor Frohling made a motion to recess until Tuesday, September 17, 2019 at 7:00 p.m. Supervisor D. Schmidt seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

**Resolution 19-05** Resolution to Abolish the Position of *Detective* and Create the Position of *Sergeant* – Judicial and Public Protection Committee.

This Resolution was postponed to the September, 2019 County Board Meeting. See September 2019 County Board proceedings for further action.

Karen J. Gibson  
Dodge County Clerk  
8/20/2019



RESOLUTION NO. 19-24

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, Dodge County, a body corporate, under the laws of the State of Wisconsin, has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Beaver Dam has adopted a Town Zoning Ordinance for said town, the power to adopt a town zoning ordinance having been granted by a referendum vote of the electors of the Town of Beaver Dam at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes, adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force an effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Beaver Dam was held by the Plan Commission of the Town of Beaver Dam on April 29, 2019 and the proposed amendment to the Zoning Ordinance of the Town of Beaver Dam having been adopted by the Town Board of the Town of Beaver Dam on May 14, 2019,

THEREFORE BE IT RESOLVED:

That the amendment to the Town Zoning Ordinance of the Town of Beaver Dam attached to and made a part of this resolution be and hereby is approved by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 27 day of June, 2019.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 24 NOES 1  
ABSENT 3  
ABSTAIN 0

*Karen J. Selson*  
County Clerk

*Mary J. Baboly*  
County Board Supervisor


**REPORT** to Res. 19-24

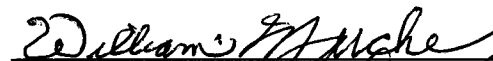
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

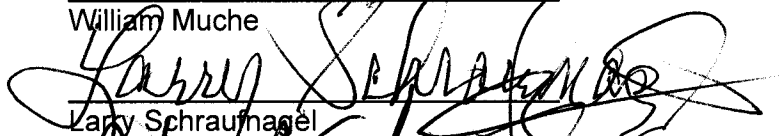
We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of Anthony and Patricia Roedl requesting amendment of the Zoning Ordinance, Town of Beaver Dam, Dodge County, Wisconsin, to rezone approximately 2.5-acres of land from an I-1 Industrial Zoning District to an R-1 Residential Zoning District in part of the NE ¼ of the NW ¼, Section 26, T12N, R14E, Town of Beaver Dam for the purpose of creating a residential lot at this location and recommend approval of the resolution submitted by the Town of Beaver Dam Town Board for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the Town Board has followed the proper procedures outlined in their Zoning Ordinance in order to approve the rezoning request.

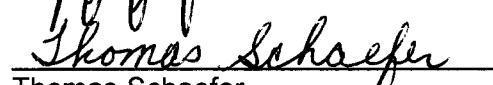
Respectfully submitted this 20th day of August, 2019

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
William Muche

  
\_\_\_\_\_  
Larry Schraunagel

  
\_\_\_\_\_  
Jeffrey Schmitt

  
\_\_\_\_\_  
Thomas Schaefer

Land Resources and Parks Committee

# CERTIFIED SURVEY MAP NO. 5172

A SURVEY OF PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 26,  
T. 12N., R. 14E., TOWN OF BEAVER DAM, DODGE COUNTY, WISCONSIN.

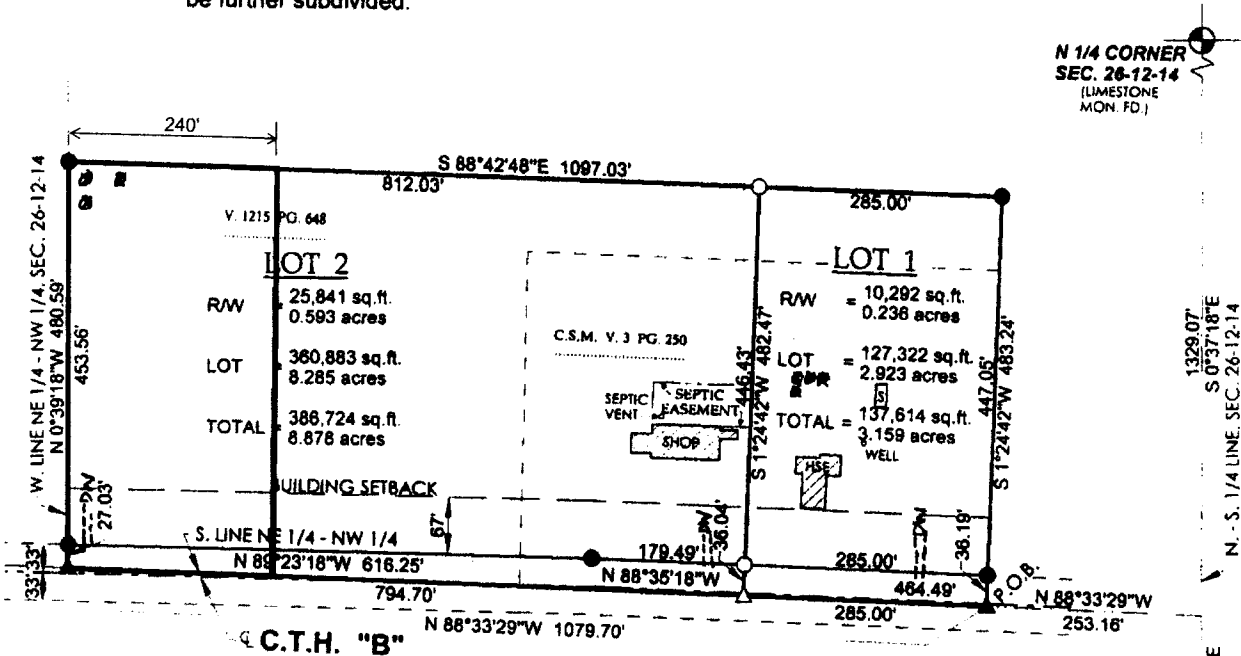
### OWNER

Ronald & Sue Roedl  
W7934 C.T.H. "B"  
Beaver Dam, WI 53916

### TOTAL AREA

524,338 sq.ft.  
12.037 acres

NOTE: These lots shall not be further subdivided.



WISCONSIN  
 MARK R. TOMASHEK  
 S-2240  
 BEAVER DAM, WISCONSIN  
 SURVEYOR  
 AUG 27 2002

Approved by the Dodge County  
 Planning and Development Committee  
 Certified this 30<sup>th</sup> day of Aug. 2002  
 Fred A. Zuech, Deputy County Clerk

BEARINGS REFERENCED TO DODGE COUNTY COORDINATE SYSTEM.

**LEGEND**

- ▲ P.K. NAIL FOUND
- IRON PIPE FD.
- △ MASONRY NAIL SET
- 1" X 24" IRON PIPE SET
- ⊗ SOIL BORINGS
- DW - EXIST. DRIVEWAYS

0 200'

GRAPHIC SCALE

Document # **964718**  
 Received this 30<sup>th</sup> day of August 2002 at 3:38 P.M.  
 and recorded in Vol. 33  
 of C.S.M.'s, Page 236-237.  
 DODGE COUNTY REGISTER OF DEEDS  
 Chris Plamack, Registrar

# Anthony & Patricia Roedl Town of Beaver Dam, Sec. 26

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.

2622-002  
HAMMER  
39.4 ac.

2621-000  
ZIMMERMAN  
28.7 ac.

2621-002  
ROEDL  
8.9 ac.

2621-001  
ROEDL  
3.2 ac.

2623-003  
HAMMER  
36.5 ac.

2624-000  
ZIMMERMAN  
40 ac.

26 City of Beaver Dam




LOT 1

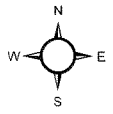
A. & P. ROEDL

LOT 2

B

COUNTY ROAD B

-  Roedl Property
-  Tax Parcels
-  Area to be Rezoned (I-1 to R-1)



0 50 100 200  
Feet  
1 inch = 200 feet  
Dodge County Land Resources & Parks

RESOLUTION NO. 19-25

**Create Position of *Qualified Intellectual Disabilities Professional ("QIDP")/Therapeutic Recreational Therapist at Clearview***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed the staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the position of *QIDP/Therapeutic Recreational Therapist* at Clearview, effective January 1, 2020; and,

**WHEREAS**, the job description for the proposed position of *QIDP/Therapeutic Recreational Therapist* has been marked for identification as Exhibit "A", and has been attached hereto; and,

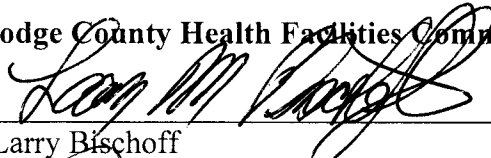
**WHEREAS**, there is no fiscal impact on the 2019 Clearview Budget; and,

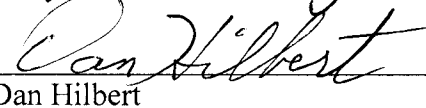
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *QIDP/Therapeutic Recreational Therapist* during calendar year 2020;


**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the position of *QIDP/Therapeutic Recreational Therapist* at Clearview, effective January 1, 2020.

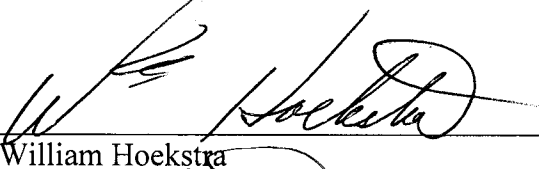
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

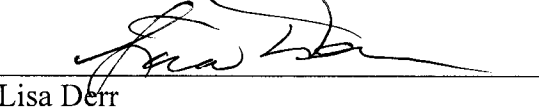
Dodge County Health Facilities Committee:

  
Larry Bischoff

  
Dan Hilbert

  
Thomas J. Schaefer

  
William Hoekstra

  
Lisa Derr

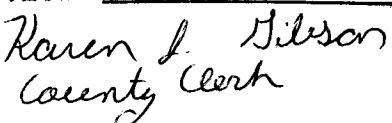
ADOPTED  
BY DODGE COUNTY BOARD

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create the position of *QIDP/Therapeutic Recreational Therapist* at Clearview.

AUG 20 2019

AYES 25 NOES 0  
ABSENT 3  
ABSTAIN 0

  
County Clerk

<b>JOB TITLE:</b>	Qualified Intellectual Disabilities Professional (QIDP)/Therapeutic Recreation Therapist	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Individuals with Intellectual Disabilities (IID)	<b>REPORTS TO:</b>	Household Specialist
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	06/20/19
<b>LABOR GRADE:</b>	Labor Grade Seven (7)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the IID Household Coordinator, coordinates & monitors assessments, planning, and implementation of individual resident programs, while advocating for the residents. Provides training and education to staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs functions of a Qualified Intellectual Disability Professional (QIDP) as defined by federal regulations.
2. Responsible for integrating, coordinating and monitoring each individual's active treatment.
3. Develops and coordinates person-centered Individual Program Plans (IPP), routinely assesses appropriateness of goals no less than monthly, and monitors implementation of IPP interventions.
4. Coordinates, facilitates, and completes documentation for annual reviews, admission and discharge summaries and monthly progress summaries reviewing the residents' care needs, condition, level of functioning, and progress.
5. Serves as liaison between families, guardians, Managed Care Organizations, other resident representatives and the interdisciplinary care team members.
6. Monitors residents' mood and behavior, reviews charted documentation, and makes recommendations at quarterly psychiatric medication reviews.
7. Coordinates resident services with professional consultants.
8. Serves as a team member of the Human Rights Committee assessing the needs and appropriateness of residents' IPP interventions.
9. Assists the team in coordinating and implementing active programming and facilitates psychosocial groups.
10. Implements recreational therapy programs based on assessment and goal/objective development.
11. Conducts and oversees special and assigned recreational programs and community outings.
12. Teach social skills and money management skills
13. Functions as a member of the team and participates in the Household Concept
14. Attends all mandatory in-services
15. Participates in resident and facility emergencies
16. Acts as residents' rights and safety advocate for each individual and assists with resident council meetings.
14. Represents Clearview in a positive and professional manner at work at all times.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of state and federal codes and regulations which apply to the household

Knowledge of active treatment

Working knowledge and understanding of principles of human development and interaction

Must have individual, group, and family support skills

Knowledge of and ability to comply with policies and procedures

Knowledge of and respect for residents' rights

Ability to use electronic health record program for record keeping and documentation

Ability to demonstrate de-escalation techniques, prevention, and management of physical or emotional crisis

Ability to understand and follow written and verbal directions

Ability to understand and comprehend printed works (i.e. care plans/IPP)

Knowledge of Recreation Therapy/Activity Therapy program assessment, development, implementation, and evaluation.

Knowledge of assessment and goal/objective development.

Ability to recognize change in resident condition

Must have flexibility to adjust work schedule to meet resident, staffing or resident needs

Must meet requirements of the Dodge County Driver Qualification Policy

**EDUCATION AND EXPERIENCE**

Four (4) year Bachelor's Degree in Therapeutic Recreation (1) year experience working directly with persons with Developmental or Intellectual Disabilities. Must be certified as a feeding assistant or become certified within orientation period.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGMENTS**

FOR HUMAN RESOURCE USE

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

ANALYST(S):  
DATE:

**August 2019**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

RESOLUTION NO. 19-26

**Create Seven (7) Positions of *Community Programs Counselor I, II, or III*  
in the Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed the staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following seven (7) positions at the Dodge County Human Services and Health Department, effective January 1, 2020:

*Community Programs Counselor I, II, or III*; and,

**WHEREAS**, the job descriptions for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department; and,


**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* during calendar year 2020;

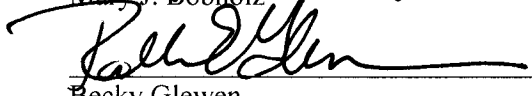
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following seven (7) positions in the Dodge County Human Services and Health Department, effective January 1, 2020:

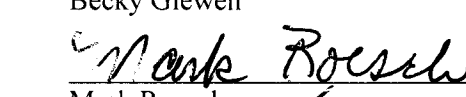
*Community Programs Counselor I, II, or III.*

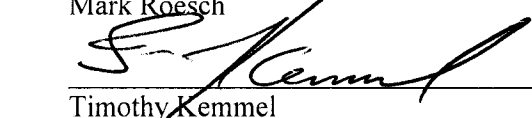
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

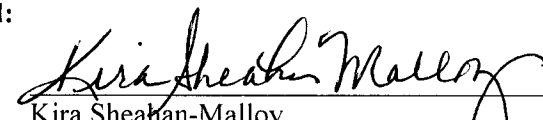
**Dodge County Human Services and Health Board:**

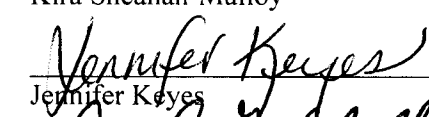
  
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 Mary J. Bobholz

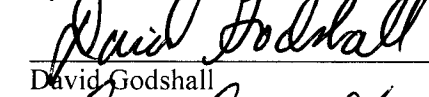
  
 \_\_\_\_\_  
 Becky Glewen


  
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 Mark Roesch

  
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 Timothy Kemmel

  
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 Kira Sheahan-Malloy

  
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 Jennifer Keyes

  
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 David Godshall

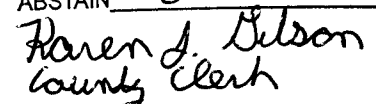
  
 \_\_\_\_\_  
 Lois Augustson

ADOPTED  
BY DODGE COUNTY BOARD

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create seven (7) positions of *Community Programs Counselor I, II, or III*, NOES 1

AYES 7  
ABSENT 0  
ABSTAIN 0

  
County Clerk

AUG 20 2019



**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

Wage Range: \$20.75 - \$26.98

<b>JOB TITLE:</b>	Counselor I – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations and hazardous home environments.

**PHYSICAL DEMANDS**

The County of Dodge 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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$22.89 - \$29.77**

<b>JOB TITLE:</b>	Counselor II – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/21/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field, two (2) years directly related experience and five (5) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations and hazardous home environments.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT "B"

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$25.05 - \$32.58**

<b>JOB TITLE:</b>	Counselor III – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field, five (5) years directly related experience and ten (10) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations and hazardous home environments.

**PHYSICAL DEMANDS**

The County of Dodge 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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
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<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

RESOLUTION NO. 19-27

**Create Position of Foster Care Coordinator Social Worker I, II, or Senior  
in the Dodge County Human Services and Health Department**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed the staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position at the Dodge County Human Services and Health Department, effective January 1, 2020:

*Foster Care Coordinator Social Worker I, II, or Senior*; and,

**WHEREAS**, the job descriptions for the proposed position of *Foster Care Coordinator Social Worker I, II, or Senior* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department; and,

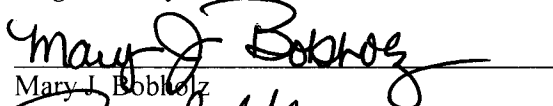
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Foster Care Coordinator Social Worker I, II, or Senior* during calendar year 2020;

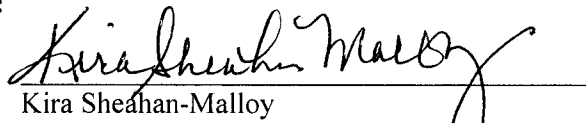
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2020:

*Foster Care Coordinator Social Worker I, II, or Senior*.

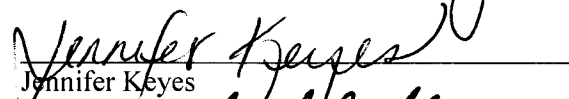
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Human Services and Health Board:**

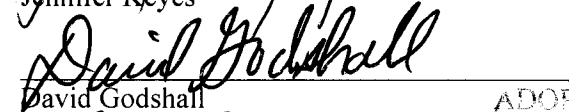
  
Mary J. Bobholz

  
Kira Sheahan-Malloy

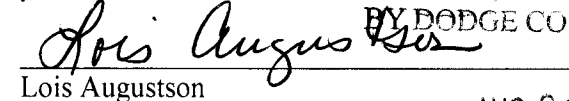
  
Becky Glewen

  
Jennifer Keyes

  
Mark Roesch

  
David Godshall

  
Timothy Kemmel

  
Lois Augustson

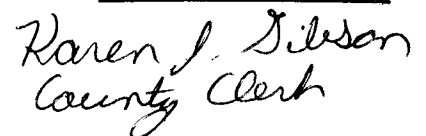
ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Foster Care Coordinator Social Worker I, II, or Senior*.

AYES 25 NOES 0  
ABSENT 0  
ABSTAIN 0

  
County Clerk

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$22.89 - \$29.77**

<b>JOB TITLE:</b>	Social Worker I - Foster Care Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 29, 1998
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during probation period.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$25.05 - \$32.58**

<b>JOB TITLE:</b>	Social Worker II - Foster Care Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 29, 1998
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge 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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
-------------------------	-------------------------------

<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

DODGE COUNTY JOB DESCRIPTION

Wage Rate: \$27.20 - \$35.37

<b>JOB TITLE:</b>	Senior Social Worker - Foster Care Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 29, 1998
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Masters degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

**WORKING CONDITIONS**

Office and field working environment. Potential of work in adverse interpersonal situations.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "C"

RESOLUTION NO. 19-28

**Create Position of *Emergency Preparedness Coordinator* in the Dodge County  
Human Services and Health Department and the Dodge County  
Emergency Management Office**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Human Services and Health Board and the Dodge County Executive Committee (Committees) have studied and analyzed the staffing needs at the Dodge County Human Services and Health Department and the Dodge County Emergency Management Office (Departments); and,

**WHEREAS**, as a result of these studies and analyses, the Committees recommend that the Dodge County Board of Supervisors create the following position at the Departments, effective January 1, 2020: *Emergency Preparedness Coordinator*; and,

**WHEREAS**, the Director of the Human Services and Health Department, and the Director of the Emergency Management Office, are of the mutual opinion that a shared *Emergency Preparedness Coordinator* position, to be split by the Departments at the rate of 60% (24 hours per week) in the Human Services and Health Department, and 40% (16 hours per week) in the Emergency Management Office, may be feasible in assisting in the effective and efficient operations of the Departments during emergencies and assisting with the public health environmental health program; and,

**WHEREAS**, Carlson Dettmann Consulting has analyzed a Job Description Questionnaire (JDQ) and a job description prepared for this proposed new position by the Departments; and,

**WHEREAS**, it is the considered opinion of Carlson Dettmann Consulting that this proposed new position should be compensated at the level of Labor Grade 8 of the Dodge County Compensation Plan; and,

**WHEREAS**, the job description for the proposed position of *Emergency Preparedness Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department or the 2019 Budget of the Emergency Management Office; and,


**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Emergency Preparedness Coordinator* during calendar year 2020;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *Emergency Preparedness Coordinator* to be split by the Departments at the rate of 60% (24 hours per week) in the Human Services and Health Department, and 40% (16 hours per week) in the Emergency Management Office, effective January 1, 2020.

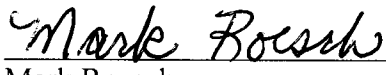


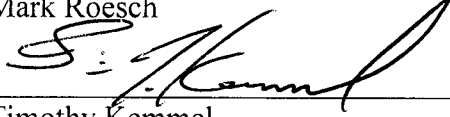
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

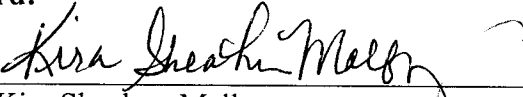
**Dodge County Human Services and Health Board:**

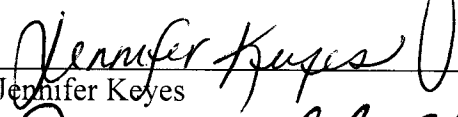
  
Mary J. Bobholz

  
Becky Glewen


  
Mark Roesch

  
Timothy Kemmel

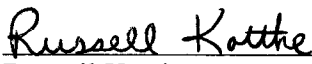
  
Kira Sheahan-Malloy

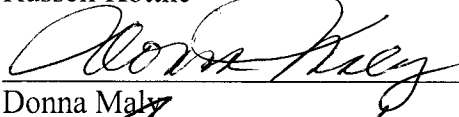
  
Jennifer Keyes


  
David Godshall

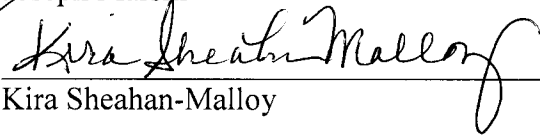
  
Lois Augustson

**Dodge County Executive Committee:**

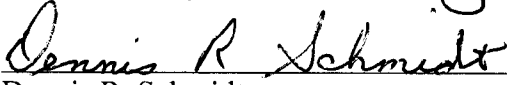
  
Russell Kottke

  
Donna Maly

  
Joseph Marsik

  
Kira Sheahan-Malloy

  
David Frohling

  
Dennis R. Schmidt

Jeff Berres

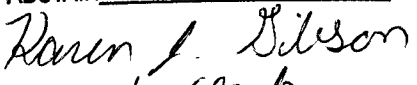
**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create the position of *Emergency Preparedness Coordinator*.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 24 NOES 1  
ABSENT 3  
ABSTAIN 3

  
County Clerk

<b>JOB TITLE:</b>	Emergency Preparedness Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health Department/Emergency Management	<b>REPORTS TO:</b>	Public Health Supervisor /Emergency Management Director
<b>LOCATION:</b>	Henry Dodge Office Building/Law Enforcement Office	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the Human Services Supervisor-Public Health Officer and the Emergency Management Director, duties include emergency preparedness planning, coordination, and training. Assisting and helping to ensure the effective and efficient operations of the Emergency Management department and Public Health during emergencies. Assisting with the Public Health environmental health program.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assist with coordinating emergency preparedness planning efforts among county departments and between the county, municipalities, response agencies, and non-government partners within Dodge County.
2. Coordinates the completion of Local Public Health Preparedness Contract Objectives.
3. Assist in the development and updating of the Public Health Preparedness Plans, Emergency Operations Plan (EOP), Mass Fatality Plan, Hazard Mitigation Plan, Continuity of Operations Plan, Hazard Vulnerability Assessments, and any other planning related to Public Health, Emergency Management and Homeland Security.
4. Assist in promoting emergency preparedness, emergency management, and safety activities by conducting meetings and speaking to local groups, clubs, organizations, and schools. May assist with media, public inquiries, and other communication regarding Public Health and Emergency Management operations.
5. Assist in the maintaining and tracking of all departmental equipment.
6. Assist in implementing special programs as required by federal and/or state law.
7. Assist with enforcement of health ordinance, consultations, and investigations associated with the Public Health environmental health program.
8. Plans and coordinates drill exercises to test county response to declared emergencies, natural or man-made.
9. Coordinate and participate in local, County and State Preparedness meetings, advisory councils, and committees.
10. Coordinate emergency management training for persons responsible for emergency management activities in the event of a natural or man-made disaster.
11. Provide staff training and testing for Personal Protective Equipment (PPE).
12. Coordinate and participate in local, regional, and State preparedness exercise.
13. Coordinate preparedness activities with community partners.
14. Assist and responds to potential and actual emergencies.
15. Keep abreast of changes in the laws regarding emergency management, homeland security, hazardous chemicals, weather emergency procedures, etc., and assist with disseminating information to others.
16. Maintains accurate and timely documentation of interventions and other related activities.
17. Prepares intra-inter-agency reports as required.
18. Attends conferences, staff meetings, in-services, committee meetings and provides feedback.
19. Provides orientation of staff and Public Health students.
20. Assist in maintaining, tracking and purchasing of radio communications equipment for the county radio communications towers. Further assist in planning and coordinating training exercise related to communications.
21. Assist in coordinating, tracking physicals, purchasing equipment, and applying for federal and state grants related to hazardous materials.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Public Health Preparedness and Emergency Management practices.
- Knowledge of HSEEP exercise methodology.
- Knowledge of community organizations and resources.
- Knowledge of public safety radio communications and protocols.
- Possession of strong organizational skills.
- Ability to communicate effectively in oral and written form.
- Ability to take direction and display emotional stability in high stress and emergency situations.
- Ability and availability to respond to emergency calls day or night, on short notice, and to work long hours when conditions require.
- Ability to operate a computer and to keyboard at a reasonable rate of speed. Familiarity with various software, including Microsoft Office Suite (Word/Excel).
- Ability to keep information confidential.
- Ability to provide documents and reports in a timely manner.
- Ability to explain and interpret public health/environmental health laws, rules, and regulations.
- Ability to interact effectively with patients, families, and general public.
- Ability to exercise independent judgment.
- Ability to work collaboratively with others.
- Ability to attend late evening and/or night meetings.
- Skill in effectively motivating others.

Must meet requirements of Dodge County Driver Qualification Program.

**EDUCATION AND EXPERIENCE**

Sixty (60) college credits in Emergency Management or related field – Bachelor's Degree preferred; and a minimum three (3) years' experience in emergency management or emergency preparedness. Experience in Emergency Response preferred.

<b>WORKING CONDITIONS</b>	
Normal office environment; little exposure to noise, dust fumes, etc. Outdoor environment – normal weather conditions. Outdoor environment – extremely hazardous conditions, tornadoes, floods, blizzards.	
<b>PHYSICAL DEMANDS</b>	
The County of Dodge 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.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
<small>The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).</small>	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 19-29

**Resolution to Abolish the Position of *Administrative Secretary III* and  
Create the Position of *University of Wisconsin ("UW") Extension Lead***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County UW-Extension Education Committee has studied and analyzed staffing needs at the Dodge County UW-Extension Department; and,

**WHEREAS**, as a result of these studies and analyses, the UW-Extension Education Committee recommends that the Dodge County Board of Supervisors abolish one full-time, benefited position of *Administrative Secretary III* in the UW-Extension Department, effective August 21, 2019; and,

**WHEREAS**, as a result of these studies and analyses, the UW-Extension Education Committee also recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *UW Extension Lead* in the UW-Extension Department, effective August 21, 2019; and,

**WHEREAS**, a job description for the position of *Administrative Secretary III* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *UW Extension Lead* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**WHEREAS**, there are funds in the 2019 UW-Extension Department Budget to fund the proposed position of *UW Extension Lead* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

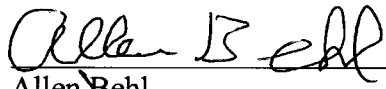
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes one full-time, benefited position of *Administrative Secretary III* in the UW-Extension Department, effective August 21, 2019; and,

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *UW Extension Lead* in the UW-Extension Department, effective August 21, 2019; and,

**BE IT FINALLY RESOLVED**, that funds in the 2019 UW-Extension Department Budget shall be used to fund the position of *UW Extension Lead* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

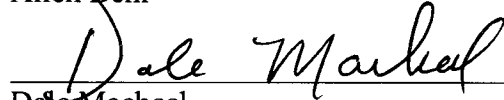
**Dodge County UW-Extension Education Committee.**



Allen Behl

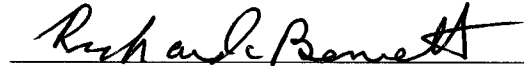


Becky Glewen



Dale Macheel


Annette Thompson



Richard Bennett

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget: X Yes \_\_\_ No \_\_\_ N/A.

Budget Impact: \$~~27057~~ Finance Committee review date: August 13, 2019. Chair initials: 

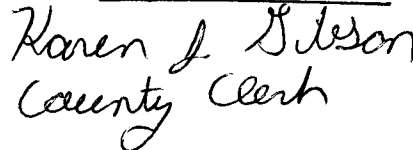
**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to abolish the position of *Administrative Secretary III* and create the position of *UW Extension Lead*.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 25 NOES 0  
ABSENT 8  
ABSTAIN 0

  
County Clerk

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$16.46 - \$21.40**

<b>JOB TITLE:</b>	Administrative Secretary III	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	UW Extension	<b>REPORTS TO:</b>	Department Head or Appointee
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 6, 1996
<b>LABOR GRADE:</b>	Dodge County – Three (3)	<b>REVISED:</b>	1/4/13; 8/5/14, 2/11/16, 11/22/17

**OVERALL PURPOSE/SUMMARY**

Provides assistance and technical services for County Extension Educators. Performs a variety of complex computer operations. Advises clients on availability of services and assists them in application procedures.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs complex computer operations, including MS products and social media applications to enhance County Extension Educator function.
2. Utilizes computer to design handouts, visuals, brochures, bulletins, and newsletters to promote Extension activities.
3. Composes correspondence, spreadsheets, memos, and reports, coordinates countywide bulk mailings using multiple computer software programs.
4. Uses technical skills to transmit information electronically.
5. Receives telephone/TDD and customer inquiries and provides information or redirects inquiries to various county and state agencies.
6. Maintains and develops rapport with Extension clientele.
7. Maintains computerized records, files, reports, and inventories.
8. Maintains records for purchase and issuance of supplies/equipment necessary for operation of agency.
9. Completes reports for Extension staff as required.
10. Performs duties related to programs including; registration fee collection, material organization, and correspondence.
12. Remains proficient in office computer software programs as required by Extension agents and county clientele.
13. Maintains Extension office and meeting rooms in clean orderly fashion.
14. Maintains Extension promotional materials and displays.
15. Maintains Extension's website and social media presence.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of modern office methods and procedures.
- Thorough working knowledge of computers.
- Basic knowledge of accounting/billing procedures.
- Skilled at working accurately with numbers/calculations.
- Knowledge and ability to maintain social media and website presence.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective public/working relationships.
- Ability to maintain accurate and complete records.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to initiate and complete variety of work assignments independently or with brief instruction.
- Ability to communicate effectively.
- Ability to understand and effectively carry out instructions.
- Ability to work under pressure and meet deadlines.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent plus three (3) years office experience, including operation of computer equipment. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$22.89 - \$29.77**

<b>JOB TITLE:</b>	UW Extension Lead	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	UW Extension	<b>REPORTS TO:</b>	Area Extension Director/Human Resources
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Area Extension Director (AED), possesses comprehensive knowledge of program areas, including 4-H & Positive Youth Development, Human Development & Relationships, Agriculture, FoodWise, and other groups and associations who collaborate with Extension. In coordination with AED and Extension educators, manages daily operations of Extension office.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists the Area Extension Director (AED) in establishing department policies and procedures, maintains office policies and procedures; plans, schedules and assigns work to county staff upon Director's approval; recommends utilization of staff and new office procedures approved by Director.
2. Provides oversight with preparation and coordination of communication with county Extension Education committee.
3. Assists AED in developing and maintaining protocol for new hires; trains new county staff and directs training to maximize employee's capabilities and ensure constant efficient operation of department.
4. On-boards new Extension educators on county policies and procedures.
5. Ensures that deadlines are met and goals are accomplished in coordination with Extension educators and AED.
6. Attends trainings, seminars, and conferences when necessary.
7. Coordinates county Extension's Civil Rights compliance.
8. Coordinates with AED and may attend Management Council meetings as needed.
9. Assists county department with ongoing technical questions.
10. Prioritizes and coordinates requests and purchases of equipment and supplies.
11. Performs duties related to programs including registration fee collection, material organization and correspondence.
12. Maintains knowledge and rapport with Extension's clientele, county partners, and organizational structures.
13. Acts as a backup to office support personnel as needed.
14. Reviews and approves clerical work schedules and vacation/leave requests to ensure adequate coverage for office workload.
15. Coordinates office staff meetings.
16. Maintains computerized records, files, reports, and inventories.
17. Completes reports for multiple Extension educators as required.
18. Performs complex computer operations to enhance Extension educator function.
19. Utilizes software programs to design handouts, brochures, bulletins, and newsletters to promote Extension activities.
20. Coordinates meeting rooms for Extension, other county departments and partner organizations.
21. Provides assistance to individuals regarding available office and Department resources.
22. Assists clientele who call or walk in.
23. Coordinates special projects and tasks relating to Extension programming as assigned by Extension educators or AED.
24. Coordinates oversight of Extension's website and social media presence, promotional materials, and displays.
25. Point of contact for other County departments with related duties that may be required or assigned.
26. Communicate with office about state/county updates pertaining to UW-Madison and Extension department matters.
27. Regular attendance and punctuality required.
28. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of local, state and federal laws, rules, regulations, around Extension programming and open meetings laws and record keeping.

Considerable knowledge of business English, spelling, math, grammar, Extension terminology, modern office methods, practices and equipment.

Demonstrated written and verbal communication skills, interpersonal skills, facilitation skills, and presentation skills.

Considerable computer experience using Microsoft Office software (Word, Excel, Outlook, PowerPoint), and other database software.

Considerable knowledge of Extension programming.

Knowledge of governmental structures and procedures at local, state and federal levels.

Ability to perform financial management functions.

Ability to obtain information through use of interview techniques.

Ability to obtain cooperation from others in situations of conflicting goals or values.

Ability to evaluate information and exercise judgment to make recommendations with a degree of autonomy.

Ability to utilize a variety of advisory data and information.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

- Ability to prioritize, delegate, and supervise county staff department duties when necessary.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to change, making decisions as necessary without direct supervision.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective working relationships with other employees, clients and general public.
- Ability to prepare materials and maintain accurate records.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to prioritize work and work independently on numerous concurrent tasks.
- Ability to remain calm when working in stressful situations.
- Ability to work under pressure and meet deadlines.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to interpret and implement policies.
- Ability to be a team player.
- Must meet requirements of the Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Two (2) year Associate's degree in Office Administration or related field, five (5) years of experience in Extension or educational programming, or equivalent combination of education and experience which provides necessary knowledge, skills and abilities.

**WORKING CONDITIONS**

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):  
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



RESOLUTION NO. 19-30

**Authorizing a General Fund Transfer and the Engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (“EMS”) Study**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, communities in Dodge County have expressed various concerns regarding the future of emergency medical services including the availability and reliability of service providers and the sustainability of these services throughout the County; and,

**WHEREAS**, community leaders in the fields of EMS approached Dodge County Emergency Management for assistance in addressing these concerns and requested Dodge County Executive Committee (“Committee”) commission a study to assess the needs of the communities within Dodge County and propose recommendations to address the identified needs; and,

**WHEREAS**, the Committee has determined that it is necessary to engage the professional services of a company with experience performing evaluative studies and plans; and,

**WHEREAS**, the Committee authorized the issuance of a Request for Proposal (“RFP”) for such study, and EMS Consulting Service, RFP #EM19-04 was released on June 7, 2019; and,

**WHEREAS**, four proposals were received in response, copies of which are on file in the Office of the Dodge County Clerk for viewing during normal business hours; and,

**WHEREAS**, representatives of Dodge County Emergency Management and various community leaders (“Steering Committee”) reviewed and evaluated the proposals and unanimously recommend Strategic Management & Consulting, LLC to the Committee as the vendor to conduct the study in an amount not to exceed \$21,500; and,

**WHEREAS**, partial funding in the form of a grant from the Wisconsin Office of Rural Health in the amount of \$4,990 is available to offset the costs of the study with the balance to be covered by Dodge County’s Unassigned General Fund and contributions of up to \$4,000 from communities within Dodge County; and,

**WHEREAS**, on August 6, 2019, the Committee considered the recommendation and has formed the considered conclusion that it is necessary to engage the services of Strategic Management & Consulting, LLC, and recommends that the Dodge County Board of Supervisors approve and accept the written proposal from Strategic Management & Consulting, LLC, and authorize the purchase of such services at a cost not to exceed \$21,500; and,

**WHEREAS**, the Dodge County Finance Committee has reviewed the request to use Dodge County funds in the amount not to exceed \$21,500, subject to such funds being replenished by grant funds and contributions of up to \$4,000 from Dodge County communities; and,

**WHEREAS**, the Finance Committee recommends to the Dodge County Board of Supervisors to authorize funds in the amount of \$21,500 from Dodge County’s Unassigned General Fund, to be transferred to the 2019 Emergency Management Budget to fund the study; and,

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby approves and accepts the proposal from Strategic Management & Consulting, LLC, in the amount not to exceed \$21,500 for the purchase of the services and deliverables outlined in RFP #EM19-04, dated June 7, 2019; and,

1 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes a transfer  
2 from Business Unit 100, Account No. 3429, Unassigned General Fund, to the 2019 Emergency Management Budget  
3 in the amount of \$21,500, with the understanding that the contributions of up to \$4,000 received from Dodge County  
4 communities and the grant funds shall be directed to the Unassigned General Fund upon receipt; and,  
5

6 **BE IT FURTHER RESOLVED**, that the Dodge County Board Chairman and the Dodge County Clerk are  
7 hereby authorized to execute an agreement with Strategic Management & Consulting, LLC for the services outlined in  
8 RFP #EM19-04, dated June 7, 2019, subject to the review of the contract by the Dodge County Corporation Counsel;  
9 and,  
10

11 **BE IT FINALLY RESOLVED**, that upon properly presented invoices, in a total amount not to exceed  
12 \$21,500, the Dodge County Treasurer is authorized to make payment of such invoices upon approval of said  
13 invoices by the Emergency Management Director, as appropriate, from the Emergency Management Budget.

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Executive Committee:**

Russell Kottke  
Russell Kottke

David Frohling  
David Frohling

Donna Maly  
Donna Maly

Dennis R. Schmidt  
Dennis R. Schmidt

Joseph Marsik  
Joseph Marsik

Jeff Berres  
Jeff Berres

Kira Sheahan-Malloy  
Kira Sheahan-Malloy

**Dodge County Finance Committee:**

David Frohling  
David Frohling

David Guckenberger  
David Guckenberger

Thomas Schaefer  
Thomas Schaefer

Ed Benter  
Ed Benter

Jeffrey Caine  
Jeffrey Caine

**FISCAL NOTE:**

The revenue/expenditure is contained in the 2019 Office of Emergency Management Budget:    Yes   X   No.

Budget Impact: \$21,500. Finance Committee review date: August 13, 2019. Chair initials: DF

ADOPTED

BY DODGE COUNTY BOARD

Vote Required: 2/3 of members elect

Resolution Summary: A resolution authorizing a General Fund transfer and the engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (EMS) study.

AUG 20 2019

AYES 24 NOES 1  
ABSENT 2  
ABSTAIN 0

Karen L. Gibson  
County Clerk

RESOLUTION NO. 19-31

**Resolution to Abolish the Position of *Database Administrator* and  
Create the Position of *Information Technology (“IT”) Systems Analyst***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Information Technology Committee has studied and analyzed staffing needs in the Information Technology Department; and,

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish one funded, full-time, benefited position of *Database Administrator* in the Information Technology Department, effective August 21, 2019; and,

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee also recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *IT Systems Analyst* in the Information Technology Department, effective August 21, 2019; and,

**WHEREAS**, a job description for the position of *Database Administrator* has been marked for identification as Exhibit “A”, and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *IT Systems Analyst* has been marked for identification as Exhibit “B” and has been attached hereto; and,

**WHEREAS**, there are funds in the 2019 Information Technology Budget to fund the proposed position of *IT Systems Analyst* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

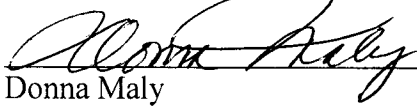
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes one funded, full-time, benefited position of *Database Administrator* in the Information Technology Department, effective August 21, 2019; and,

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *IT Systems Analyst* in the Information Technology Department, effective August 21, 2019; and,

**BE IT FINALLY RESOLVED**, that funds in the 2019 Information Technology Budget shall be used to fund the position of *IT Systems Analyst* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

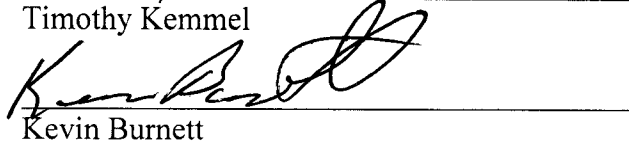
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

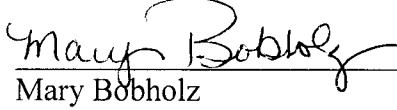
**Dodge County Information Technology Committee:**

  
Donna Maly


  
Timothy Kemmel

David Guckenberger

  
Kevin Burnett

  
Mary Bobholz

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget: X Yes \_\_\_ No \_\_\_ N/A  
Budget Impact: \$0.00. Finance Committee review date: August 13, 2019. Chair initials: 

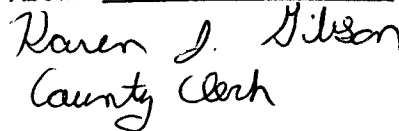
**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to abolish the position of *Database Administrator* and create the position of *IT Systems Analyst*.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 25 NOES 0  
ABSENT 0  
ABSTAIN 0

  
Karen J. Gilson  
County Clerk

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$31.49 - \$40.95**

<b>JOB TITLE:</b>	Database Administrator	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	1/1/2014
<b>LABOR GRADE:</b>	Dodge County – Eleven (11)	<b>REVISED:</b>	10/9/17; 2/8/18

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County databases and network applications to provide a secured and stable environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides assistance and support as required for SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, system administration, technical support, and problem resolution.
2. Responsible for planning and defining object oriented database configuration and overall database architecture strategy with the IT Director.
3. Assist in development with the IT Director of short and long term database migration plans consistent with County IT strategies and 5-Year Technology Plan.
4. Responsible to provide the IT Director with database and application initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.
5. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.
6. Responsible for database administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.
7. Administers database resources such as SQL, c-tree ACE, and Oracle servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the stage of a disaster.
8. Responsible for overall database administration and maintenance of application security.
9. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.
10. Responsible for working with vendors, 3rd parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.
11. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.
12. Responsible with the IT Director to establish database standards.
13. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.
14. Regular attendance, professional demeanor and punctuality required.
15. Performs related duties as required or assigned by the IT Director.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.  
 Knowledge of SQL, Access, and Oracle platforms.  
 Knowledge of Document Management systems, Records Management systems, HR/Payroll systems, Enterprise Resource Planning systems, and/or Financial systems.  
 Knowledge of reporting tools such as SQL Reporting Services and Crystal Reports.  
 Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.  
 Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.  
 Knowledge of Internet connectivity, network security design and implementation techniques.  
 Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.  
 Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.  
 Ability to establish and maintain effective public/employee working relationships.  
 Ability to work independently without close supervision.  
 Ability to work as part of a project team with other IT professionals and other County employees.  
 Ability to comprehend various business processes within a multi-departmental organization.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

- Ability to maintain accurate and complete records.
- Ability to effectively answer inquiries and challenges with tact and courtesy.
- Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.
- Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.
- Ability to understand and effectively carry out instructions.
- Ability to work under pressure and meet deadlines.
- Ability to maintain accurate and complete records.
- Ability to accurately interpret requests and make sound and accurate decisions quickly.
- Ability to provide outstanding customer service.
- Ability to create user documentation, training materials and user training.
- Must comply with all safety rules and regulations.
- Must meet requirements of the Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in computer science, computer programming, business, or other related field with a minimum of two (2) years of experience administering Microsoft SQL database and/or system administration preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills, and ability may be considered. MCSD certification is preferred, but not required.

**WORKING CONDITIONS**

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. This position occasionally requires driving to different County buildings, and must be able to adhere to the County driving policy.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:  
DATE:  
SUPERVISOR SIGNATURE:  
DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):  
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$31.49 - \$40.95**

<b>JOB TITLE:</b>	IT Systems Analyst	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Ten (10)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Dodge County Information Technology (IT) Department provides a culture of learning together for continuous improvement and support with alignment of County operations to provide service to the people of Dodge County. The IT Systems Analyst will lead as a top County advocate empowering and safeguarding government operations. Under the general direction of the IT Director, the primary purpose of the IT Systems Analyst is to study the organization's current information systems and procedures, design solutions to help operations be more efficiently and effectively. The IT System Analyst brings the government operations and information technology together by understanding the needs and limitation of both. The IT Systems Analyst is responsible for planning, implementing, supporting, updating, monitoring, changing, and protecting the Dodge County information systems, databases, and network applications to provide a stable and secure environment for County departments to services to the people of Dodge County. The IT Systems Analyst is responsible for responding to all County department users in a professional and timely manner, and involve other County IT resources as needed.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Analyze system requirements to identify trends, eliminate ambiguity, and automate repetitive tasks.
2. Collaborates with assigned Departments and external entities to analyze & understand operational needs.
3. Perform system administration, database maintenance, resource planning, and security updates to meet system performance reliability objectives.
4. Provide assistance and support for SQL, visual basic, Excel data files, Access databases, and web-based applications.
5. Responsible for information database systems in coordination with operations, maintenance plans, and backup schedules.
6. Secure County databases, applications, servers, and systems to insure stability, reliability, responsiveness, integrity, and availability.
7. Security assistant to comply with regulatory compliance required by assigned Departments.  
(HIPPA, CJIS, SOX, FISMA, PCI-DSS, NIST)
8. Serves as a liaison, consults, and escalates support requests with team members, vendor support, consultants, and end users as needed to resolve issues.
9. Supports in coordination with Senior Analysts for new installation or upgrades of Information Systems & Databases; including servers, applications, databases, and integration interfaces.
10. Analyze, configure, & document system modifications, changes, and adjustments for consistent and reliable results.
11. Application automation may include: VB, VB/ASP.NET, PowerShell scripting, SQL or web coding to support systems.
12. Collaborate with the Information System Team and IT Director to establish database standards, configurations, and strategy.
13. Develops queries, standard reports, and report templates as required to County leadership.
14. Leads or participates in inter-department meetings, projects, and goals.
15. Participate in high-availability disaster recovery planning, testing, and execution as needed.
16. Performs quality assurance testing to ensure the system is operating as expected.
17. Prepare and maintain advanced system training material and system documentation.
18. Recommend technical specifications for needs assessments, solution comparison, and request for bids/proposals.
19. Support multiple IT Projects collaboratively with cross-functional teams to achieve successful projects.
20. Support system migration life-cycle plans with alignment of County's IT Strategic Plan.
21. System monitoring and performance evaluation, making recommendations as needed.
22. Participates in the County Information Technology (IT) after-hours on-call rotation and monthly server updates.
23. Performs intermediate and advance troubleshooting to identify root cause, barriers, and solutions with urgency.
24. Plan and inform team on system, application, and database issues related to the County or external agencies.
25. Plan, compile, and report overall database and system-related budgetary needs to the IT Director in coordination with IT Department support groups.
26. Responsible for Tier-2 & Tier-3 database/application system support requests.
27. Works with Helpdesk and Technology Services Support to resolve support requests.
28. Perform other related duties as required or assigned by the IT Director.
29. Regular attendance, professional demeanor and punctuality required.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.  
 Knowledge of SQL, Access, and Oracle platforms.  
 Knowledge of Document Management systems, Records Management systems, HR/Payroll systems, Enterprise Resource Planning systems, and/or Financial systems.  
 Knowledge of reporting tools and resources, such as SQL Reporting Services, Crystal Reports, Project Management (PMI)(PBA)(PMP), and International Institute of Business Analysis (IIBA).

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.  
 Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.  
 Knowledge of Internet connectivity, network security design and implementation techniques.  
 Must fully understand how to manage Active Directory, domains, and policy management.  
 Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.  
 Strong communication and presentation skills to clearly present to an audience as large as 100 participants.  
 Ability to effectively problem solve and quickly prioritize various tasks, projects, and technical issues.  
 Ability to establish and maintain effective public/employee working relationships.  
 Ability to work independently without close supervision.  
 Ability to work as part of a project team with other IT professionals and other County employees.  
 Ability to comprehend various business processes within a multi-departmental organization.  
 Ability to maintain accurate and complete records.  
 Ability to effectively answer inquiries and challenges with tact and courtesy.  
 Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.  
 Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.  
 Ability to facilitate open exchange of ideas and provide for effective communication.  
 Effectively communicates with customers, management, and co-workers.  
 Ability to collaborate, coordinate, and schedule appropriate meetings/appointments for working together and project updates.  
 Advance problem-solving techniques; including process of elimination, plus/delta comparison, and SWOT analysis.  
 Ability to understand and effectively carry out instructions.  
 Ability to work under pressure and meet deadlines.  
 Ability to maintain accurate and complete records.  
 Ability to accurately interpret requests and make sound and accurate decisions quickly.  
 Ability to provide outstanding customer service.  
 Ability to create user documentation, training materials and user training.  
 Trustworthy and open-minded to restore impacted operational systems and processes quickly.  
 Must comply with all safety rules and regulations.  
 Must meet requirements of the Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree with a minimum of five (5) years of experience in administering Microsoft SQL databases and/or systems, Exchange and network applications. MCSD certification is preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. This position occasionally requires driving to different County buildings, and must be able to adhere to the County driving policy.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:  
 DATE:  
 SUPERVISOR SIGNATURE:  
 DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):  
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



RESOLUTION NO. 19-32

**Resolution to Abolish Two Positions of *Cook/Food Service Worker*  
And Create Two Positions of *Head Cook***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors abolish the following positions in Clearview, effective August 21, 2019:

1. One vacant, funded, full-time, benefited position of *Cook/Food Service Worker*;
2. One filled, funded, full-time, benefited position of *Cook/Food Service Worker*; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee also recommends that the Dodge County Board of Supervisors create the following positions in Clearview, effective August 21, 2019:

Two new, full-time, benefited positions of *Head Cook*; and,

**WHEREAS**, a job description for the positions of *Cook/Food Service Worker* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed positions of *Head Cook* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**WHEREAS**, there are funds in the 2019 Budget of Clearview to fund the proposed positions of *Head Cook* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following positions in Clearview, effective August 21, 2019:

1. One vacant, funded, full-time, benefited position of *Cook/Food Service Worker*;
2. One filled, funded, full-time, benefited position of *Cook/Food Service Worker*; and,

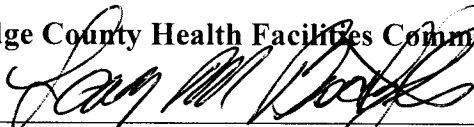
**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions in Clearview, effective August 21, 2019:


Two new, full-time, benefited positions of *Head Cook*; and,

**BE IT FINALLY RESOLVED**, that funds in the 2019 Budget of Clearview shall be used to fund the two positions of *Head Cook* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.


All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

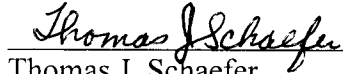
Dodge County Health Facilities Committee:

  
Larry Bischoff

  
William Hoekstra

  
Dan Hilbert

  
Lisa Derr

  
Thomas J. Schaefer

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget: X Yes      No      N/A.

Budget Impact: \$0.00. Finance Committee review date: August 13, 2019. Chair initials: LS.


Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish two positions of *Cook/Food Service Worker* and create two positions of *Head Cook*.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 25 NOES 0  
ABSENT 0  
ABSTAIN 0

  
County Clerk

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage: \$14.30 - \$18.61**

<b>JOB TITLE:</b>	Cook/Food Service Worker	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	November 18, 1998
<b>LABOR GRADE:</b>	Dodge County Two (2)	<b>REVISED:</b>	1/31/11; 6/3/11, 1/1/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed, performs routine work incidental to food preparation and serving on resident households, including assisting in resident feeding. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Maintains high standards of food production and sanitation.
3. Keeps work areas and equipment clean, and in compliance with regulatory codes.
4. Communicates concerns regarding equipment, menus, recipes, etc.
5. Moves food product in and out of storerooms, coolers and freezers, and to resident households.
6. Directly responsible for dishwashing operation and sanitation in Household support spaces
7. Portioning of food and serving in accordance with diet and preferences
8. Participate in meal service in dining rooms, including set-up of meals and feeding residents, as needed
9. Daily cleaning of food service equipment and the dietary environment in Households and the main kitchen
10. Bakes food items on the Household as necessary
11. Functions as a member of the team and participates in routine Household meetings
12. Participates in resident and facility emergencies
13. Reports change of resident condition and tracks/updates resident diet changes.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for residents rights
- Knowledge of and ability to comply with policies and procedures
- Knowledge of state and applicable federal codes
- Ability to demonstrate techniques of prevention and management of physical crisis
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.)
- Ability to perform simple math and comprehend military time
- Knowledge of quantity food preparation.
- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Ability to recognize change in residents condition
- Must have flexibility to adjust work schedule to meet resident, staffing of facility need.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be certified as a feeding assistant or become certified within orientation period.

**WORKING CONDITIONS**

Kitchen and Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$16.46 - \$21.40**

<b>JOB TITLE:</b>	Head Cook (AM, PM, Baker positions)	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	1/1/2017
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed preparing appropriate quantity of food within established time frames. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Follows USDA and State Food Codes.
3. Utilizes HACCP principles in food preparation.
4. Collaborates with other cooks to assure food preparation and cooking duties are communicated and completed.
5. Works with Supervisors to assure utilization of food and supplies including leftovers to minimize waste.
6. Prepares Main entrée or Scratch Bakery item for Lunch or Supper meal including desserts.
7. Maintains high standards of food production and sanitation.
8. Keeps work areas and equipment clean and sanitized and in compliance with regulatory codes.
9. Communicates concerns regarding equipment, menus, recipes, etc.
10. Moves food product in and out of storerooms, coolers and freezers and to resident households when necessary.
11. Functions as a member of the team and participates in routine Household meetings; may assist in feeding residents as needed.
12. Reports change of resident condition and tracks/updates resident diet changes for accuracy of food production.
13. Participates in resident and facility emergencies.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work.
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for resident's rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.) and understands and follows written and verbal instructions.
- Ability to perform simple math and comprehend military time.
- Knowledge of quantity food preparation.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**

Preferred: Culinary Arts Degree, 3 years Restaurant or Institutional cooking experience, Serve Safe Certified.  
 Required: High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be a certified as a Feeding Assistant or become certified within orientation Period.

**WORKING CONDITIONS**

Kitchen long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 19-33

**Resolution to Abolish the Position of *Household Specialist* and Create the Position of *Individuals with Intellectual Disabilities (“IID”) Household Coordinator***

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors abolish the following position in Clearview, effective August 21, 2019:

One filled, funded, full-time, benefited position of *Household Specialist*; and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee also recommends that the Dodge County Board of Supervisors create the following position in Clearview, effective August 21, 2019:

One new, full-time, benefited position of *IID Household Coordinator*; and,

**WHEREAS**, a job description for the position of *Household Specialist* has been marked for identification as Exhibit “A”, and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *IID Household Coordinator* has been marked for identification as Exhibit “B” and has been attached hereto; and,

**WHEREAS**, there are funds in the 2019 Budget of Clearview to fund the proposed position of *IID Household Coordinator* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following position in Clearview, effective August 21, 2019:

One filled, funded, full-time, benefited position of *Household Specialist*; and,

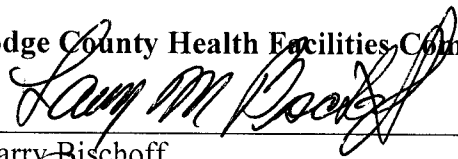
**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in Clearview, effective August 21, 2019:

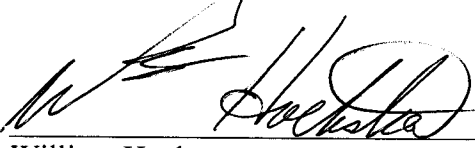
One new, full-time, benefited position of *IID Household Coordinator*; and,

**BE IT FINALLY RESOLVED**, that funds in the 2019 Budget of Clearview shall be used to fund the position of *IID Household Coordinator* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

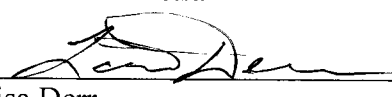
All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

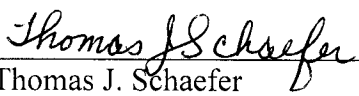
Dodge County Health Facilities Committee:

  
Larry Bischoff


  
William Hoekstra

  
Dan Hilbert

  
Lisa Derr

  
Thomas J. Schaefer

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget: X Yes      No      N/A.  
Budget Impact: \$831.60. Finance Committee review date: August 13, 2019. Chair initials: 


Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Household Specialist* and create the position of *IID Household Coordinator*.

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 25 NOES 0  
ABSENT 8  
ABSTAIN 0

  
Karen J. Wilson  
County Clerk

**DODGE COUNTY JOB DESCRIPTION**

**August 2019**

**Wage Range: \$29.35 - \$38.16**

<b>JOB TITLE:</b>	Household Specialist	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Support Services	<b>REPORTS TO:</b>	Director of Support Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	January 9, 1997
<b>LABOR GRADE:</b>	Dodge County Nine (9)	<b>REVISED:</b>	4/24/06; 12/16/11, 1/1/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Support Services, assesses resident's psychosocial needs and develops treatment plans and programs to meet those needs. Provides direct services to residents and advocates for resident rights. Provides counseling, consultation and in-service training. Provides training for new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collects, organizes, interprets, and evaluates psychosocial information on each resident.
2. Develops individual plans to meet psychosocial needs in consultation with interdisciplinary team.
3. Writes social histories, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
4. Writes psychosocial assessments, MDS reports, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
5. Provides counseling to residents and their family members to assist in meeting psychosocial needs.
6. Coordinates plans with families, guardians, and community contacts.
7. Assists residents in obtaining alternate placement and services when feasible.
8. Provides consultation to staff regarding treatment approaches and presents in-service training.
9. Reports changes in resident condition to Unit Manager
10. Provides direct supervision, training, evaluation, counseling and discipline to QMRP, Social Service or Activity staff as assigned by Director of Support Services. May prepare related written reports and assists in development of goals, objectives and programs.
11. May perform duties of the Director of Support Services including supervisory responsibilities as assigned.
12. Acts as resident rights/safety advocate.
13. May assist with household budgets.
14. May be required to serve as Qualified Mental Retardation Professional on household.
15. Facilitates household meeting with Assistant Unit Manager and with household team and participates in the household concept
16. Participates in resident and facilities emergencies.
17. Regular attendance and punctuality required.
18. Attends all mandatory in-services
19. Set goals and evaluate implementation for your department
20. Represents Clearview in a positive and professional manner at all times.
21. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of all applicable federal and state codes.
- Working knowledge and understanding of principles of human development and interaction.
- Ability to assess resident needs, determine realistic goals, and to follow through with appropriate approaches to achieve these goals.
- Ability to maintain effective working relationships and communicate effectively with residents, families, guardians, community contacts, and interdisciplinary team members.
- Ability to communicate effectively.
- Must have individual, group, and family support skills.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of and respect for resident's rights.
- Ability to use computer programs for record keeping and reporting
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to understand and follow written and verbal directions.
- Ability to read and comprehend printed word.(i.e. Care plans/IPP)
- Ability to recognize change in resident condition.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs
- Must meet Dodge County Driver Qualifications Policy.

**EDUCATION AND EXPERIENCE**

Master's Degree in Social Work or related field with two (2) years social work experience in a long-term care facility or Bachelor's degree and five (5) years related experience with developmentally disabled, geriatric or chronically mental ill individuals. Must be certified as a feeding assistant or become certified within orientation period.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

<b>PHYSICAL DEMANDS</b>	
The County of Dodge 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.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



<b>JOB TITLE:</b>	IID Household Coordinator	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Administration	<b>REPORTS TO:</b>	Executive Director
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	Draft
<b>LABOR GRADE:</b>	Dodge County Ten (10)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Executive Director-Administrator, administratively is responsible for the Active Treatment Programming of the IID Household, of residents, staff supervision, and compliance with applicable regulations. Provides counseling, consultation and in-service training. Conducts assessments of new admissions to the household and develops the initial plan of care/IPP.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Plans, directs and coordinates IID program and Active treatment plans
2. Collects, organizes, interprets, and evaluates psychosocial information on each resident.
3. Coordinates/supervises implementation of services by staff.
4. Recruits, trains, and evaluates staff
5. Develops necessary policies and procedures in accordance to regulations.
6. Participates in budget planning and implementation.
7. Sets goals and evaluates implementation for the IID household
8. Develops individual plans to meet psychosocial needs in consultation with interdisciplinary team.
9. Writes social histories, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
10. Writes psychosocial assessments, MDS reports, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
11. Provides counseling to residents and their family members to assist in meeting psychosocial needs.
12. Assists residents in obtaining alternate placement and services when feasible.
13. Provides consultation to staff regarding treatment approaches and presents in-service training.
14. Maintains Household compliance with IID regulations
15. Provides direct supervision, training, evaluation, counseling and discipline to QIDP, Therapeutic Recreation Therapist, and Activity staff.
16. May perform duties of Lead Investigator as delegated by Administration.
17. Acts as resident rights/safety advocate.
18. Participates in resident and facilities emergencies.
19. Regular attendance and punctuality required.
20. Attends all mandatory in-services
21. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of administrative procedures including budgeting, planning, personnel supervision, and program evaluation.  
 Knowledge of all applicable federal and state codes for IID Household.  
 Knowledge of Active Treatment programming for Individuals with Intellectual Disabilities.  
 Knowledge of behavioral intervention and behavioral program implementation.  
 Working knowledge and understanding of principles of human development and interaction.  
 Ability to assess resident needs, determine realistic goals, and to follow through with appropriate approaches to achieve these goals.  
 Ability to maintain effective working relationships and communicate effectively with residents, families, guardians, community contacts, and interdisciplinary team members.  
 Ability to communicate effectively.  
 Knowledge of and ability to write and implement policies and procedures and comply with existing policies and procedures.  
 Knowledge of and respect for resident's rights.  
 Ability to maintain confidentiality  
 Ability to use computer programs for record keeping and reporting  
 Ability to demonstrate techniques of prevention and management of physical crisis.  
 Ability to understand and follow written and verbal directions.  
 Ability to read and comprehend printed word.(i.e. Care plans/IPP)  
 Ability to recognize change in resident condition.  
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs  
 Must meet Dodge County Driver Qualifications Policy.

**EDUCATION AND EXPERIENCE**

Master's Degree in Social Work or related field with two (2) years social work experience in a long-term care facility or Bachelor's degree and five (5) years related experience with developmentally disabled. Must be certified as a feeding assistant or become certified within orientation period.

**WORKING CONDITIONS**

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, **August 2019** will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

RESOLUTION NO. 19-34

**Authorizing a Contingency Fund Transfer and the Purchase of a 2019 Ford F-250 Plow Truck**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Physical Facilities Department (“Department”) has reported to the Dodge County Building Committee that the plow truck used for grounds maintenance is in significant disrepair; and,

**WHEREAS**, the Dodge County Building Committee (“Committee”) has considered the condition of the truck used for grounds maintenance including snow removal from parking lots and areas around county buildings and has determined that 2000 Chevy Silverado 2500 has exceeded its useful life and the cost of the needed repairs will exceed the value of the vehicle; and,

**WHEREAS**, the Committee received a quotation for the purchase of a 2019 Ford Super Duty F-250 Plow Truck with accessories (“2019 Ford F-250 Plow Truck”) from Ewald Automotive Group dated July 29, 2019, in the amount of \$38,967.00; and,

**WHEREAS**, due to the unexpected deterioration of the existing plow truck, the Department did not budget funds in its 2019 Physical Facilities Budget to cover the cost of this purchase; and,

**WHEREAS**, the Committee proposes to fund the purchase of the 2019 Ford F-250 Plow Truck by requesting a Contingency Fund Transfer; and,

**WHEREAS**, the Finance Committee has reviewed the proposed purchase and has determined that sufficient funds are available in the Contingency Fund to finance the purchase of the 2019 Ford F-250 Plow Truck; and,

**WHEREAS**, the Building Committee and the Finance Committee recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors authorize the purchase of the 2019 Ford F-250 Plow Truck and the use of Dodge County funds from the Dodge County Contingency Fund in the amount of not to exceed \$38,967.00.

**SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors, on the recommendation of the Committees, does hereby approve and accept the quotation from Ewald Automotive Group for the purchase of a 2019 Ford F-250 Plow Truck in the amount of \$38,967.00 and authorizes the Physical Facilities Director to purchase the 2019 Ford F-250 Plow Truck; and,

**BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors does hereby authorize the transfer of funds in the amount not to exceed \$38,967.00 from the Contingency Fund to the 2019 Physical Facilities Budget to cover the purchase of the 2019 Ford F-250 Plow Truck and directs the Finance Director to record said transfer; and,

**BE IT FINALLY RESOLVED**, that upon presentation of an invoice properly approved by the Dodge County Physical Facilities Director, in a total amount not to exceed \$38,967.00, the Dodge County Physical Facilities Director is hereby authorized to make payment of said invoice.

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Building Committee:**

Dennis Schmidt  
Dennis Schmidt

Mark Roesch  
Mark Roesch

Kevin Burnett  
Kevin Burnett

Richard W. Fink  
Richard Fink

Cathy Houchin  
Cathy Houchin

**Dodge County Finance Committee:**

David Frohling  
David Frohling

Jeffrey Carne  
Jeffrey Carne

David Guckenberger  
David Guckenberger

Thomas J. Schaefer  
Thomas J. Schaefer

Ed Benter  
Ed Benter

**FISCAL NOTE:**

The revenue/expenditure is contained in the current year budget: \_\_\_ Yes X No \_\_\_ N/A.  
Budget Impact: \$38,967.00. Finance Committee review date: August 13, 2019. Chair initials: JK.

Vote Required: ~~2/3 Majority of Members Elect.~~ Majority of members present.

Resolution Summary: A resolution authorizing a general fund transfer and purchase of a Ford F-250 Plow Truck. contingency fund

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2019

AYES 23 NOES 2  
ABSENT 8  
ABSTAIN 0

Karen J. Bilson  
County Clerk

RESOLUTION NO. 19-35

**Highway Department 2019 Dodge County Budget Amendment**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

**WHEREAS**, the Dodge County Board of Supervisors adopted the 2019 Dodge County Budget on November 13, 2018; and,

**WHEREAS**, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2019 Dodge County Budget, it is now necessary to change the amounts of some of the various revenues and expenses that were stated in the 2019 Dodge County Budget for the Dodge County Highway Department at the time it was adopted; and,

**WHEREAS**, Dodge County contracts with the Wisconsin Department of Transportation to perform maintenance on state highways within Dodge County; and,

**WHEREAS**, Dodge County underestimated the revenues and expenses for the state highway maintenance work in the 2019 Dodge County Highway Budget; and,


**WHEREAS**, the Dodge County Highway Committee recommends that the Dodge County Board of Supervisors approve the budget amendment to the 2019 Highway Department Budget in the amount of \$180,000, and authorize and direct the Dodge County Finance Director to change the amounts of those revenues and expenses, as specified in the attached document entitled *Unbudgeted/Excess Revenue Appropriation Revenue and Expenditure Adjustment Form*, attached hereto and incorporated herein as Exhibit "A";

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors approves the budget amendment with adjustments to revenues and expenditures in the 2019 Highway Department Budget, as reflected on Exhibit "A", and hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations, as specified in Exhibit "A".

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Highway Committee:**

  
\_\_\_\_\_  
Jeffrey Caine

  
\_\_\_\_\_  
William Muche

\_\_\_\_\_  
Jeff Berres

  
\_\_\_\_\_  
David Frohling

\_\_\_\_\_  
Richard Fink

ADOPTED  
BY DODGE COUNTY BOARD

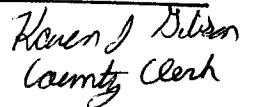
AUG 20 2019

AYES 25 NOES 0  
ABSENT 8  
ABSTAIN 2

**FISCAL NOTE:**

The revenue/expenditure is contained in the 2019 budget: \_\_\_ Yes X No \_\_\_ N/A.

Budget Impact: \$180,000. Finance Committee review date: August 13, 2019. Chair initials: DF.

  
Karen J. Wilson  
County Clerk

**Vote Required:** Two-thirds (2/3) of members elect.

**Resolution Summary:** Resolution amending the 2019 Dodge County Budget (Highway).

