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2
3 CREATE NEW AND ABOLISH POSITIONS; APPROVE RECLASSIFICATIONS;
4 ESTABLISH SALARY PLACEMENTS OF NON-REPRESENTED POSITIONS RESULTING
5 FROM REVIEW OF NON-REPRESENTED CLASSIFICATIONS; MODIFY SUNSET
6 PROVISIONS OF CERTAIN POSITIONS; AMEND ENROLLED ORDINANCE 155-58.
7

8 WHEREAS, the County Executive has designated appropriations in the 2003 budget to fund
9 necessary new positions, and
10

11 WHEREAS, the County Executive has determined that priorities in certain departments would
12 be better met by abolishing existing positions and creating alternate ones, and
13

14 WHEREAS, the Department of Administration has review approximately twenty-five percent
15 (25%) of non-represented positions and found that some reclassifications and salary adjustments
16 are appropriate, and
17

18 WHEREAS, the funding sources for certain positions with sunset provisions are changing.
19

20 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES
21 ORDAIN as follows:
22

23 Section I: The regular full-time and regular part-time positions, as listed in the attached
24 Table I will be created or abolished as identified in Table I effective the date
25 indicated on the table.
26

27 Section II: The following reclassifications, as listed in the attached Table II, be accomplished
28 effective December 27, 2002.
29

30 Section III: The following equity adjustments as listed in the attached Table III be adopted
31 effective December 27, 2002.
32

33 Section IV: The following positions with sunset provisions tied to certain funding levels are
34 changing for positions adopted effective January 1, 2003.
35

- 36 1. One Senior Conservation Specialist position in Parks and Land Use will be
37 seventy percent (70%) grant funded and thirty percent (30%) tax levy.
- 38 2. Two (2) Conservation Specialist positions in Parks and Land Use will be fifty
39 percent (50%) grant funded and fifty percent (50%) tax levy.
- 40 3. One (1) Benefit Specialist position in Department of Senior Services will have
41 the sunset provision removed.
42

43 Section V: The classification specifications as listed in the attached Table IV and on file with
44 the County Clerk and the Department of Administration be adopted effective
45 December 27, 2002.
46

CREATE NEW AND ABOLISH POSITIONS; APPROVE RECLASSIFICATIONS;
ESTABLISH SALARY PLACEMENTS OF NON-REPRESENTED POSITIONS
RESULTING FROM REVIEW OF NON-REPRESENTED CLASSIFICATIONS;
MODIFY SUNSET PROVISIONS OF CERTAIN POSITIONS

Presented by:
Personnel Committee


Duane E. Paulson, Chair

absent
Donald M. Broesch

absent
Peter Gundrum

 (NO)
Jeff Morris

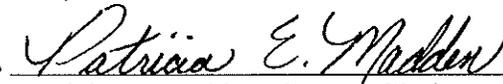
absent
Carl H. Seitz

absent
Robert G. Thelen II

 (NO)
Matt Thomas

 partially

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

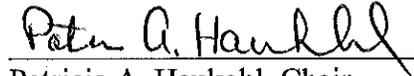
Date: October 11, 2002, 
Patricia E. Madden, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved:
Vetoed:

Date: 10-11-02, 
Daniel M. Finley, County Executive

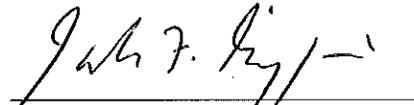
Approved by:
Finance Committee


Patricia A. Haukohl, Chair


James R. Behrend

absent
Donald M. Broesch


Genia C. Bruce


Joseph F. Griffin


Joe C. Marchese


Michael Sonnentag

**TABLE I
Create and Abolish Positions**

CREATE				ABOLISH				
Department	Status	Classification	2002 Biweekly Salary	Effective Date	Status	Classification	2001 Biweekly Salary	Effective Date
Non-Departmental - Account/End Use Technology Fund	RFT	Senior Information Systems Professional	IS Range 2	01/01/03				
Administration					RFT	Clerk Typist II	\$860.93 - \$973.12*	01/01/03
Health & Human Services					2 - RFT	Juvenile Center Worker**	\$911.22 - \$1,081.76*	01/01/03
	RFT	Psychiatrist ***	\$4,601.38 - \$5,658.78	01/01/03	RFT	Clerk Typist II**	\$860.93 - \$973.12*	01/01/03
	RFT				RPT	Psychiatrist	\$4,601.38 - \$5,658.78	01/01/03
Parks and Land Use	RFT	Land Information Mapping Technician	Step Range 8 \$1,366.92 - \$1,746.70	01/01/03				
Public Safety	RFT	Communications Center Manager	Open Range 11 \$2,059.28 - \$2,531.69	01/01/03				
	RFT	Director of Public Safety	Open Range 14 \$2,761.49 - \$3,395.03	10/01/03				
	RFT	Telecommunications Training Coordinator	Step Range 8 \$1,366.92 - \$1,746.70	07/01/2003				
Register of Deeds	RFT	Secretary Supervisor	Step Range 6 \$1,187.69 - \$1,517.20	01/01/03				
	RFT	Clerk I/II	\$792.80 - \$973.12*	01/01/03	RPT	Clerk I	\$792.80 - \$876.92*	01/01/03

* 2001 biweekly salary
 ** Unfunded position
 *** May be filled with one regular full time or two regular part time not to exceed 1 FTE

157-0-058

REVISED 10/1/02

2003 PROPOSED NEW POSITIONS
Ordinance Section I Table I

Department	Position	Budgeted Incr. (Deer.) NET FTE	2003			Position Abolish. Offsets (See Sched. 2)	Exp. Reduce New Rev.	Net '03 Incr (Deer) Levy Funding	2004 Total Expend	2004 Incr (Deer) Levy Funding
			Salaries	Benefits	Other Operating					
Public Safety	Communications Center Manager	1.00	\$57,574	\$21,737	\$4,130	\$83,441	\$0	\$83,441	\$85,095	
Public Safety	Telecomm. Training Coordinator (a)	0.50	\$19,662	\$9,271	\$3,100	\$32,033	\$0	\$32,033	\$61,299	
Public Safety	Director of Public Safety (b)	0.25	\$21,581	\$6,692	\$3,110	\$31,383	\$0	\$31,383	\$109,371	
Non Departmental - End User Technology Fund / Public Safety	Senior Info Systems Professional	1.00	\$47,914	\$20,046	\$800	\$68,760	\$0	\$68,760	\$72,957	
Register of Deeds	Secretary Supervisor	1.00	\$33,036	\$17,800	\$350	\$51,186	\$0	\$51,186	\$52,978	
Parks - Land Information Sys	Land Info. Mapping Technician	1.00	\$38,048	\$18,319	\$680	\$57,047	\$0	\$57,047	\$59,044	
Register of Deeds	Clerk I/II (Regular Full Time)	1.00	\$23,960	\$15,740	\$0	\$39,700	\$0	\$39,700	\$41,090	
Human Services	Psychiatrist	1.00	\$152,125	\$34,458	\$0	\$186,583	(\$30,580)	\$156,003	\$9,394	
							(\$147,660)	\$8,643	\$1,557	
							(\$178,240)	\$224,737	\$674,944	
	SUB-TOTAL NEW POSITIONS	6.75	\$383,900	\$144,061	\$12,170	\$550,131				

(a) Position authorized as of July 1, 2003.
(b) Position authorized as of October 1, 2003.

2003 PROPOSED ABOLISH POSITIONS - ASSOC. TO NEW POS.

Department	Position	Budgeted Incr. (Deer.) NET FTE	2003			Total Expend
			Salaries	Benefits	Other Operating	
Register of Deeds	Clerk I/II (Regular Part-Time)	-0.88	(\$21,135)	(\$9,445)	\$0	(\$30,580)
Human Services	Psychiatrist	-0.80	(\$123,219)	(\$24,441)	\$0	(\$147,660)
		5.07	\$249,546	\$110,175	\$12,170	\$371,891
						(\$147,154)
						\$224,737

2003 PROPOSED POSITION ABOLISHMENTS

Department	Position	FTE	2003			Rev. Reduce/ Expend, Incr.	Net 2003 County Cost Reductions
			Salaries	Benefits	Other Operating		
Dept of Admin - Collections	Clerk Typist II	1.00	\$26,521	\$16,181	\$0	\$42,702	\$0
	Total	1.00	\$26,521	\$16,181	\$0	\$42,702	\$42,702
Human Services	Clerk Typist II	1.00	\$0	\$0	\$0	\$0	\$0
Human Services	Juvenile Center Workers	2.00	\$0	\$0	\$0	\$0	\$0
	Total	3.00	\$0	\$0	\$0	\$0	\$0

ABOLISH PREVIOUSLY UNFUNDED POSITIONS:

TABLE II
Reclassifications

Department	Status	ABOLISH Classification	2002 Biweekly Salary	Status	Classification	2002 Biweekly Salary	CREATE
Administration	RFT	Account Clerk II	\$932.01 - \$1,092.66*	RFT	Account Clerk I**	\$916.29 - \$1,035.21*	
Public Works	RFT	Principal Civil Engineer	Open Range 12 \$2,293.36 - \$2,819.47	RFT	Senior Civil Engineer ***	Open Range 11 \$2,059.28 - \$2,531.69	
	RFT	Senior Civil Engineer	Step Range 10 \$1,689.52 - \$2,159.80	RFT	Senior Engineering Technician	Step Range 9 \$1,510.31 - \$1,930.29	
	RFT	Senior Transportation Engineer	Step Range 10 \$1,689.52 - \$2,159.80	RFT	Senior Civil Engineer ***	Open Range 11 \$2,059.28 - \$2,531.69	
	RFT	Clerk I	\$792.80 - \$876.92*	RFT	Clerk I/II	\$792.80 - \$973.12*	

* 2001 Biweekly Salary

** Incumbent to be red-circled at 2003 rate of pay until the maximum of the range exceeds that rate of pay.

*** Position may be underfilled as a Civil Engineer, 2002 Step Range 9 (\$1,510.31 - \$1,930.29 biweekly).

157-0-058

5.

**TABLE III
Equity Adjustments**

Department	Classification	Current Biweekly Salary	Proposed Biweekly Salary
Park and Land Use Public Works	Senior Civil Engineer*	Step Range 10 \$1,689.52 - \$2,159.80	Open Range 11 \$2,059.28 - \$2,531.69
Senior Services	Client Services Specialist	Step Range 4 \$1,044.31 - \$1,332.62	Step Range 6 \$1,187.69 - \$1,517.20
Senior Services	Nursing and Senior Services Supervisor	Step Range 10 \$1,689.52 - \$2,159.80	Open Range 11 \$2,059.28 - \$2,531.69

*Position may be underfilled as Civil Engineer, 2002 Step Range 9 (\$1,510.31 - \$1,930.29 biweekly).

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2003 PROPOSED RECLASSIFICATIONS
Ordinance Section II Table II

Department	Abolish	Create	# of FTE	Est. 2003 Salaries	Est. 2003 Cost Impact Benefits	Total	Operating Revenues	Tax Levy Impact
Dept of Admin-Collections	(a) Account Clerk II	Account Clerk I	1.0	NO COST IMPACT			\$0	\$0
Public Works	Principal Civil Engineer	Senior Civil Engineer	1.0	NO COST IMPACT		\$0	\$0	\$0
Public Works	Senior Civil Engineer	Senior Engineering Technician	1.0	NO COST IMPACT		\$0	\$0	\$0
Public Works	Senior Transportation Engineer	Senior Civil Engineer	1.0	NO COST IMPACT		\$0	\$0	\$0
Register of Deeds	Clerk I	Clerk I/II	1.0	\$270	\$47	\$317	\$317	\$0
Total Reclassifications			5.0	\$270	\$47	\$317	\$317	\$0

(a) Previously shared position between DOA-General, Treasurer, and DOA-Collections will be abolished and a position solely in the DOA-Collections will be created. Current staff in the Account Clerk II position will be red circled in the Account Clerk I position.

2003 PROPOSED EQUITY ADJUSTMENTS
Ordinance Section III Table III

Department	Position Classification	# of FTE	Est. 2003 Salaries	Est. 2003 Cost Impact Benefits	Total	Operating Revenues	Tax Levy Impact
Public Works	Senior Civil Engineers	2.5	\$1,725	\$301	\$2,026	\$0	\$2,026
Parks	Senior Civil Engineers	1.0	\$1,634	\$286	\$1,920	\$0	\$1,920
Senior Services	Client Services Specialist	1.0	\$408	\$72	\$480	\$0	\$480
Senior Services	Nursing and Senior Services Supervisor	1.0	NO COST IMPACT		\$0	\$0	\$0
Total Equity Adjustments			5.5	\$3,767	\$659	\$0	\$4,426

TABLE IV

Classification Specifications

Civil Engineer
Senior Civil Engineer
Client Services Specialist
Nursing and Senior Services Supervisor
Land Information Mapping Technician
Communications Center Manager
Director of Public Safety
Telecommunications Training Coordinator

157-0-058

2003 Budget Unfunded Positions - Continued

<u>Fund</u>	<u>Department/ Division</u>	<u># of Positions</u>	<u>Position Title</u>	<u>Budget Year Unfunded</u>	<u>Person in Position?</u>	<u>Reason</u>	
150	Health and Human Services Intake and Public Information	1.00	Economic Support Supervisor	2000	N	Negotiated contracted staffing requirements with the W2 vendor can change up or down depending on caseload statistics. Currently, the vendor provides for clerical and other functions.	
		1.00	Clerk II*	1998	N		
		1.00	Clerk Typist II	1998	N		
		1 position currently unfunded as a Clerk Typist II					
		1 position Proposed to be Abolished					

Adolescent/ Family Division	2.00	Juvenile Center Workers	1988	N	Originally four positions were unfunded in 1988 after an internal program review was conducted. Two positions were abolished in 1992, leaving the remaining two for staffing flexibility for possible Juvenile Center population increases in the future.
2 Positions proposed to be abolished					

150 Administrative Services	1.00	Clerk Typist I/II	2002	N	Prioritized funding for continuing contracted direct services rather than position costs.
Sheriff	2.00	Correctional Officer	2002	N	Lower Huber inmate population than the budget anticipated.

Total FTE Unfunded 8.00 Note: Proposed to be reduced to 5.00 FTE with the 2003 Budget.

* Positions formerly in fund 190. In the 1998, budget these positions are moved to fund 150. In the 1999-2001 bargaining agreement eliminated the position title designation of I/II and III.

2003 Budget Proposed Unfunded Positions, Not Abolished

<u>Fund</u>	<u>Department/ Division</u>	<u># of Positions</u>	<u>Position Title</u>	<u>Budget Year Unfunded</u>	<u>Person in Position?</u>	<u>Reason</u>
310	Health and Human Services Long Term Care	1.00	Human Svcs Support Specialist	2003	N	Prioritized funding for continuing contracted direct services rather than position costs.
150	Child and Family	1.00	Social Worker II	2003	N	Prioritized funding for continuing contracted direct services rather than position costs.
430	Public Works Transit Services	1.00	Mass Transit Coordinator	2003	N	Several position turnovers in recent years; Reduction in assigned duties resulting from sale of old courthouse building
010	Housekeeping Services	1.00	Building Service Worker I	2003	Y	
010	Building Maintenance	1.00	Maintenance Mechanic II	2003	Y	Reduction in assigned duties resulting from sale of old courthouse building
160	Corp Counsel - Child Support Financial Services	1.00	Clerk II	2003	Y	Lack of Available Funding

157-0-058

9.

CIVIL ENGINEER

FUNCTION OF THE JOB

Under supervision, to perform professional engineering work in the development, planning, design, construction, and maintenance of transportation or soil and water conservation facilities; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Prepares environmental assessments detailing the impact of proposed transportation projects.
2. Provides detail such as cost estimates, traffic, and drainage studies for evaluating and recommending future highway projects.
3. Assists in the preparation of the five-year highway capital plan.
4. Conducts research for design projects as required by federal and state regulations.
5. Prepares right-of-way plats, legal descriptions, roadway plans, cross-sections, and specifications.
6. Performs complex engineering computations and usage of office automation systems including: computer assisted surveying, drafting and design systems (CADD), computer mapping geographic information systems (GIS), and other automated engineering applications.
7. Analyzes and evaluates traffic flow data, and uses the information to design traffic signal installations and complex intersections.
8. Conducts drainage studies for proposed projects.
9. Prepares and reviews specifications, plans, and engineering practices, and inspects contractor's work for highway construction projects.
10. Inspects and tests construction and maintenance materials used in highway and bridge construction.
11. Prepares and administers contracts including ensuring that all specifications are met, resolving disputes, managing consultant field personnel, inspecting and approving work, and approving payments and change orders.
12. Keeps accurate records and prepares complex and detailed documents and reports.
13. Establishes and maintains effective public and working relationships with the staff, consultants, contractors, municipal and state agencies, other county departments, and the public.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the engineering theories, principles, and practices applied in the design, construction, maintenance, and repair of highways, bridges, and other transportation structures including Wisconsin DOT and AASHTO standards, traffic engineering or biological principles and practices relating to watershed protection, stormwater management, soil erosion control, nonmetallic mining restoration, flood control,

SENIOR CIVIL ENGINEER

FUNCTION OF THE JOB

Under ~~supervision~~direction, to perform ~~senior~~advanced level professional engineering work in the development, planning, design, construction, and maintenance of transportation or soil and water conservation facilities; to function as a project manager for these projects, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs advanced engineering work in one of the following engineering specialties; civil, transportation, traffic, or environmental.
2. Acts as a project manager by coordinating and supervising moderately-large and complex traffic, transportation or soil and water conservation design, construction, and maintenance projects.
3. Develops specifications, cost estimates, RFPs, and bid documents for moderately-large and complex civil engineering design and construction projects, and participates in the evaluation and selection of consultants and contractors.
4. Prepares and administers contracts including ensuring that all specifications are met, resolving disputes, managing consultant field personnel, inspecting and approving work, and approving payments and change orders.
5. Prepares and reviews various comprehensive technical engineering reports, plans, impact statements, plats, and surveys.
6. Performs complex engineering computations and usage of office automation systems including: computer assisted surveying, drafting and design systems (CADD), computer mapping geographic information systems (GIS) and other automated engineering applications.
7. Administers the County-wide bridge inspection, local bridge aid programs or stormwater related practices; conducts site inspections; reviews proposed project designs; and makes recommendations regarding maintenance and repair.
8. Manages and reviews traffic engineering and safety studies; gathers and analyzes a variety of traffic data; identifies traffic safety problems; serves on County Safety Commission, recommends solutions to reduce the number and severity of accidents on county roads; prepares annual highway system Performance Benchmarking Report.
9. Determines in accordance with Federal, State and MUTCD standards appropriate sign placement and signal design; supervises field crews for the installation of roadway signs, maintenance of traffic signals and placement of pavement markings.
10. Acts as a project manager for the real estate acquisition and relocation program including hiring and managing of consultants; resolving appraisal, negotiation, design, and other property management issues; and ensuring proper legal documentation and compliance with the appropriate statutes.
11. Determines, directs, and evaluates appropriate inventory surveys and makes recommendations for any maintenance or repairing of civil engineering facilities.
12. Conducts public information meetings and hearings, and responds to and resolves agency, public and media concerns regarding County transportation, or environmental plans and projects, or traffic or safety related issues.
13. Supervises the work of technical engineering staff on design and construction projects.
14. Keeps accurate records and prepares complex and detailed documents and reports.
15. Prepares cost estimates and concept definition reports for projects included in the capital plan.
16. Establishes and maintains effective public and working relationships with consultants, contractors, staff, municipal and State agencies, other County departments, and the public.
17. Performs other duties as required.

CLIENT SERVICES SPECIALIST

FUNCTION OF THE JOB

Under supervision, to provide intake, case management, and specialized transportation assistance to individuals and families in need of information and referral services; to monitor, coordinate, and review the various specialized transportation contracts; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts routine assessments of client needs through intake calls, interviews, collateral contacts and other investigations, develops a basic casework plan, and performs agreed-upon and necessary casework services.
2. Makes home visits to assess for financial, psychiatric, community, nutritional or other human service needs; initiates and coordinates the services required to safely keep the client in their home and community.
3. Provides information, referral, advocacy, short term and crisis intervention to clients, their families and care givers.
4. Provides information to informs clients and their families in dealing with the issues of aging.
5. Arranges, coordinates and monitors specialized transportation services to meet the needs of eligible clients.
6. Monitors and reviews the various specialized transportation contracts to ensure compliance in the delivery of services.
7. Develops and prepares policies and procedures for the daily operation of the specialized transportation program.
8. Investigates complaints and resolves problems with the contracted services for the specialized transportation program.
9. Determines the appropriate type and frequency of specialized transportation services needed and approves the request for services.
10. Develops and implements tracking and coding systems to ensure program accountability and control.
11. Participates in the development of contract language and specifications for the specialized transportation program.
12. Develops and conducts training on the issues of aging to the staff of the contracted specialized transportation providers.
13. Participates in outreach activities to create public awareness and education on the issues of aging.
14. Prepares and maintains detailed case records and transportation services data to make appropriate recommendations.
15. Establishes and maintains effective working relationships with program participants, staff, contracted providers, and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of departmental, governmental and community resources that can provide services to clients.
2. Considerable knowledge of the principles and practices of modern specialized transportation programs.
3. Working knowledge of the psycho-social and physiological aspects of aging, and of life issues affecting older adults.
4. Working knowledge of human behavior and family and interpersonal dynamics.
5. Working knowledge of computer systems and software.

NURSING AND SENIOR AGING SERVICES SUPERVISOR

FUNCTION OF THE JOB

Under direction, to assess, plan, coordinate, evaluate and administer nursing and health care to clients; to train and educate clients, their families and care givers on nursing and health care; to supervise the provision of information and assistance to older adults; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides nursing and health care services, education and training to clients, their families and care givers in their homes, at clinics and other locations.
2. Performs nursing and health care needs assessment; administers, coordinates and/or recommends appropriate type and level of service; and provides information, referral and crisis intervention.
3. Plans, monitors, and evaluates current and Participates in long range planning and evaluations of nursing and aging services programs, and recommends and implements required changes.
4. Plans, coordinates and supervises the delivery of social, nursing and health services.
5. Maintains a medical and health care caseload; provides on-going support and counseling on the physical aspects and effects of aging.
6. Consults and coordinates with service providers on individual service plans from a nursing and psychosocial perspective.
7. Supervises the provision of information and assistance in such areas as housing modification, treatment, medication administration, support services, diagnostic services, referrals and maintenance of mobility.
8. Provides training to day-service providers in clinical services and long-term care needs and concerns.
9. Reviews and approves requests for services and appropriate levels of home health and, personal care, adult day center daycare and respite care services, caregiving assistance, and elder abuse/neglect services.
10. Selects, assigns, trains, supervises and evaluates staff and handles any personnel concerns.
11. Assists in the preparation of the department budget, monitors and implements approved expenditures, and determines need for and administers waiting lists for services. Prepares and provides statistical and operational information on nursing and health care services, information and assistance activities, and other social service programs for inclusion in the department budget.
12. Participates in the development and evaluation of requests for proposals; participates in the development of the contract and monitors the delivery of contracted services.
13. Establishes and maintains effective working relationships with staff, volunteers, vendors, program participants, social service and government agencies, community groups, and the public.
14. Coordinates with departmental staff to identify, access and provide a comprehensive plan of services.
15. Coordinates and oversees the development and distribution of outreach and educational materials.
16. Assists in the development and application for and the administration of grants.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of modern nursing theories, practices, principles and procedures and how they apply to the aging population.
2. Comprehensive Considerable knowledge of human services, community agencies and resources.
3. Considerable knowledge of the modern principles, practices, and techniques used in assessing,

LAND INFORMATION MAPPING TECHNICIAN

FUNCTION OF THE JOB

Under supervision, to support the implementation, maintenance, and production of the digital map information of the County-wide, computerized, integrated land information system; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supports and assists in the implementation and maintenance of a computerized, integrated, County-wide land information system.
2. Inputs existing paper maps or mylars into the Geographic Information System.
3. Performs map update process, and performs edit checks to ensure consistency to existing County mapping standards.
4. Imports data in various file formats from other users; translates and integrates the data into the County Geographic Information System.
5. Develops complex maps for display and analysis.
6. Provides technical support for Geographic Information System to users in other departments, government agencies and commercial entities by providing land information data, training, project design assistance, troubleshooting aide, and application design assistance as appropriate.
7. Maintains collection of digital and analog maps, aerial photographs and publications for reference and sale and assists the public in this purchase.
8. Prepares and maintains detailed records, reports and metadata related to mapping.
9. Establishes and maintains effective working relationships with other departments, municipalities, government agencies, and commercial entities which utilize land information.
10. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of spatial data bases, land information computer programming, and computer graphics and mapping.
2. Working knowledge of geographic land information systems and their operation, uses, and requirements.
3. Working knowledge of the principles and practices of land use planning, land surveying and the public land survey system.
4. Working knowledge of the principles and practices of cartography and geography.
5. Working knowledge of the government and commercial entities, which utilize land information and their requirements and interrelationships.
6. Ability to create, maintain, and update various maps and attribute data using geographic information systems equipment.
7. Ability to perform technical research work and analyze data used in mapping projects.
8. Ability to communicate effectively both orally and in writing; write clear and concise reports; and make effective presentations.

COMMUNICATIONS CENTER MANAGER

FUNCTION OF THE JOB

Under direction, of the Director of Public Safety plans, organizes, coordinates and manages the day to day operations and functions within the public safety telecommunications center; to serve as a liaison with agency members; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Responsible for the daily operations of the communication center including the investigation and evaluation of system complaints from communities and the public, development of recommendations for solutions when necessary to ensure the quality, reliability, and timeliness of services provided.
2. Directs the installation, operation and maintenance of center equipment; including dispatch consoles, radio systems, computer and other data and equipment.
3. Reviews, revises, and administers established work methods, policies, procedures, and schedules to ensure effective and efficient operations.
4. Directs and participates in the selection and evaluation of employees in the emergency communications center.
5. Assigns, reviews, supervises, and evaluates the work of supervisory and line staff and handles personnel issues of the staff.
6. Participates in the development and preparation of detailed annual reports and operational budgets including projections of expenditures and revenues, analysis of alternative funding sources, analysis of program and operating costs; the development and review of fee schedules and service rates, and preparation and presentations of detailed justifications.
7. Represents the department to local governments and private entities, works with various committees, officials, agencies, and the general public; and furnishes information regarding the operations of the dispatch functions.
8. Monitors periodic performance testing of electronic and mechanical equipment; coordinates purchase of, repairs to, and modifications of communications center equipment; assists in planning for growth expansion.
9. Responsible for the operation of radio transmitters in accordance with Federal Communications Commission rules and regulations.
10. Investigates complaints of unauthorized information release; responds to requests for information; reviews security logs and reports, and recorded tapes of center activities.
11. Directs and oversees the initial and in-service training for communication center staff.
12. Coordinates and participates with police, fire and emergency medical service user groups in the development and implementation of standard operating policies and procedures relating to the dispatch of their services.
13. Identifies operational issues and recommends alternatives for service delivery for municipalities participating in a countywide dispatch operation.
14. Monitors federal and state statutes and regulations related to public safety dispatch operations and recommends changes as necessary.
15. Establishes and maintains effective working relations with staff, vendors, dispatch user groups, and the general public.
16. Performs other duties as required.

DIRECTOR OF PUBLIC SAFETY

FUNCTION OF THE JOB

To be responsible for the development, administration and direction of a consolidated emergency telecommunications system, central radio service operations, emergency management functions, and facility security programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the department head and directs the overall operations of the department and supervision of the staff.
2. Directs, plans and administers the overall operation of the County Public Safety Communications Center including cooperative working arrangements with participating jurisdictions for the computer aided dispatch of law enforcement, fire, and EMS.
3. Acts as the County's representative to the public and to all participating government jurisdictions, including cities, towns and villages in the development of department policy.
4. Advises the County Executive, and coordinates input and feedback from participating police and fire jurisdictions, elected and appointed department heads, municipalities, citizen boards, various committees, commissions, and the general public on department practices, policies, and operations.
5. Directs the preparation and implementation of the department's strategic plan including the operational policies, goals, and objectives.
6. Ensures that all complaints are investigated and addressed according to policy and procedures.
7. Develops and implements a public information program for citizen access to the 911 system and makes public presentations.
8. Directs the preparation and administration of the department's operating and capital budget and the authorization and implementation of approved expenditures.
9. Directs the development and implementation of new programs and services and the evaluation of the effectiveness of existing ones.
10. Directs the selection, supervision, training, and evaluation of department staff; and is responsible for the department's overall direction.
11. Oversee the establishment, revision, and administration of work methods, policies, procedures and schedules to insure effective and efficient operations.
12. Directs the development, implementation, and maintenance of comprehensive policies and procedures regarding the department's services and programs.
13. Directs the Radio Services Operations including strategic planning, business and project management, policy and procedure development, financing, and interagency participation.
14. Directs the Emergency Government Division in the preparation for and response to natural and technological hazards that impact Waukesha County residents.
15. Meets regularly with the Sheriff, Chiefs of Police, Fire Chiefs, EMS, or their designated representatives as well as the Communication Center staff to review policies, operational procedures, resolve problems, and plan for new or revised services.
16. Directs the preparation of periodic and special reports, statistical, financial, and other records.
17. Develops and maintains effective working and public relations with representatives of federal, state and local government, technical advisory committees, municipalities, police, fire and EMS officials, community officials, and the general public
18. Performs other duties as required.

TELECOMMUNICATIONS TRAINING COORDINATOR

FUNCTION OF THE JOB

Under supervision, of the Communication Center Manager to perform work in the planning, development, coordination and presentation of the training to new and current emergency communications center employees; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Researches, develops, coordinates and presents training for emergency communications center personnel.
2. Coordinates and provides initial and in-service training for communications center staff, and develops appropriate training materials and methods.
3. Participates in interviews of applicants for telecommunications positions in the department, evaluates the potential of each applicant, and recommends selections for approval.
4. Conducts formal and informal needs assessments, and assists in determining appropriate training needed to improve center function.
5. Identifies, evaluates and modifies the training programs completed by the emergency communications center personnel.
6. Develops and implements performance standards, training evaluation process and tools.
7. Researches, negotiates, coordinates and monitors contracted services to provide employee training; incorporates this training into the overall curriculum.
8. Develops orientation and training sessions for agency customers including law enforcement, fire and emergency medical service personnel.
9. Determines the most effective method of delivering training, which may include classroom, on the job, and simulation.
10. Develops, prepares and monitors the training budget.
11. Makes recommendations and assists in the development and implementation of policies and procedures relating to police, fire and emergency medical service telecommunications.
12. Evaluates current staff to function as trainers.
13. In unforeseen situations, answers incoming emergency and non-emergency phone calls using the computerized equipment; dispatches and communicates by computer with mobile units in the field.
14. Prepares and presents detailed oral and written reports as required.
15. Establishes and maintains effective working relations with staff, vendors, dispatch user groups and the general public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices used in the development and presentation of employee training including initial and in-service training and education.
2. Considerable knowledge of adult learning theory and of curriculum development.
3. Considerable of leadership principles, communications skills, and group dynamics.
4. Considerable knowledge of standard operating procedures for law enforcement, fire service, and emergency medical communication centers, including the operation and capabilities of radio, telephone and other radio, telephone and data equipment.

NOTE: The revised Table I and fiscal note reflect the creation of a RFT psychiatrist position and the abolishment of a RPT (.8) psychiatrist position in the Health & Human Services Dept.

**TABLE I
Create and Abolish Positions**

CREATE				ABOLISH				
Department	Status	Classification	2002 Biweekly Salary	Effective Date	Status	Classification	2001 Biweekly Salary	Effective Date
Non-Departmental - Account/End Use Technology Fund	RFT	Senior Information Systems Professional	IS Range 2	01/01/03				
Administration					RFT	Clerk Typist II	\$860.93 - \$973.12*	01/01/03
Health & Human Services					2 - RFT	Juvenile Center Worker**	\$911.22 - \$1,081.76*	01/01/03
	RFT	Psychiatrist ***	\$4,601.38 - \$5,658.78	01/01/03	RFT	Clerk Typist II**	\$860.93 - \$973.12*	01/01/03
	RFT	Land Information Mapping Technician	Step Range 8 \$1,366.92 - \$1,746.70	01/01/03	RPT (.8 FTE)	Psychiatrist	\$4,601.38 - \$5,658.78	01/01/03
Parks and Land Use	RFT	Communications Center Manager	Open Range 11 \$2,059.28 - \$2,531.69	01/01/03				
Public Safety	RFT	Director of Public Safety	Open Range 14 \$2,761.49 - \$3,395.03	10/01/03				
	RFT	Telecommunications Training Coordinator	Step Range 8 \$1,366.92 - \$1,746.70	07/01/2003				
Register of Deeds	RFT	Secretary Supervisor	Step Range 6 \$1,187.69 - \$1,517.20	01/01/03				
	RFT	Clerk I/II	\$792.80 - \$973.12*	01/01/03	RPT	Clerk I	\$792.80 - \$876.92*	01/01/03

* 2001 biweekly salary
 ** Unfunded position
 *** May be filled with one regular full time or two regular part time not to exceed 1 FTE

FISCAL NOTE REVISED 10/1/02

CREATE NEW AND ABOLISH POSITIONS; APPROVE RECLASSIFICATIONS; ESTABLISH SALARY PLACEMENTS OF NON-REPRESENTED POSITIONS RESULTING FROM REVIEW OF NON-REPRESENTED CLASSIFICATIONS; MODIFY SUNSET PROVISIONS OF CERTAIN POSITIONS.

Section I and corresponding Table I of this ordinance detail the 2003 budgeted costs of creating 6.75 FTE positions, including salaries, benefits and associated operating expenses, is estimated to be \$550,131. This is offset by 1.68 FTE related position abolishments with cost reductions of \$178,240 and an estimated \$147,154 from additional new revenues and expenditure reductions. This results in a net 5.07 FTE position increase and a net tax levy increase of \$224,737. An additional position abolishment of 1.00 FTE reduces the net tax levy by \$42,702 for a net tax levy increase of \$182,035. In addition, 3.00 FTE positions not funded in the current (2002) budget are proposed to be abolished at no levy impact.

Section II and corresponding Table II of this ordinance reclassify 5 position classifications (affecting 5.00 FTE), with an estimated 2003 expenditure increase and associated offsetting revenue funding resulting in a tax levy impact totaling \$0.

Section III and corresponding Table III of this ordinance provide recommended equity adjustments for three position classifications (affecting 5.50 FTE) results in an estimated 2003 cost of \$4,426 for a net tax levy impact of \$4,426.

Section IV of this ordinance modifies the funding levels for 3 positions with sunset clauses and removes the sunset clause for the Senior Services Benefit Specialist. The potential increase in levy funding for the positions (based on 2003 budget dollars) is estimated at a maximum of \$66,000.

A summary of the overall net tax levy impact of this ordinance is as follows:

<u>Ordinance</u>	<u>2003 Net Tax Levy Impact</u>
Section I: Net Create and Abolish Direct	\$182,035
Section II: Reclassifications	\$0
Section III: Equity Adjustments	\$4,426
Total	<u>\$186,461</u>


 Norman A. Cummings
 Director of Administration

FISCAL NOTE REVISED 10/1/02

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 Norman A. Cummings
 Director of Administration

Ordinance 157-O-058

The ordinance was adopted on a vote of 34 – 0 minus the following positions, which were asked to be pulled by Supervisors Jeskewitz and Thomas:

Jeskewitz -- three positions for Public Safety
Thomas -- senior information systems professional in
Non-departmental

Communication Center Manager was defeated 20 – 4

Telecommunications Training Coordinator was defeated 19 – 14

Director of Public Safety was defeated 16 – 17

Senior Information Systems Professional was defeated 19 - 14