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April 28, 2015

AGENDA
meeting of the Administration Committee
Sawyer County Board of Supervisors
Assembly Room, Sawyer County Courthouse
April 30, 2015, 6:30 p.m.

01. Meeting agenda
02. Accounting Manager resignation
03. Development of position(s) and hiring following Accounting Manager resignation
04. Filling vacant position in Clerk of Court's Office
05. Other matters for discussion only
06. **Closed session**, pursuant to section 19.895(1)(c), Wisconsin Statutes, to consider the employment and terms of employment to fill vacant positions

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Sawyer County Clerk Kris Mayberry

Sawyer County Position Description

Title: Accounting Manager

Reports to: Personnel and Administrative Committee, County Board

Purpose of Position:

The Accounting Manager is a full-time working professional level position responsible for performing Sawyer County's accounting services. This includes but is not limited to directing and coordinating the overall planning, organization, direction, and control of county-wide accounting functions. Exercises supervision over departmental accounting and reporting methods with functional responsibility for all of the departments of Sawyer County. Prepares analysis and helps formulate recommendations for automating accounting systems and development of the annual budget. Assists all departments, the Finance Committee, the County Board, and the County Clerk with all accounting and financial matters.

Essential Duties and Responsibilities

The duties and responsibilities described below are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as the overall County Accountant and assists departments in developing and preparing budgets to present to department committees, the Finance Committee, and the County Board for approval.
- Plans, organizes, and supervises all budget preparation activities, and assists department committees, the Finance Committee, and the County Board in reviewing annual budgets.
- Develops and recommends long-range fiscal programs and financial systems, and reviews and develops information systems and programs in line with County policy and future needs.
- Establishes County-wide uniform policies for financial procedures, fiscal reporting, accounting methods, payroll procedures, and budget preparation; including reviewing and maintaining internal accounting controls to insure that proper checks and balances are in place, that financial reporting is timely and accurate, and that the County's assets are safely guarded.
- Develops cash management and internal control requirements; develops debt management activities (including the sale of bonds, record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of County fiscal and payroll transactions, including procedural controls.
- Coordinates, maintains, and reviews all existing and new financial and accounting systems. Monitors, recommends, develops, and implements changes when necessary including attending training sessions and meetings to stay current on governmental accounting issues.
- Establishes, with the approval of the Finance Committee and County Board, fiscal policies of the County to insure uniform operation.

- Provides advice, counsel, and direction to all department heads to the extent necessary to insure effective administration and implementation of approved fiscal policies, plans and programs.
- Responsible for creating, updating, and coordinating with all departments the implementation of financial procedures, fiscal reporting, internal controls, and accounting methods; monthly and periodic reconciliation of account and financial statement balances.
- Assists in supervising the centralized accounting, payroll, cash management services, and performance analysis for all departments; including for Sawyer County Transit and the Ambulance Service billing and collections.
- Responsible for all county, state, and federal financial reports, budgets, and financial analysis.
- Provides financial statements to the Finance Committee, County Board and departments detailing the County's overall financial condition; including monitoring actual performance vs. budget and alerting departments, committees, and the Board of deviations from budget.
- Coordinates activities of outside auditors or other financial review bodies and oversee the preparation of audit work papers for the auditors.
- Prepares pre-audit supporting schedules for annual review by the independent auditor to reduce the amount of time and cost of the annual audit. Works with the auditors while they are conducting the audit.
- Develops data information required for bonding
- Conducts internal audits and provides cost information upon request of Human Resources, the Finance Committee, and/or the County Board of Supervisors.
- Assists in directing and administering Countywide accounting services by pre-auditing and overseeing the preparation of accounts payable checks, accounts receivables, payroll, fringe benefit reports, accounting files, general ledger, recording receipts and disbursements, Ambulance Service billings and collections, and maintenance of grant accounts, including accounting for fixed asset and insurance reporting along with month-end and year-end duties.
- Responsible for supervising the opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.
- Oversees county purchasing functions. Develops purchasing policies, procedures and implements the same.
- Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Minimum qualifications: A Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration and a minimum of 5 years progressively responsible professional work experience in the areas of budgeting, accounting, or fiscal management, or related experience preferably within a governmental unit, or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of generally accepted accounting and financial reporting principles and software used in financial applications.
- Knowledge of laws, regulations, and administrative rules governing municipal financial management along with economic and municipal trends applicable to the financial state of the County.
- Demonstrated ability to prepare and analyze complex reports, financial statements, and relevant data pertinent to the single audit and required reporting to other governmental agencies. Knowledge of governmental accounting, cost analysis, and a concise appraisal of administrative fiscal management.
- Considerable ability to analyze, summarize, and present financial information clearly and concisely.
- Ability to maintain confidentiality of information concerning the County's position in labor relations and other negotiations.

Skills:

- Planning, development, and implementation of financial management practices and systems.
- Applying accounting principles and procedures and applicable laws and regulations in the development of financial reports.
- Information analysis and problem solving to assess large amounts of information and the formulation of decisions.
- Setting work priorities.
- Communication including persuasive and interpersonal skills as applied to interaction with County Board members, other department heads, co-workers, staff, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel and mediate. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as budgets, vouchers, receipts, journal entries, income statements, tax withholding reports, resolutions, ordinances, time cards, retirement reports, payroll records, computer software operating manuals, Wisconsin Retirement System manuals, Department of Transportation accounting manuals, GAAP accounting methods, correspondence, and state accounting manuals.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, and present values. Ability to interpret basic descriptive statistical reports. Ability to prepare and analyze complex reports, financial statements, governmental accounting, cost analysis, and other relevant data.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work which may involve some lifting, carrying, pushing, and pulling.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

Selection Guidelines

Formal application, rating or education and experience; oral interview and reference check. A state background check is required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

POSITION DESCRIPTION
SAWYER COUNTY HUMAN RESOURCE MANAGER

GENERAL STATEMENT OF DUTIES: This position is responsible for coordination and implementation of all County human resource functions including County human resource practices and policies, labor relations, and recruitment as established by the Sawyer County Board and its various advisory and policy making committees.

DISTINGUISHING FEATURE OF THIS POSITION: This position is a professional level position that provides human resource management and support for the County Board. Primary responsibilities include developing and implementing human resource management systems, practices, and policies, and negotiating and administering collective bargaining agreements.

The work requires considerable discretion and independent judgment in making decisions with general direction and supervision provided by the Sawyer County Board Chair and Personnel-Administrative Committee.

EXAMPLES OF WORK (Illustrative only)

- Administer an effective human resources program which includes employee position descriptions, recruitment, performance standards, performance appraisals, development, compensation, benefit systems, and discipline;
- Determine organization and staffing needs utilizing appropriate committee and department head input;
- Supervise the maintenance of central human resource file and record system for all County employees;
- Prepare procedures for implementation of human resource policies as adopted by the County Board;
- Negotiate and administer all collective bargaining agreements;
- Represent the County in the grievance process;
- Administer County workers compensation, risk management, and unemployment compensation insurance programs;
- Review and improve employee probationary and any other performance evaluations with appropriate department heads;
- Recruit and screen applicants for new and replacement positions in coordination with department heads and governing committee;
- Administer compensation and benefit programs for elected and non-represented staff;
- Conduct necessary salary surveys;
- Serve as County Affirmative Action Officer;
- Serve as County Americans with Disabilities Act Compliance Officer;
- Develop, implement and coordinate County occupational health and safety programs and maintain loss control efforts;
- Remain current on human resource management issues and inform department heads, committees, and the County Board on latest methods, practices, and developments;

- Perform any other related work as assigned or necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and demonstrated experience in: principles and practices of public administration, human resource management skills and related legal requirements, union negotiations, mediation and arbitration, grievance processing, and labor law. Communications and human relations skills – ability to work and communicate effectively with a broad spectrum of people. Research, analysis, planning and written communication skills. Leadership skills and the ability to make independent decisions. Public relations sensitivity and skills.

DESIRED TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree in human resources, business, public administration or a related field followed by a minimum of three years of successful experience in human resource management, labor relations, and supervision. An equivalent combination of educational and work experience will be considered which provides the required knowledge, skills, and abilities.

PHYSICAL REQUIREMENTS:

The person in this position must be able to see, hear, and talk in order to effectively interact with employees, Sawyer County Boards and Commissions, outside agencies, and the public. Work is performed primarily in an office setting. The physical demands described here are representative of those that must be met in order for an individual to perform all the functions of the position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions of the position.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Exempt Position

Employee Signature

date

Supervisor Signature

date

Sawyer County Position Description

Title: Accounting and Human Resources Coordinator

Reports to: Accounting and Human Resources Managers

Purpose of Position:

The purpose of this position is to assist the Accounting and Human Resources Departments with duties including Ambulance Billing, budgeting, policy manuals, handbooks, and areas of Accounting and Human Resources.

Essential Duties and Responsibilities

The duties and responsibilities described below are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist Accounting Manager in duties
 - Assist Manager with Department Budgets
 - Assists with journal entries
 - Assists with audit prep work
 - Assists with auditing of a/p, cash receipts and payroll
- Assist Human Resources Manager in duties
 - Assist Manager with maintaining policy manuals and handbooks.
 - Assist in creating and maintaining evaluation process
 - Assist in the management of the workers compensation files and safety program
- Performs all ambulance billing and collection functions
 - Create and update client files, maintain records and purge documents as needed.
 - Develop client bills from the run sheets and enter the data in the computer – bill clients and/or third party payers.
 - Follow up on all problems and questions by clients and third party payers
 - Send out monthly billings and actively attempt collections monthly
 - Track all payments and collections – reconciling and resolving any discrepancies.
 - Track all delinquent accounts and file with collection agency regularly if necessary
 - Prepare monthly reports
 - Maintain knowledge of Medicare and Medicaid laws
- Performs other duties as required or assigned by the Accounting and Human Resources Departments.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Minimum qualifications: High school diploma or equivalent, together with at least a two year Associate degree in Bookkeeping and a minimum of four (4) years' experience working in bookkeeping, accountings receivable/payable, human resources and office procedures or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Experience and abilities necessary to perform the job include, but are not limited to:

- Knowledge of computers and software programs is essential.
- Excellent communication skills and ability to establish and maintain effective working relationships to serve and assist the public in order to effectively and tactfully answer questions and occasionally operate in stressful situations.
- Knowledge of generally accepted accounting and financial reporting principles and software used in financial applications
- Demonstrated ability to prepare and analyze complex reports, financial statements, and relevant data
- Demonstrated ability to help develop, implement and coordinate County occupational health and safety programs and maintain loss control efforts;
- Ability to use personal computer for data entry and retrieval and for word processing, calculator, copy machine, fax machine, telephone, and similar office equipment.
- Mathematical abilities including percentages, fractions and decimals.
- Ability to follow oral and written instructions.
- Ability to maintain confidentiality.
- Knowledge of HIPAA regulations, Medicare and Medicaid laws with an understanding of common medical terms and abbreviations is essential.
- Considerable knowledge of Wisconsin Administrative Code and Statutes related to functions of the Register of Deeds office and Land Records Office.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to file and maintain computer programs for Register of Deeds and Land Records. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work which may involve some lifting, carrying, pushing, and pulling.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The physical demands described are representative of those that must be met in order for an individual to perform all the functions of the position. Sawyer County will comply with the Americans with Disabilities Act regarding reasonable accommodations which enable an otherwise qualified individual with a disability to perform the essential functions of the position.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

Employees Signature

Human Resources

Date

Date

**Sawyer County
County Administrator
Job Description**

Job Title: County Administrator

Department: Administration

Reports to: County Board

POSITION SUMMARY

The County Administrator will serve as the chief administrative officer of Sawyer County having the powers and duties pursuant to Wisconsin State Statutes 59.18. The County Administrator shall be responsible for supervising and coordination of the day to day administrative and human resources management responsibilities of the County. Other duties include: risk management and workers compensation issues, central purchasing agent and supervision of the Accounting Manager and Information Technology department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Financial Management

Directs the activities of the Accounting Manager to assure all aspects of prudent financial management are being fulfilled. Responsibilities include budgeting, financial reporting, external audit, internal financial controls and monitoring expenditures vs. budget.

1. Makes regular reports to the County Board on financial aspects of the County's operations.
2. Prepares the annual budget, submitting it to the County Board for approval.
3. Administers all aspects of the County's insurance and loss control program.
4. Assist in the negotiation, execution and administration of contracts and leases on behalf of the County in conjunction with Corporation Counsel and the County Board.
5. Acts as the County's central purchasing agent.

B. Human Resources Management

Responsible for administering an effective Human Resources program consistent with the County's Personnel and Administrative Manuals, including employee records, position descriptions, employee development, evaluations, hiring, discipline, compensation and benefits. Examples of Human Resource management responsibilities include:

1. Labor and Employment Law compliance: Exercises overall responsibility and authority to ensure adherence to applicable labor and employment law, regulations and policies.

2. Labor negotiations: Participates in and assists with all union negotiations.
3. Personnel management: Exercise authority consistent with the County's Personnel and Administrative Manuals. Make recommendations on Human Resource matters including organization and staffing needs, hiring, appraising performance, employee discipline, position classification, compensation and benefit programs. Recommends changes as necessary to the County's Personnel and Administrative Manuals.
4. Safety: Serves as the safety coordinator. Works with insurance carriers to reduce liability risks and worker compensation claims. Ensures compliance with all safety related laws and regulations. Develops and enforces safety policies and procedures. Coordinates safety training and education. Works with department heads to ensure the County is providing a safe place to work.

C. Department and Program Coordination

1. General Implementation

- a. Ensures that all policies, programs, orders, ordinances, resolutions and regulations of the County Board are implemented and executed.
- b. Supervises and coordinates the work of the departments and agencies under the direct jurisdiction or fiscal control of the County Board. Recommends appointment of department heads. Has authority to remove department heads for cause after fully advising the appropriate committees and/or County Board of pending action.
- c. Monitors how the needs of the customers of County services are being met and initiates actions to improve efficiencies in the delivery of services.

2. Organization Structure

- a. Assists in preparing County Board and Committee meeting agendas and related materials, with guidance from the County Clerk. Seeks direction and assistance from the County Board Chair and Committee Chairs.
- b. Reviews the County's operating structure and recommends to the Administration Committee and the County Board changes in specific functions or organizational structure.
- c. Coordinates with the County Board Chair regarding Committee appointments to be recommended to the County Board.

3. Policy Development

- a. Assists the County Board in developing its mission, strategic plan, long-term and short-term goals, spending priorities and ethics policy.
- b. Recommends new or revised ordinances, orders, resolutions and policies to promote the public interest and improve County services.

D. Internal and Public Relations

Acts as the chief spokesperson for the County. Fosters coordination and cooperation with other units of local government.

EDUCATION, KNOWLEDGE AND EXPERIENCE REQUIREMENTS

- A. Broad and comprehensive knowledge of current management principles, practices and techniques as required for county government administration including: budgeting and financial control; financial and other analysis; Human Resource management; public sector labor relations and contract negotiations; federal and state laws and regulations which impact operations; strategic and organizational planning; program development and evaluation; management information systems; risk management and safety.
- B. Demonstrated ability to develop, communicate, implement and manage programs, processes and procedures within prescribed goals and timetables.
- C. Excellent interpersonal and public relations skills including: the ability to develop and effectively present ideas and concepts; present information verbally and in writing; the ability to respond effectively to inquiries or complaints from the public; regulatory agencies, employees and County Board members.
- D. Demonstrated ability to direct the work of others.
- E. Ability to establish and maintain effective working relationships with government officials, County Board members, employees and the general public.
- F. Minimum Experience Requirements
 - 1. Bachelor's degree from an accredited college or university in business management, public administration, government, finance, economics, accounting or related field.
 - 2. Three or more years of relevant experience in fiscal management, Human Resource management, supervision, overseeing or managing an enterprise or an equivalent combination of training and experience.

SAWYER COUNTY
Position Description

TITLE: Deputy Clerk of Circuit Court
DEPARTMENT: Clerk of Circuit Court
SUPERVISOR: Clerk of Circuit Court

GENERAL DESCRIPTION:

This deputized position provides complex support for the court system under the provisions of Wisconsin State Statute 59.40.

DUTIES AND RESPONSIBILITIES:

The Clerk of Circuit Court's office currently employs more than one Deputy Clerk of Circuit Court. The position descriptions for this office break down duties as they are currently assigned to specific positions. This should not be interpreted to imply that the Deputy positions have any rights to perform certain duties or cannot be assigned different duties. Each Deputy Clerk of Circuit Court position may be assigned duties at the Clerk of Circuit Court's sole discretion.

This position is assigned as primary clerk in the courtroom for hearings of various types and duties of Network Administrator and is expected to independently complete all tasks necessary for accomplishing the overall activity. Responsible for preparing files for court; all aspects of child support/paternity cases, DNR, zoning and juvenile forfeiture citations; assist with filing court documents, case dispositions; process files from court; counter and phone inquiries; process passport applications and appeals; enter judgments, liens, warrants and satisfactions; coordinate jury panels; maintain law library; back up other positions in the office as needed. Other duties as demanded by administrative need or requested and assigned by the Clerk.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

High School diploma or equivalent and working knowledge of the court system. An Associate Degree in office administration, paralegal, or a related field is preferred. Ability to hear, talk and see. Mathematical abilities including percentages, fractions, and decimals. Must possess strong computer skills; work independently; communicate clearly, concisely and tactfully; accurately perform work within strict time limits; maintain a high level of confidentiality, discretion and integrity; establish and maintain effective working relationship with government officials, staff, legal community and the general public. Must be available, if necessary, to clerk Court proceedings which extend beyond the normal working hours.

CLOSING STATEMENT:

This position description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Non-Exempt Position

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Manager

Date