



## Notice of Public Meeting

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### Amended AGENDA

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**Committee:** Human Resources Committee  
**Date:** Monday, September 12, 2022  
**Time:** 9:15 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room  
**Remote Access:** [Click here to join the meeting](#)

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ CCO Position Paid Time Off discussion
6. Review/Discussion/Action ~ Advertising Policy for Vacant Budgeted Positions
7. Review/Discussion/Action ~ Register of Deed's Chief Deputy Position Description
8. Review/Discussion/Action ~ Treasurer's Chief Deputy and Deputy Position Description
9. Review/Discussion/Action ~ County Clerk's Chief Deputy Position Description
10. Review/Discussion/Action ~ Policy on Employee Residency
11. Review/Discussion/Action ~ Policy on New Employee Step Placement
12. Review/Discussion/Action ~ Policy on Elected Official Wages
13. Review/Discussion/Action ~ PSLB Donation
14. Review/Discussion/Action ~ Resolution to Modify Policies 206 (Leaves-Family, Medical, Military, 506 (Job Vacancies and Postings), 508 (Performance Reviews)
15. Review/Discussion/Action ~ Survey Data from employees on Policy 201 (Paid Holiday Schedule) and Policy 102 (Alternate Work Schedule)
16. Review/Discussion/Action ~ Assistant Zoning Administrator Job Description Approval
17. Review/Discussion/Action ~ Resolution to Create and Fill an Assistant Zoning Administrator Position
18. Review/Discussion/Action ~ Land Management Director/ County Conservationist Job Description Approval
19. Review/Discussion/Action ~ Resolution to Create and Fill a Land Management Director/County Conservationist Position
20. Chairperson's Report
21. Administrative Coordinator's Report
22. Personnel Advisor Report
23. Public Comment Unrelated to Agenda Items
24. Review/Discussion/Action ~ Next Date and Time
25. Adjournment.

Date: September 8, 2022

Steve Nelson, Chair

By: Roxann M. Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.*

## BUFFALO COUNTY

### POSITION DESCRIPTION

**Department:** Register of Deeds  
**Position Title:** Chief Deputy Register of Deeds  
**Pay Rate:** Hourly – Exempt-Non-Exempt

Classification K

**Direct Supervisor:** Register of Deeds

**Date:** ~~January 2018~~ May 2022

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#### **Purpose of Position:**

~~This position is appointed by the Register of Deeds, and shall work under the Register's direction. This position is comparable to a supervisory position, and responsibilities include but are not limited to interpreting state statutes related to the Register of Deeds duties, recording documents and financial aspects of the register of Deeds office, in addition to full responsibility and duties of the Registrar during the Registrar's absence.~~

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Wisconsin Statute 59.53 and 69; this position is appointed by the Register of Deeds and shall hold office at the register's pleasure. The Deputy shall aid the register in the performance of the register's duties under the register's direction, and in case of the register's vacancy or absence or inability to perform the duties of the register's office the deputy shall perform those duties until the vacancy is filled or during the continuance of the absence or inability.

Prepares and maintains records for the Register of Deeds office by performing advanced and complex variety of time sensitive real estate and vital record transactions, clerical, financial and administrative functions.

#### **Essential Duties:**

This list of duties is not to be construed as all-inclusive, and may be modified as need requires. Special duty assignments will occur.

- ~~Coordinates own work, and work independently. Assures operational policies, goals, and objectives, and office procedures are carried out according to federal, state and county laws, ordinances, and resolutions, rules and regulations.~~
- Ability to interpret statutes, policies, regulations, laws, and procedures.

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- Assist in developing long and short-range planning and needs assessment for the improvement of the office.
- Ensure confidentiality of all records as required by law.
- Review all documents presented for recording and records documents that meet standard document requirements, assures all real estate transfer returns are validated and accounted for.
- Accept and issue Birth, Death, Marriage, Divorce and Military Discharge records following statutory requirements.
- Responsible for the collection of payments, and accurate financial record keeping.
- Prepare daily deposits, month end balancing and assists with year end financial reports
- Administer monthly billing, review and monitor timely payments for on-line account users
- Provide information for public requests; online, in person, and by phone
- Perform Notarial Acts as stated in Wisconsin Statutes
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Enforce state and local rules for public research and handling of records
- Provide education, assistance and technical support to genealogists, realtors, attorneys, title searchers, surveyors, appraisers and the general public using office and computer index system
- Contact Corporation Counsel for advice in regard to Register of Deeds business as necessary
- Update Register of Deeds website as needed
- Always presents self in a professional and courteous manner
- Attend meetings and trainings as required and scheduled
- Must keep current with statutory changes and procedures related to Register of Deeds
- Any other duties required by Wisconsin State Statutes or as directed by the Register of Deeds

- ~~Reviews all documents presented for recording; calculate filing fees and transfer tax fees and determines if the transfer return is submitted with the proper transfer tax exemption.~~
- ~~Preps documents; applied barcode, transaction number and document ID to document, and scans document into AVID recording software. Accurately adds document type, enters WIDOR transfer fee or transfer fee exemption number, receipts tender and calculated fees, accepts or rejects documents for recording.~~
- ~~Processes documents; accurately enters grantor and grantee indexing, consideration, document date, parcel numbers, related document numbers, and legal description as presented on document. Reviews scanned images~~

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for clarity and completeness. Adds internal or external notes as appropriate. Accepts or rejects document for recording.

- Audits documents processed by other office staff. Verifies grantor, grantee indexes, legal description index and scanned images for accuracy. Makes additions and corrections as appropriate.
- Posts funds to the record. Accepts receipted amount due for the recording. Endorses checks and prints receipts as needed. Prints out rejection letters and attaches to documents. Prints address labels and returns documents to appropriate address.
- Enters and validates transfer tax returns into the Wisconsin Department of Revenue website. Runs WIDOR report from AVID to compare with the DOR site assuring all transfer returns are validated.
- Accepts and rejects electronically submitted documents using the same standard document requirements and procedures as paper documents.
- Runs daily fund summary, tender options summary and transaction fee by account number reports for calculating daily deposit. Enters cash, checks and ACH amounts into excel spreadsheet and verifies total with reports to reconcile daily deposit. Void and correct transactions as needed.
- Verifies account summary totals are correctly calculated based on transaction type.
- Runs transaction report from State Vital Records Information System (SVRIS) and compares transaction report matches AVID vital record report.
- Sends electronic deposit report to Treasurer's Office and takes deposit to their office, and signs for cash deposited. Records deposit into excel spreadsheet.
- Monitors Laredo user's contracts for accurate and timely payment per contract language. Sends late notices as needed.
- Calculates contract fees, copy fees and minute over use rates are accurately billed from Fidler's monthly billing invoice for Laredo and Tapestry use. Approves invoice and sends to Administration office for payment.
- Processes receipts for copy fees, Birth, Death and Marriage record fees, Monarch fees, Tapestry fees, Laredo Fees, and Laredo user contract fees into proper accounts in AVID and records receipts in excel spreadsheets marking fees paid.
- Accepts proper application, identification and tangible interest is submitted for Birth, Death, and marriage record requests.
- Issues all birth records through State wide issuance in the SVRIS program; enters application and searches for record in statewide system, and notifies state to add record if needed. Issues record on security paper and properly calculate copy fees due and receipts for payment in SVRIS program and into AVID cash receipting program applying tender and fee to appropriate fund.
- Processes incoming and outgoing mail.
- Ensure confidentiality of all records as required by law.

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- Files DD-214 Military Discharge papers as presented by Veteran Service officer or Veteran and index into AVID and enters in shared excel spreadsheet.
- Keeps military records confidential. Issue copies only to the VSO or the Veteran, when presented with a completed State Vital Records Office approved application and proper identification.
- Performs Notarial Acts as stated in Wisconsin Statutes.
- Prepare financial reports as necessary.
- Calculates and prepares and sends monthly invoices for charge customers for copies of vital records or land record. Receipts payment in SVRIS and AVID cash receipting program applying tender and fee to appropriate fund and sends late notices if applicable.
- Calculates and projects revenues and fees from Laredo user contracts, Tapestry, Monarch and copy fees for budget planning.
- Runs Fund Summary report for year end report. Compiles statistical reports such as, electronic recording report, WIDOR report, recorded document report and vital record reports for Annual Report.
- Capable of handling cash, making change, generating receipts and other financial reports.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Provide technical support and assistance to genealogists, realtors, attorneys, title searchers, surveyors, appraisers and the general public in the use of office indexes and computer index system.
- Monitor public use of records and enforce office rules for public research.
- Assists Genealogy researchers are properly sign in using the SVRO approved genealogy request to search records form.
- Assures researchers are properly handling and viewing vital records, preserving the confidentiality requirements set for by the SVRO office and state statutes.
- Refers public users to Fidlar for technical support as needed.
- Uses Laredo, AVID, and GCS Property Assessment programs and manual tract system to aid in locating deed requests and determining ownership of property.
- Emails or mails copies of record requests as needed. Calculates proper fees and receipts payment through POINT AND PAY CREDIT CARD PAYMENT prior to sending documents.
- Attend meetings and trainings as required and scheduled.
- Reviews all statutory changes and procedures related to Register of Deeds office.
- Processes incoming and outgoing mail.
- Contacts Corporation Counsel for advice in regard to Register of Deeds business when necessary.

- ~~Edits and adds information to the Register of Deeds Website at least quarterly or as needed.~~
- ~~Verifies and adds validation of legal descriptions through ANCHOR program~~
- ~~Keeps updated addresses and contact information for our Laredo contract users.~~
- ~~Maintains contact information and email addresses for all submitters using SWIFT for returning recorded documents via email.~~
- ~~Sends FRAUD ALERT brochures to parties purchasing properties.~~
- ~~Always presents self in a professional and courteous manner and be a team player.~~
- ~~Any other duties required by Wisconsin State Statutes or directed by Register of Deeds~~

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#### Minimum Training, Experience, and Qualifications:

- Associates degree in Business, Accounting, ~~Land Records-Para Legal~~ or a related field with ~~3-5 years experience in Land Title Service, Banking or related field preferred. a strong background or exposure in land record related experience, or equivalent combination of education and minimum five years office experience, supplemented by courses in real estate principles and laws desired.~~
- ~~Must pass the State Vital Records test within six months of employment.~~
- Knowledge of office practices, procedures, legal terminology, land record terminology, reading legal descriptions and office equipment.
- Must be knowledgeable in the use of computers, accounting practices, land records, legal documents, and a variety of software, including but not limited to Microsoft Office, Excel, Outlook, and imaging software.
- Ability to operate a variety of office equipment ~~and machinery~~, including but not limited to scanners, telephone, fax machine, calculator, photocopiers ~~and microfiche reader.~~
- Ability to perform mathematical calculations including addition, subtraction, multiplication, division and percentages.
- ~~Must be capable of handling cash, and making change.~~
- ~~Strong oral, written communication and problem solving skills.~~
- ~~Must have excelant customer service skills and ability to handle stressful situations.~~
- ~~Capable of handling cash, making change, generating receipts and other financial reports.~~
- ~~Must be attentive to detail and have good proof-reading skills and must be able to read cursive writing.~~
- ~~Required to take oath of office, per statutory requirement.~~
- ~~Required to sign confidentiality and non-disclosure agreement per State Vital Records Office.~~

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**Physical Requirements:**

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

**Environmental Adaptability:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations

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

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

~~6/16/14 Finance committee~~

~~7/10/14 HR committee~~

~~7/11/14 Administration office~~

~~7/11/14 Entered on P Drive~~

~~03/19/2018 Updated Job Description (arl)~~

~~Home Committee~~

~~HR Committee~~

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# **BUFFALO COUNTY**

## **POSITION DESCRIPTION**

<b>Department:</b>	Treasurer's Office
<b>Position Title:</b>	Real Property Lister / Chief Deputy Treasurer
<b>Pay Classification:</b>	J
<b>Exemption Status:</b>	Hourly – Non-Exempt
<b>Direct Supervisor:</b>	County Treasurer
<b>Date:</b>	August 2022

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### **Purpose of Position:**

As the Real Property Lister, this position would be responsible to oversee the process for maintaining accurate ownership and description information for all parcels. Also maintains tax and assessment records and creates tax bills for municipalities. Supports the County Treasurer with daily tasks including receipts and deposits of payments, maintains cash balances/ledgers, and coordinates disbursements. Per statute 59.25 the deputy position is required to take an official oath in which he/she promises to faithfully perform the duties of the office in the absence of the treasurer.

### **Essential Job Functions:**

- Coordinates assessment process throughout the year. Maintains county assessment and real property records. Maintains surveys and assists county surveyor. Assisting and helps all employees with real property questions and concerns.
- Works with the State Department of Revenue and other government offices as needed in the administration of the various state statutes and law changes.
- Maintains and reports annual assessments and XML files to the state for all 23 townships.
- Attends annual conference / training for real property listers.
- Keeps current on changes in property tax laws for property listing and collections.
- Responsible for creating and maintaining real property ownership records and descriptions for 12 of the 23 municipalities. Proofs documents and information for accuracy, completeness, and legality of property descriptions, title or ownership of said property, and compare data to existing records for conformity. These sources include documents from the

Register of Deeds, the Department of Revenue, Natural Resources, Assessors, Surveyors and Municipalities. Communicates with drafters (lawyers and title companies) of documents to correct discrepancies as needed.

- Responsible for the preparation and maintenance of the tax parcel mapping using County Geographical Information System (GIS) software and methods. Works with Land Information office to standardize and create parcel maps. Also assists with remonumentation mapping.
- Responsible for administration of the Listing of Real Property. Works closely with clerks, treasurers, and assessors of local units of government in the processing and assembling of data for the preparation of the work rolls, assessment rolls, notices, special assessment rolls, tax rolls and tax statements.
- Report MFL transfers to the DNR and send errors as found.
- Provides all information available and requested for the use of assessors, city, village and tax district clerks and treasurers, and county offices in addition to the public.
- Enters general receipts, prepare deposits, print and disburse all payments for county.
- Receives and receipt payments of taxes.
- Receives and receipt all general finance deposits for the County.
- Reconciles bank statements for all County Accounts. Reconcile unpaid tax accounts with Finance Department.
- Performs office and clerical duties including, but not limited to: updates computer records, including records of land related transactions, enters and verifies data from various sources; prepares documents and correspondence including typing reports, letters, memos, forms; photocopies documents; files information.
- Backs up computer financial system files daily, manage off-site backups.
- Assumes all and any duties and responsibilities of County Treasurer in his/her absence.
- Other duties assigned by County Treasurer.

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- High School Diploma or equivalent is required. An associate degree in Office Management or a related field is preferred.
- 2 to 3 years of office experience, supplemented by courses relating to real estate principles and laws, GIS mapping and/or accounting is required.
- Advanced computer skills are required.

**Physical Requirements:**

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.
- Ability to operate motor vehicle, two-way radios, computer keyboard, fax machine, telephone, measuring tape, level, calculator/adding machine, transit, metal locator, computer terminal, shovel, hammer, pickax, level, tape measure, measuring wheel and drafting instruments.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing, crawling, crouching, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and sounds associated with job-related objects and materials.

### **Environmental Adaptability:**

Ability to work under safe and variable conditions where variations or extremes in temperatures, odors, toxic agents, violence, noise, vibrations, wetness, disease and dust are minimal and pose little to no risk of injury.

### **Important Notes:**

Office procedures are governed by Wisconsin Statute 59.25 at the direction of the County Treasurer and must be executed accordingly.

The **Chief** Deputy County Treasurer takes an oath and is expected to perform all the functions of the Treasurer in his/her absence. Included but not limited to, financial recordkeeping, reconciliation of bank statements, monthly / quarterly reporting, monthly / quarterly vouchering of payments due, maintaining investing, and bank account management, is a function of the position.

Employee reports to the County Treasurer and is cross trained with all duties throughout the office and some duties are rotated.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Home Committee Approval:  
HR Committee Approval:

# BUFFALO COUNTY

## POSITION DESCRIPTION

<b>Department:</b>	Treasurer's Office
<b>Position Title:</b>	Deputy Treasurer/ Mapping Coordinator
<b>Pay Classification:</b>	K
<b>Exemption Status:</b>	Hourly – Non-Exempt
<b>Direct Supervisor:</b>	County Treasurer
<b>Date:</b>	August 2022

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### **Purpose of Position:**

This position prepares and maintains tax parcels, surveys, and remonumentation mapping. Also maintains tax and assessment records and creates tax bills for municipalities. Supports the County Treasurer with daily tasks including receipts and deposits of payments, maintains cash balances/ledgers, and coordinates disbursements. Per statute 59.25 the deputy position is required to take an official oath in which he/she promises to faithfully perform the duties of the office in the absence of the treasurer.

### **Essential Job Functions:**

- Responsible for the preparation and maintenance of the tax parcel mapping, survey maps, and remonumentation mapping using County Geographical Information System (GIS) software and methods. Coordinates with Land Information office and County Surveyor to assure accuracy of points.
- Responsible to coordinate with GIS on updates and mapping changes as needed.
- Attends training as new versioning comes out with mapping and assist others in the office as needed.
- Responsible for creating and maintaining real property ownership records and descriptions for 6 of the 23 municipalities. Proofs documents and information for accuracy, completeness, and legality of property descriptions, title or ownership of said property, and compare data to existing records for conformity. These sources include documents from the Register of Deeds, the Department of Revenue, Natural Resources, Assessors, Surveyors and Municipalities. Communicates with drafters (lawyers and title companies) of documents to correct discrepancies as needed.

- Responsible for administration of the Listing of Real Property. Works closely with clerks, treasurers, and assessors of local units of government in the processing and assembling of data for the preparation of the work rolls, assessment rolls, notices, special assessment rolls, tax rolls and tax statements.
- Report MFL transfers to the DNR and send errors as found.
- Provides all information available and requested for the use of assessors, city, village and tax district clerks and treasurers, and county offices in addition to the public.
- Enters general receipts, prepare deposits, print and disburse all payments for county.
- Receives and receipt payments of taxes.
- Receives and receipt all general finance deposits for the County.
- Reconciles bank statements for all County Accounts. Reconcile unpaid tax accounts with Finance Department.
- Performs office and clerical duties including, but not limited to: updates computer records, including records of land related transactions, enters and verifies data from various sources; prepares documents and correspondence including typing reports, letters, memos, forms; photocopies documents; files information.
- Backs up computer financial system files daily, manage off-site backups.
- Assumes all and any duties and responsibilities of County Treasurer in his/her absence.
- Other duties assigned by County Treasurer.

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- High School Diploma or equivalent is required. An associate degree in Office Management or a related field is preferred.
- 2 to 3 years of office experience, supplemented by courses relating to real estate principles and laws, GIS mapping and/or accounting is required.
- Advanced computer skills are required.

**Physical Requirements:**

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.
- Ability to operate motor vehicle, two-way radios, computer keyboard, fax machine, telephone, measuring tape, level, calculator/adding machine, transit, metal locator, computer terminal, shovel, hammer, pickax, level, tape measure, measuring wheel and drafting instruments.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing, crawling, crouching, and pulling.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and sounds associated with job-related objects and materials.

**Environmental Adaptability:**

Ability to work under safe and variable conditions where variations or extremes in temperatures, odors, toxic agents, violence, noise, vibrations, wetness, disease and dust are minimal and pose little to no risk of injury.

**Important Notes:**

Office procedures are governed by Wisconsin Statute 59.25 at the direction of the County Treasurer and must be executed accordingly.

The Deputy County Treasurer takes an oath and is expected to perform all the functions of the Treasurer in his/her absence. Included but not limited to, financial recordkeeping, reconciliation of bank statements, monthly / quarterly reporting, monthly / quarterly vouchering of payments due, maintaining investing, and bank account management, is a function of the position.

Employee reports to the County Treasurer and is cross trained with all duties throughout the office and some duties are rotated.

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

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Employee's Signature

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Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Home Committee Approval:  
HR Committee Approval:



## POSITION DESCRIPTION

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**Department:** County Clerk

**Position Title:** Chief Deputy County Clerk

**Pay Classification:** K

**Exemption Status:** Hourly – Non Exempt

**Direct Supervisor:** County Clerk

**Date:** ~~July 24, 2013~~ June 2022

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### Purpose of Position:

This is a highly responsible position to which to the Buffalo County Clerk shall appoint one or more deputies, who shall hold office at the Clerk's pleasure. The employee is appointed by the County Clerk under statutory authority, as stated in Wisconsin Statute 59.23 and serves under oath to perform the duties of the County Clerk in the absence of the County Clerk.

This position is required to perform varied and challenging tasks as assigned by the Buffalo County Clerk. The person in the position of Chief Deputy County Clerk will assist with planning and coordinating the department's functions of providing administrative services and related matters as required by Wisconsin Statutes 59.23 to the County Board of Supervisors and to the general public. Statutes or circumstances may require the completion of tasks within strict time constraints. Additional non-statutory responsibilities are also an expectation of this position. They must know all aspects in the running of the County Clerk's Office, be very detailed oriented and well organized.

### Essential Duties:

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

#### Elections:

- Performs as Chief Election Deputy. Prepares election supplies for all county, state, federal, municipal, and school elections. Proofs and prepares ballots prior to ordering. Assists in compiling the number of ballots to order for each election. Assists in maintenance and distribution of voting equipment and voting equipment supplies. Works closely with all municipal clerks for distribution of election supplies prior to each election and the return of election results after each election. Must adhere to all laws and regulations for election security.
- Provides Statewide Voter Registration System Services to ~~24~~ 20 Municipalities



(WisVote). Use the WisVote program to enter voter registration forms, candidate information, correct address errors, process Geocode address verification, track absentee ballots (requests, mailing, and returns), update voter records (moved or deceased), print poll books and, enter poll book information after each election.

- Must maintain a strong working relationship with Municipal Clerks.
- Must supervise 23 municipal clerks during the election process and assist with needs they may have. Must train municipal clerks and election workers on new election laws and changes to procedures.
- Serves on Board of Canvass, certifies election results and properly stores election materials for retention and re-utilization.
- Responsible for destruction of election materials based on state and federal guidelines for retention periods.
- Prepares and publishes all election notices.
- Prepares election reports, posts the results to the website on election night and reports the results to the WI Election Commission GAB following the County Board of Canvass.
- Obtains and files Oath of Office forms for all county officials, deputies, and county board supervisors.
- Prepares invoices and records payments of yearly administrative fee charged to municipalities for election data entry. Prepares invoices and records payments of election costs that are charged to the municipalities for election supplies.
- Must be able to work extended hours during times of elections, with a requirement of working on election night until all results are in and the reporting requirements are completed.

#### **Marriage Licenses:**

- Responsible for the review and acceptance of all documents provided by a couple for obtaining a marriage license and the issuance of the marriage license pursuant to WI State Statutes. Complete application and license with the approved documents in the online state program. Witness the couple signing the documents under oath.

#### **Marriage License Applications**

- ~~Domestic Partnership Agreement Applications~~
- ~~Termination of Domestic Partnership Agreement Applications~~

#### **DNR:**

- Responsible for the sale of DNR licenses and registration renewals as agent of the DNR (hunting & fishing, ATV/UTV and boat registration renewal).
- Manages and prepares daily and weekly DMV & DNR reports. Reconciles income with Treasurer's Office.
- ~~DMV Title Transfers & sticker renewals as agent of the State~~
- ~~ATV, UTV, Snowmobile, Boat Registration as agent of the DNR~~

#### **Dog Licenses:**

- Organizes, manages and keeps accurate records of the distribution of dog tags to local municipalities and reconciles annual reports filed with Department of Agriculture.
- Organizes, manages and keeps accurate records of dog license tags and kennel licenses sold through this office and report those sales annually to the Department of Agriculture.
- Responsible for collecting late fees on dog licenses and kennel licenses after April 1<sup>st</sup>.

- Assists municipalities with dog license brochures and letters to send to individuals who have not applied for dog licenses or kennel licenses.
- Processes dog damage claims.

### **County Board and Committee:**

- Responsible for compiling, posting, filing and distributing all packets, agendas and minutes for the Buffalo County Board and Committees. Uploads each packet to the County Board Supervisor's tablets, to the county website, and emails to each County Board Supervisor and Administrative Coordinator.
- Responsible for monitoring and updating website as needed.
- Acts as recording secretary for County Board and other committees in absence of County Clerk.
- Assists in the preparation and distribution of County Directory. This contains information regarding county, town, village and city officials and contact information.
- Responsible for the preparation and distribution of County Proceedings book.
- Maintains Ordinance and Resolution files and posts them on the county website for public view.

### **General Office Duties:**

- Responsible for the acceptance/filing of claims against the County in the absence of the County Clerk. Copies and distributes the notice of claim against the County to Corporation Counsel and the Administration Office.
- Responsible for the acceptance, review and filing of Timber Cutting/Intent to Harvest Notices. Must also distribute copies to the Buffalo County Treasurer (to ensure taxes are paid) and to the DNR Forester. If taxes are not paid the Chief Deputy must contact the owner and logger to ensure those taxes are paid prior to any cutting of timber.
- Responsible for distribution and display of Buffalo County tourism information and tourism information from other counties.

### ~~• Sale of Plat Books~~

- Responsible for ordering and distribution of office/computer supply inventory. Performs price checks to ensure the best possible price is being obtained by the county. Tracking of supplies taken from inventory or needing to be ordered.
- Responsible for creation of business cards and business envelopes for various departments in the courthouse.
- Compiles information for open records requests. Must be able to discern between confidential records and those records available for public inspection.
- Assists in the Large Assembly Application/Permit process.
- Assists with Apportionment of County Taxes.
- Responsible for daily cash accounting and reconciliation.
- ~~• Assists public with information regarding county, town, village or city information~~
- Assist with inquiries or complaints from public and make appropriate referrals to the correct departments.
- Answers telephones, takes messages, handles routine inquiries and provides technical information regarding the services offered by this office and other offices within the courthouse.
- Responsible for repair and maintenance of the postage meter and ordering of all supplies. Trains other county staff on the use of the postage meter and assists with issues they may have.

- Responsible for maintenance of the county copiers/printers. Responsible for ordering printing supplies, obtaining monthly meter readings, and submitting of reports.
- Manages and keeps accurate files of all County Contracts/Leases.
- Maintains retention of records as required by Statute/Ordinance.
- Assists with Tax Deed process from acquiring the property to selling the property.
- Prepares and distributes monthly invoices for copies, postage, and office supplies.
- ~~Daily reconciliation of County Clerk Petty Cash Drawer~~
- Assists with preparation of annual report.
- Assists with budget preparation.
- Assists with updates to website department pages, posting employment opportunities, and other updates as needed.
- Organizes and prepares snowmobile grants. Prepares and tracks expenses in DNR online program. Reconciles account and reimbursement with the Financial Advisor in the Administration Office.
- Maintains and reconcile accounts for Wildlife Damage, Wildlife Bounty, and Deer Donations. Reconciles account and reimbursement with the Financial Advisor in the Administration Office.
- Performs other duties as assigned by the County Clerk.

#### Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- Associates Degree in Office Administration/Management and/or ~~four (4)~~ three (3) to five (5) years office experience.
- Equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered.
- Must obtain certification from WEC for WisVote services within 6 months of hire date.
- Must maintain a minimum of six (6) hours of continuing election administration education/certification each year.

#### Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, ~~fax machine~~, calculator, photocopier, and printer. ~~and TV/VCR.~~
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Home Committee Approval:

HR Committee Approval:



**Drafted By:**  
Ana Rolbiecki  
**Presented Month/Year:**  
September 2022  
**Involved Committees:**  
Human Resources Committee

**County Department:**  
Administration  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO UPDATE PERSONNEL POLICY 206 LEAVES-FAMILY, MEDICAL, MILITARY; 506-JOB VACANCIES AND POSTINGS; AND 508-PERFORMANCE REVIEWS**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 206 Leaves-Family, Medical, and Military to align with current federal and state laws; to Policy 506 Job Vacancies and Postings to allow for immediate advertisement of vacancies; and to Policy 508 Performance Reviews to remove the requirement of completing a 12 month new hire review.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 206-LEAVES-FAMILY, MEDICAL & MILITARY, POLICY 506-JOB VACANCIES AND POSTINGS, AND POLICY 508-PERFORMANCE REVIEWS of the Buffalo County Handbook effective September 26<sup>th</sup>, 2022, to update the language in these policies.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
County Clerk

ATTEST:  
  
\_\_\_\_\_  
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

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Steven Nelson

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Carol McDonough

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Mary Anne McMillan Urell

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Nathan Nelson

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Michael Taylor

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

No Financial Impact anticipated.

**EXHIBIT A**  
**POLICY 206. LEAVES - FAMILY, MEDICAL & MILITARY**

1. **Purpose:** Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations will control.
2. **Policy:** Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Act (WFMLA) and/or the federal Family and Medical Leave Act (FMLA). When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. Additionally, employees may apply for medical leave to donate bone marrow or to be an organ donor. An explanation of employee rights and responsibilities are set forth below.

## **2.1 Wisconsin Family and Medical Act (WFMLA)**

- 2.1.1 **Eligibility:** Generally, an employee is eligible for leave under WFMLA after they have been employed by the County for more than 52 consecutive weeks; has worked at least 1,000 hours (including paid leave time used) during the proceeding 52 week period; and has not exhausted WFMLA entitlement.
- 2.1.2 **Qualifying Reasons and Entitlement:** In a calendar year, up to 2 weeks of leave for the employee's own serious health condition, up to 2 weeks for the serious health condition of an employee's parent, child, spouse or domestic partner (as defined by state law), and up to 6 weeks for the birth or adoption of a child (must commence within 16 weeks before or after the birth or adoption) in a 12-month period. For any part-time employees that qualify, available leave will be prorated when used intermittently. Employees may take no more than 8 weeks of WFMLA in a 12-month period. The 12-month period is defined as the calendar year, January 1 to December 31.
- 2.1.3 **Definitions:** Under Wisconsin law, a serious health condition is a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.
- 2.1.4 **Use of Leave:** Time designated under this leave may be used continuously, intermittently (in smallest allowed increment allowed under Policy 104), or on a reduced work schedule or a combination.
- 2.1.5 **Notice Obligations:** An employee must provide as much advance notice as reasonable and practicable for the specific situation. Employees must notify Administration to obtain the appropriate paperwork.
- 2.1.6 **Pay and Benefits:** An employee may substitute available paid time off bank hours in lieu of unpaid time under WFMLA. The County will maintain the employee's elected benefits on the same terms as if the employee was actively working, and benefit deductions will continue to be taken from their paycheck. If the employee is receiving

no pay or doesn't have enough pay to cover deductions, they have 30 days to remit payment to the County for their premiums. If an employee doesn't meet the deadline, they will be notified of cancellation of their benefits. They will be reinstated upon active return.

- 2.1.7 Restoration of Employment and Benefits: At the end of WFMLA, employees generally have the right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms.

## **2.2 Federal Family and Medical Leave Act (FMLA)**

- 2.2.1 Eligibility: Generally, an employee is eligible for leave under FMLA after they have been employed by the County for a total of at least 12 months (need not be consecutive), has worked at least 1,250 hours (excluding paid leave time used) during the previous 12 months, and has not exhausted FMLA entitlement.

- 2.2.2 Qualifying Reasons and Entitlement:

2.2.2.1 Twelve (12) workweeks of leave in a 12-month period for the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; a serious health condition that makes the employee unable to perform the essential functions of his or her job; and any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty". For any part-time employees that qualify, available leave will be prorated when used intermittently. The 12-month period is defined as the calendar year, January 1 to December 31. An employee is not entitled to take intermittent leave for the birth and care of a newborn child or for the placement with an employee of a child for adoption or foster care unless the County agrees to the arrangement.

2.2.2.2 Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is a servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

- 2.2.3 Definitions: Under federal law, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

2.2.3.1 Inpatient care with an overnight stay in a hospital, hospice, or residential medical care facility including any related period of incapacity or subsequent treatment; or



2.2.3.2 Continuing treatment by a health care provider which includes any one or more of the following:

2.2.3.2.1 A period of incapacity of more than three consecutive, full calendar days and:

2.2.3.2.1.1 Two or more in person visits to a health care provider for treatment within 30 days of the first day of incapacity; or

2.2.3.2.1.2 At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regiment of continuing treatment under the supervision of the health care provider.

2.2.3.2.2 A period of incapacity due to pregnancy or for prenatal care

2.2.3.2.3 Incapacity or period(s) of treatment due to a chronic serious health condition which requires periodic visits to a health care provider at least twice a year, recurs over an extended period, and may cause episodic rather than continuing period of incapacity.

2.2.3.2.4 A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider.

2.2.3.2.5 Absences for multiple treatments for restorative surgery after an accident or other injury, or for a condition that if not treated, would likely result in period of incapacity of more than three consecutive, full calendar days.

2.2.4 Use of Leave: Time designated under this leave may be used continuously, intermittently if the County approves (in smallest allowed increment allowed under Policy 104), or on a reduced work schedule or a combination. If intermittent leave is being taken for child bonding, the Department Manager and Administrative Coordinator must approve the use of the leave as intermittent rather than continuous. It is expected that any intermittent leave for FMLA need to be scheduled in a way that causes minimal disruption to the employee's work department.

2.2.5 Notice Obligations: An employee must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When the 30 days' notice is not possible, employees must provide the County notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give a 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied. Employees must notify Administration to obtain the appropriate paperwork.

- 2.2.6 Pay and Benefits: An employee must use available paid time off bank hours prior to taking any FMLA as unpaid if the employee isn't being paid via any elected disability insurance. The County will maintain the employee's elected benefits on the same terms as if the employee was actively working, and benefit deductions will continue to be taken from their paycheck. If the employee is receiving no pay or doesn't have enough pay to cover deductions, they have 30 days to remit payment to the County for their premiums. If an employee doesn't meet the deadline, they will be notified of cancellation of their benefits. They will be reinstated upon active return. Employees on leave will only accrue PTO for paid hours. Any unpaid hours will result in no PTO accrual.
- 2.2.7 Restoration of Employment and Benefits: At the end of WFMLA, employees generally have the right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms.

### **2.3 Wisconsin Bone Marrow and Organ Donation Leave Act**

- 2.3.1 Eligibility: Generally, an employee is eligible for this leave after they have been employed by the County for more than 52 consecutive weeks and has worked at least 1,000 hours (including paid leave time used) during the preceding 52 week period.
- 2.3.2 Qualifying Reasons and Entitlement: Up to six (6) weeks leave per twelve (12) month period for the purpose of serving as a bone marrow or organ donor
- 2.3.3 Use of Leave: Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.
- 2.3.4 Notice Obligations: The employee must provide Buffalo County with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure. Employees must notify Administration to obtain the appropriate paperwork.
- 2.3.5 Pay and Benefits: An employee may substitute available paid time off bank hours in lieu of unpaid time under this leave. The County will maintain the employee's elected benefits on the same terms as if the employee was actively working, and benefit deductions will continue to be taken from their paycheck. If the employee is receiving no pay or doesn't have enough pay to cover deductions, they have 30 days to remit payment to the County for their premiums. If an employee doesn't meet the deadline, they will be notified of cancellation of their benefits. They will be reinstated upon active return. Employees on leave will only accrue PTO for paid hours. Any unpaid hours will result in no PTO accrual.

- 2.3.6 Restoration of Employment and Benefits: At the end of this leave, employees generally have the right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms.

## **2.4 Military Leave:**

- 2.4.1 Eligibility: Any employee who is not a temporary employee is covered by the federal law. That includes employees on probationary status and employees who have been with their employer for only a few days.
- 2.4.2 Qualifying Reasons and Entitlement: Employees taking part in a variety of military duties are covered. Such military duties include time off serving in uniformed services including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.
- 2.4.3 Use of Leave: Leave may be taken that aligns with training schedules, military orders, etc.
- 2.4.4 Notice Obligations: Employees are expected to provide the County with as much advance notice as possible of the need for military-related leave. The County will request documentation for military absences of 31 days or more upon an employee's return from leave. Employees must notify Administration to obtain the appropriate paperwork.
- 2.4.5 Pay and Benefits: Employees who are on leave for annual two-week tour of duty shall be paid the difference between their total military pay (including housing allowances, etc.) and the pay they would have normally earned had they worked. An employee may substitute available paid time off bank hours in lieu of unpaid time under Military Leave. Employees on leave will only accrue PTO for paid hours. Any unpaid hours will result in no PTO accrual.

For employees on leave of less than 31 days, the County will maintain the employee's elected benefits on the same terms as if the employee was actively working, and benefit deductions will continue to be taken from their paycheck. If the employee is receiving no pay or doesn't have enough pay to cover deductions, they have 30 days to remit payment to the County for their premiums.

For employees on leave of 31 days or more, the employee may elect to continue health, dental and vision insurance coverage under COBRA for up to 24 months or for the period of military service (including the time period allowed to reapply for reemployment), whichever is shorter. State elected life insurance may continue provided the employee pays their share of the premiums. All other electable benefits terminate the day the employee becomes active military.

- 2.4.6 Restoration of Employment and Benefits: At the end of this leave, employees generally have the right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms.

To be eligible for reinstatement protection under federal law, the following conditions must have been met:

2.4.6.1 The employee gave the County notice of the need for leave.

2.4.6.2 The period of military service did not exceed 5 years.

2.4.6.3 The employee was released under honorable conditions.

2.4.6.4 The employee returned and applied for re-employment within the following time restrictions:

2.4.6.4.1 For leaves of less than 31 days, the employee must report to work on the first regularly scheduled work period following the completion of service; no application is required.

2.4.6.4.2 For leaves of 31 days but less than 180 days, the employee must apply for reinstatement within 14 days after completion of military service.

2.4.6.4.3 For leaves of more than 180 days, the employee must apply for reinstatement no more than 90 days after completion of military service.

## **2.5 Employee Responsibilities:**

2.5.1 Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the County with reasonable advance notice.

2.5.2 Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

- 2.5.3 Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- 2.5.4 Employees will be required to provide a certification and periodic recertification supporting the need for leave for most leave of absences.
- 2.5.5 Employees returning to work from leaves that were taken because of their own serious health condition which rendered them unable to perform their jobs must provide the County with medical certification confirming they are able to return to work and that they are able to perform the essential functions of their position, with or without reasonable accommodations. The County may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

## **2.6 Employer Responsibilities:**

- 2.6.1 In regard to FMLA, the County must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the County must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the County must notify the employee.

## **Exhibit B**

### **POLICY 506. JOB VACANCIES & POSTING**

#### **8. Position Announcement:**

- 8.3 All position opening notices must be approved by the County Administrative Coordinator or designee prior to being published.
- 8.4 Job postings can be placed prior to Standing Committee approving the backfill request so long as it is an already budgeted position. The Department Manager must make sure the job description has been reviewed, and they will provide Administration with the request to announce the position opening via different free recruitment channels such as the company website. Department Managers may not begin any paid advertising or the interview process until the appropriate Committee(s) has approved the backfill request.

## Exhibit C

### POLICY 508. PERFORMANCE REVIEWS

#### 2. Procedure:

- 2.1 Each new employee shall be evaluated at the end of the third month of employment and again on the six month of employment. ~~with a final evaluation approximately fifteen (15) days prior to the end of their introductory period by the Department Manager. These reviews are to be issued within 14 days and returned to Administration for filing.~~ The County may at its discretion, conduct additional performance evaluations if the employee believes that a performance review is needed.
- 2.2 Department Managers or their designee shall evaluate all department employees annually on forms provided by the County Administration Office. Evaluations must be submitted to the County Administrative Coordinator by December 1<sup>st</sup> of each year. This date may be extended by the County Administrative Coordinator but may not be

extended beyond December 31<sup>st</sup> of each year without the authorization of the HR Committee.

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~~6. Filing and Deadline:~~

~~6.1 Department Managers shall complete the performance review form prior to the 12-month introductory period deadline or anniversary of hire date and return it to the County Administration Office within fourteen (14) days of the end of the introductory period or anniversary of hire date or date of completed evaluation. Failure to do so may result in disciplinary action against the responsible manager.~~

# BUFFALO COUNTY

## POSITION DESCRIPTION

<b>Department:</b>	Zoning
<b>Position Title:</b>	Assistant Zoning Administrator
<b>Pay Class:</b>	F
<b>Exemption Status:</b>	Salaried – Exempt Professional
<b>Direct Supervisor:</b>	Land Management Director
<b>Date:</b>	September 2022

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### **Purpose of Position:**

The purpose of this position is to assist in administering and enforcing Buffalo County's Zoning, Sanitary, Shoreland Zoning, Floodplain Zoning, Sub-division Ordinances and other land use ordinances to enhance and maintain the quality of life in Buffalo County. The Assistant Zoning Administrator provides supervision and direction to assigned staff, works in conjunction with the Land Management Director, County Board Supervisors, committee members, and Zoning Board of Adjustment to meet the responsibilities of their positions.

### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Assist in administration, implementation, and enforcement of the county's comprehensive Zoning, Sanitary, Shoreland, Floodplain, Sub-division, and Wind Energy Facility Ordinances as well as other land use ordinances.
- Accept and review zoning permit applications to determine their compliance with the provisions of the zoning ordinance and the completeness of the application
- Draft resolutions, develop ordinances and amendments for presentation and approval of Board of Supervisors including the scheduling of public hearings and requirements of publication.
- Prepare minutes of committee meetings and Board of Adjustment hearings.
- Ensure zoning decisions are consistent with applicable case law.
- Oversee comprehensive plan creation and implementation.
- Provide direction and supervision of staff assigned to department.
- Provide information relating to county ordinances to property owners, prospective buyers of real estate, realtors, contractors, municipalities, Certified Soil Testers, and plumbers.
- Conduct research, investigate complaints and violations, review plans, and assess compliance with applicable ordinances and land use regulations.



Coordinate the enforcement of the zoning ordinances by active cooperation with other agencies.

- Review sanitary permit applications for compliance with Wisconsin Administrative Code SPS 383 and Buffalo County Sanitary Ordinance. Issue sanitary permits or notify of adverse determination.
- Conduct on-site inspections relating to construction, private on-site wastewater treatment system (POWTS) installations, and other land and structural uses.
- Provide assistance and answer questions from the general public and applicants.
- Administer the Wisconsin Fund Grant Program for replacement of failing POWTS.
- Assist in the development of the annual budget; monitor revenues, expenditures, and progress reports; and assist in preparation and presentation of annual report to Board of Supervisors.
- Administer the Uniform Address Number Ordinance. Interdepartmental notification as needed.
- Attend professional schools, seminars and or conferences to stay up to date on zoning changes.
- Maintain the Zoning Web Page to keep it current.

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- Minimum requirement of a Bachelor's degree in Natural Resource Management, Environmental Health, Environmental Law, Land Use Planning, Public Administration or other related field.
- Minimum of two (2) years experience of progressively responsible administrative and supervisory duties within zoning administration or land use planning.
- Current State of WI Certified Soil Tester and POWTS Certification or the ability to obtain within 6 months from hire.
- Advanced knowledge of organization and functions of state and local governments.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.
- Knowledge and/or experience with Permit Tracking program
- Prior experience in regulation and permitting of nonmetallic mining

**Physical Requirements:**

- Ability to operate a variety of office equipment and tools with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat, cold and other weather conditions in an outdoor environment varying with the seasons.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:



**Buffalo County Resolution**

**Drafted By:**

Ana Rolbiecki

**Presented Month/Year:**

September 2022

**Involved Committees:**

Land Use Committee

Human Resources Committee

Finance Committee

**County Department:**

Administration

**Fiscal Impact: YES / NO**

**AC Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO CREATE AND FILL AN ASSISTANT ZONING ADMINISTRATOR POSITION**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize position establishment for all new positions and,

WHEREAS, the Zoning Department previously had a Zoning Administrator position, but the needs of a newly combined Land Management Department have changed to which the needs are to seek an Assistant Zoning Administrator to support the area of Zoning,

WHEREAS, with the vacancy of the budgeted Zoning Administrator there are funds available for creating and filling a full-time Assistant Zoning Administrator position.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the creation and filling of the Assistant Zoning Administrator position.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
County Clerk

ATTEST:

\_\_\_\_\_  
County Board Chairperson



## Buffalo County Resolution

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### Respectfully Submitted:

#### Land Use Committee

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Max Weiss

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Steven Nelson

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Dwight Ruff

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Gary Stanton

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Michael Taylor

#### Human Resources Committee

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Steven Nelson

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Carol McDonough

---

Mary Anne McMillan Urell

---

Nathan Nelson

---

Michael Taylor

#### Finance Committee

---

Dennis Bork

---

William Bruegger, Sr

---

Brian Michaels

---

Brad Schmidtknecht

---

Max Weiss

### **ANTICIPATED FINANCIAL IMPACT STATEMENT**

Salary savings of \$8,944.00 annually.

# BUFFALO COUNTY

## POSITION DESCRIPTION

<b>Department:</b>	Land Management
<b>Position Title:</b>	Land Management Director/County Conservationist
<b>Pay Class:</b>	C
<b>Exemption Status:</b>	Salaried – Exempt Professional
<b>Direct Supervisor:</b>	Administrative Coordinator
<b>Date:</b>	September 2022

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### **Purpose of Position:**

The purpose of this position is to plan, organize, direct and administer the Department of Land Management programs according to applicable local, state and federal laws and regulations to protect and enhance the land and water resources of Buffalo County and the health, safety, welfare and quality of life of residents. The work is performed under the direction of the Land Management Committee.

### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Ensures the Environment and Land Use Committee complies with its statutory and assigned responsibilities. Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Directs the development of comprehensive plans and programs for land use, environmental protection, and soil and water conservation. Assists the Environment and Land Use Committee in identifying Land Management goals. Identifies the technical expertise needed to achieve goals. Assures that goals are achieved. Tracks and reports progress in achieving goals.
- Oversees and makes amendments to the Comprehensive Zoning Ordinance.
- Develops, updates and maintains the County Land and Water Resource Management Plan. Assures that the Land and Water Resource Management Plan Goals are achieved. Tracks accomplishments.
- Submits the annual budget and administers the budget in conformance with county financial policies and administrative procedures. Works in conjunction with the Assistant Zoning Administrator, GIS Officer and Surveyor on their individual budgets. Forecasts staffing, materials and

equipment levels. Reviews and approves billing statements, vouchers, expenditures and revenues. Develops funding sources including available grants and secures funds. Prioritizes fund allocations.

- Applies for and manages grant application process.
- Oversees department vehicle pool, including purchases, trades, maintenance, etc.
- Identifies new methods of operation to maximize operating cost efficiencies and increase revenues, as appropriate.
- Attends, advises, and participates in Land Management Committee meetings. Develops meeting agenda, along with Committee Chair. Prepares and delivers reports and information including annual report. Attends and participates in County Board Supervisor meetings as necessary.
- Prepares and implements policies and procedures according to Committee directives and applicable laws and regulations. Reviews state mandates and implements changes to meet mandates.
- Prepares and administers s.92.10, ATCP 50, and DNR grants, necessary to carry out implementation of the guidelines in conjunction with the Land and Water Resource Management Plan and the implementation of NR 151 Runoff Management and NR 135 Nonmetallic Mining Reclamation.
- Provides for individual training to Land Management staff and authorizes advanced state or federal training. Maintains necessary job approval (DATCP, Agricultural Engineering Practitioner Certification, Certified Crop Advisor) for technical staff.
- Coordinates educational activities with University of Wisconsin-Extension and local school districts.
- Completes and submits annual and long-range plans and annual reports to the county board, DATCP, and DNR for approval.
- Manages department staff, analyzes and assigns work duties, special projects and tasks. Recommends and approves staff hiring, performance evaluation, discipline, discharge and promotions. Monitors employee attendance. Mediates employee disputes. Develops job descriptions.
- Evaluates employee training and professional development needs. Implements training policies and programs. Approves training requests and related expense vouchers.
- Mediates and resolves disputes between the Department, landowners, contractors, funding agencies and others involved in Department projects/programs.
- Establishes program performance standards.
- Coordinates programs and cooperates with other Counties and a variety of agencies. Acts as department liaison to other agencies, civic and special interest groups.
- Develops community resources to complement department functions.
- Oversees the maintenance of records, develops records and confidentiality policy, and makes policy determination in questionable situations.
- Attends and participates in community, governmental, civic group and other meetings dealing with Land Management matters.

- Receives and handles inquiries, complaints, and concerns regarding department activities, responding to urgent issues involving the department.

#### **PROGRAM ADMINISTRATION:**

DATCP Soil and Water Resource Management (SWRM) – Administer the county SWRM, SEG, and staffing grant programs, including county soil and water conservation staffing grant, landowner conservation practice cost sharing, and nutrient management planning. Activities include: apply for grant funding, adhere to contract, ensure conservation practices meet technical standards, prepare reports on completed conservation activities, track nutrient load reductions, and manage reimbursement funding to landowners from DATCP.

Farmland Preservation Program (FPP) – Prepares schedule of compliance for landowners not meeting soil conservation standards and recommends individual or group farm planning. Tracks FPP participants' compliance with soil and water conservation requirements and standards using computerized database applications. Provides technical and cost-sharing assistance to FPP participants including preparation or revision of soil and water conservation plans and their implementation.

NR135 Reclamation Program – Administration of reclamation program. Plan reviews, inspections, and compliance of non-metallic mining operations. Review and manage operator's financial assurance.

PL-566 Watershed Structures – Oversees repair and annual maintenance to ensure safe operation. Solicits bids and works with contractors for necessary maintenance repair. Obtains necessary permits for repair.

Animal Waste – Acts as county representative for animal waste complaints and assists DNR with on-site investigations. Provides for technical assistance to landowners cited with an animal waste violation or issued a WPDES permit. Assists landowners through grant application and obtaining cost-share agreements for implementation of runoff control measures. Advises the LCC on programs including preparation of a county animal waste storage and management ordinance or a county animal waste management plan.

CREP - Acts as county representative for the Conservation Reserve Enhancement Program. Provides technical assistance to landowners regarding CREP eligibility and conservation plans, works with FSA and NRCS to develop contracts and perform compliance checks for perpetual easement and fifteen year agreements.

#### **Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- Minimum requirement of a Bachelor's degree in Natural Resource Management, Environmental Health, Environmental Law, Land Use Planning, Public Administration or other related field.
- Minimum of four (4) years experience of progressively responsible administrative and supervisory duties within County Conservation, Zoning administration or land use planning.
- Advanced knowledge of organization and functions of state and local governments.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.
- Knowledge and/or experience with Permit Tracking program.
- Prior experience in regulation and permitting of nonmetallic mining.

### **Physical Requirements:**

- Ability to operate a variety of office equipment and tools with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

### **Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat, cold and other weather conditions in an outdoor environment varying with the seasons.

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



Employee's Signature

Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:



## Buffalo County Resolution

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**Drafted By:**

Ana Rolbiecki

**Presented Month/Year:**

September 2022

**Involved Committees:**

Land Use Committee

Human Resources Committee

Finance Committee

**County Department:**

Administration

**Fiscal Impact:** YES / NO

**AC Approved:** YES / NO

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO CREATE AND FILL A LAND MANAGEMENT DIRECTOR/COUNTY  
CONSERVATIONIST POSITION**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize position establishment for all new positions and,

WHEREAS, the needs of a combined Land Management Department that will now include the areas of Land Conservation, Zoning, GIS, and Surveying have changed to where the needs are to seek a Land Management Director to oversee all of these areas while also serving in the County Conservationist capacity,

WHEREAS, with the budgeted Land Conservationist position and Zoning Administrator positions there are funds available for creating and filling a full-time Land Management Director position.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the creation and filling of the Land Management Director/County Conservationist position.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
County Clerk

ATTEST:



## Buffalo County Resolution

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\_\_\_\_\_  
County Board Chairperson

### Respectfully Submitted:

Land Use Committee

\_\_\_\_\_  
Max Weiss

\_\_\_\_\_  
Steven Nelson

\_\_\_\_\_  
Dwight Ruff

\_\_\_\_\_  
Gary Stanton

\_\_\_\_\_  
Michael Taylor

Human Resources Committee

\_\_\_\_\_  
Steven Nelson

\_\_\_\_\_  
Carol McDonough

\_\_\_\_\_  
Mary Anne McMillan Urell

\_\_\_\_\_  
Nathan Nelson

\_\_\_\_\_  
Michael Taylor

Finance Committee

\_\_\_\_\_  
Dennis Bork

\_\_\_\_\_  
William Bruegger, Sr

\_\_\_\_\_  
Brian Michaels

\_\_\_\_\_  
Brad Schmidtknecht

\_\_\_\_\_  
Max Weiss

### **ANTICIPATED FINANCIAL IMPACT STATEMENT**

Cost of increased salary from budgeted Conservationist to this position of \$3,952



## Buffalo County Resolution

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