

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Thomas Lund, Chair
Bernie Erickson, Patrick Buckley, Patrick Evans,
Patrick Moynihan, Jr., John Vander Leest
Steve Fewell

SPECIAL
EXECUTIVE COMMITTEE
Wednesday, October 16, 2013
6:45 p.m.
Room 207, City Hall
100 North Jefferson Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
-
1. Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I.
 2. Such other matters as authorized by law.

Thomas Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

October 16, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
PUBLIC SAFETY COMMUNICATIONS
TELECOMMUNICATION OPERATOR I

WHEREAS, the Public Safety Communications department table of organization has 56.00 FTE Telecommunication Operator positions of which 2.00 FTE's are vacant; and

WHEREAS, turnover for this position during the past three years has averaged 14 positions per year. Since January 1, 2013, eleven (11) Telecommunication Operators have been hired; and

WHEREAS, it takes an average of two (2) years for a new Telecommunication Operator to be fully qualified to operate at least three separate dispatch positions; and

WHEREAS, it is recommended that 10.00 FTE Telecommunication Operator positions be reclassified as entry level Telecommunication Operator I positions until fully qualified and a Telecommunication Operator vacancy occurs; and

WHEREAS, it is further recommended the Telecommunication Operator I position be placed in Pay Grade 12 (pay range \$17.19 - \$20.48) of the Classification and Compensation Plan; and

WHEREAS, employees currently in Telecommunication Operator positions would retain their current wage; and

WHEREAS, future vacancies will be filled as Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that 10.00 FTE Telecommunication Operator positions in the Public Safety Communications table of organization be reclassified to entry level Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Telecommunication Operator positions will retain their current wage.

BE IT FURTHER RESOLVED, future vacancies will be filled as entry level Telecommunication Operator I positions in Pay Grade 12 of the Classification and Compensation Plan.

Annual Budget Impact:

Reclassify 10.00 FTE Telecommunication Operator positions to entry level Telecommunication Operator I positions (1,976 annual hours)

<u>Position Title</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Telecommunication Operator Current Rate (\$21.35/hr.)	\$(42,188)	\$(22,484)	\$(64,672)
Telecommunication Operator I Pay Grade 12, Step 3 (\$18.23/hr.)	\$ 36,022	\$ 21,563	\$ 57,585
Annual Budget Impact	\$(6,166)	\$(921)	\$(7,087)

Savings would be realized for each Telecommunication Operator I vacancy filled up to 10.00 FTE's. There are currently 2.00 FTE vacancies.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
County Executive

Date Signed: _____

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
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LYNN VANDEN LANGENBERG

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INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09/24/13
REQUEST TO: Public Safety Committee
MEETING DATE: 10/02/13
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization - Public Safety Communications - Telecommunication Operator I

ISSUE/BACKGROUND INFORMATION:

Turnover for the Telecommunication Operator position over the past three years has averaged 14 positions per year. The average time for a new Telecommunication Operator to be fully qualified is two years.

ACTION REQUESTED:

Reclassify 10.00 FTE Telecommunication Operator positions to an entry level Telecommunication Operator I until fully qualified.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? A savings of \$7,087 will be realized for each Telecommunication Operator I vacancy filled. There are currently 2.00 FTE vacancies.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: TELECOMMUNICATION OPERATOR I

REPORTS TO: COMMUNICATIONS SUPERVISOR

DEPARTMENT: PUBLIC SAFETY COMMUNICATIONS

JOB SUMMARY:

Under direct supervision, operates communications equipment that receives and dispatches police, fire and medical emergency calls via telephone, electronic and radio dispatch equipment; dispatches a minimum of one position.

ESSENTIAL DUTIES:

Answers and routes telephone calls and messages of emergency and non-emergency nature to the proper public service agency.

Operates at least one radio dispatch position.

Utilizes data input procedure on multiple keyboard terminals to assure data is properly transmitted to the computer.

Completes electronic incident forms.

Maintains documentation of all communications transmitted and received by radio into electronic databases.

Assures proper routing of incident information through geographic knowledge of the county.

Verifies on visual screen (video display terminal) with call incident information to assure data was correctly transmitted.

Maintains records and data in accordance with departmental rules.

Routes, transmits and interprets teletype messages.

Testifies at adjudication hearings as necessary.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer Terminal

Telephone and other office equipment

Police/Fire/Emergency Medical Dispatch radio equipment
Emergency Medical Dispatch software and flipcharts
Early warning system

MINIMUM QUALIFICATIONS REQUIRED:

Education & Experience

High School Diploma or GED equivalent.

Biddle Criti-Call Dispatch Test (Test administered by Brown County; candidate must pass before being considered further for the Operator I vacancy).

Successfully completes an accredited and approved online or in-resident certificate course such as the 40-Hour Telecommunications Operator course, the Fundamentals of Emergency Dispatch or an equivalent training course within the first year of employment or the certificate must have been successfully completed within the previous three (3) years.

Current Transactional Information Management Enforcement (T.I.M.E.) State certification or ability to secure and maintain within the first year of employment.

Licenses and Certifications:

CPR certified or the ability to secure and maintain certification within the first year of employment.

Certified for Emergency Medical Dispatch or the ability to secure and maintain certification within the first year of employment.

Knowledge, Skills and Abilities:

Knowledge of, or the ability to learn, area geography and an awareness of community events.

Knowledge of and ability to utilize a computer and the required software.

Ability to orally communicate effectively and precisely, both orally and in writing.

Ability to operate a keyboard and telephone equipment.

Ability to perform full data entry functions at a rate of 52 words per minute and 3841 keystrokes per hour.

Ability to accurately obtain information over the telephone from callers.

Ability to maintain emotional stability in stressful situations.

Ability to comprehend and carry out departmental rules, regulations and procedures.

Ability to maintain security and confidentiality.

Ability to record computer data rapidly and accurately.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to familiarize oneself with incidents relating to critical public safety activities.

Ability to understand and follow written and oral instructions.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 9/16/13