

Menominee County Personnel Committee
Minutes of Meeting
September 7, 2016

*****DRAFT*****

The Personnel Committee met on September 7, 2016 at 9:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Marc Kleiman, Diane Lesperance, Larry Schei & Bill Cech.

Call Meeting to order: Com. Piche called the meeting to order at 9:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; Com. Piche was the only Personnel Commissioner present

WITH ONLY ONE COMMISSIONER PRESENT OF A POSSIBLE FOUR, THIS MEETING WAS ADJOURNED DUE TO A LACK OF QUORUM.

Menominee County Personnel Committee
Minutes of Meeting
September 8, 2016

*****DRAFT*****

The Personnel Committee met on September 8, 2016 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Marc Kleiman, Bill Cech, & Larry Schei.

Call Meeting to order: Commissioner Williams called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Commissioner Furlong is absent

Agenda was approved by Com. Piche and supported by Com. Lang to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: Previous minutes from 3.11.2016 were approved. Moved by Com. Piche and seconded by Com. Lang 3/0.

Public Comment: None

Business:

- a. **Deputy Court Clerk – M. Kleiman** – A while back, I brought my Deputy Court Clerk position to the committee for a DMG Study. We were looking at two things **1.** Having it re-evaluated because of responsibilities over the years that have been placed on this position that were not previously in the job description. **2.** Possibly looking at having this person become a certified court reporter; as a back-up for our Circuit Court for traveling Judges. Originally this was a paygrade 7. They came back with a recommendation of a pay grade 9 because of the added responsibilities. They also said if we add the court reporter on to this, it will still be a paygrade 9. Since this doesn't change the grade, we'll add the court reporter duties into the job description as well. You have a letter from Judge Barglind and Ceello in support of the change. **Williams:** **I entertain a motion to send this to the full board for approval...Com. Lang makes this motion.** **Piche** asks, would it be wiser financially to pay a per diem as we spoke about previously. **Kleiman:** Because by adding the court reporter to the DMG, there was no increase for that duty. It was the other added duties that increased the position. It won't be any more money to add the court recorder duties. **Williams:** Then we would have the added benefit of that as well. **Lang:** As far as the increase itself, I've always been a firm believer that it is the DMG that keeps our pay structure in balance. If we're going to ignore the DMG recommendation, we may as well pitch them out the window. **Piche:** She has to go get certified? **Kleiman:** yes, she has one year to get the certification per the job description we attached. **Piche:** Who pays for this person to be certified? **Kleiman:** With this being part of the job description, we're obligated to pay for that. There may be some sources for funding...and the state may put some of the training on line. Biggest cost is the travel expenses for the testing in Lansing. **Piche:** DMG study is \$250 and it's done and set at this point? **Kleiman:** Yes. **Com. Piche seconds the motion to move this to the full board. All Coms. agree.** 3/0
- b. **County Administrator Resignation** – Brian Bousley reads his letter of resignation. His last day with

Menominee County will be Sept. 23rd. Williams: For the short time I've been involved, I appreciate the work you've done, the method and philosophy and care in which you've done it all, you will be sorely missed. Piche: Whether he had time or not, he still answered the phone. He'd spend the time talking. Personality, a good personality goes so far in a job. I appreciate seeing that all the time. Lang: I was on the County Board when we didn't have an administrator. I've see five administrators and I think of the five, Brian's tenure ran about the smoothest. I'm realistic, this isn't going to be an easy job. It would be a lot simpler Brian, if you just stayed. I don't blame you, you drive two hours a day. Piche: We have to look at our own personal life and do the best we can for ourselves and family. I think that's what Brian is doing and I have to applaud him for thinking about it and going with his judgement. Piche: Moves to send Brian's Resignation to the full board for consideration next Tuesday, Com. Piche supports this. All Commissioners concur. 3/0

Public Comment: Bill Cech: I think this committee is very important. To do the job it's supposed to be doing, we should have all members here to make important decisions. I think Brian did a great job and we'll miss him. Timing is terrible, but I support his decision. Diane Lesperance: As an elected official and Department Head, it's always been nice to be able to just walk in his office anytime and discuss/vent about work or personal matters.

Commissioner Comment: Piche: I think the personnel committee should be more active than we've been for the last few years. We should have the capability of keeping things a lot smoother instead of having to go to the full board. I think there is a lack of personnel meetings. Lang: We don't have much time. There's a lot to be done and decisions to make. Are we going to advertise and appoint from within? Are we going to get the help from MiWorks. We have things to talk about. Williams: I agree that we should contact Mr. Furlong to see if he can make the meetings from now on.

Adjourn: Moved by Com. Piche supported by Com. Lang to adjourn the meeting at 4:24 P.M. Motion approved 3/0.

Delta Co.

Possible
IT JD

JOB DESCRIPTION

POSITION TITLE: INFORMATION TECHNOLOGY DIRECTOR

GENERAL COMMENTARY:

This position works closely with the ~~Director of Administration and Finance and Delta County Board of Commissioners~~ *County Administrator* and is responsible for all aspects of the information systems operation with the County including a wide range of computer hardware, software, networking equipment and telecommunications equipment. Plans, budgets, designs, purchases, installs and maintains the various County information systems. Develops policies for safeguarding of data and usage of the County systems.

DUTIES AND RESPONSIBILITIES:

Designs, develops, and maintains computer programs by conferring with requesting departments to discuss content, output requirements, and the extent of programming required.

Directs information technicians and information system vendors.

Organize and prioritize service requests. Responds to trouble calls. Repairs and/or works with vendors to resolve problems. Works with the user to test the solution of the problem.

Provides system management and administrative services including regular system backup. Perform purges, restores libraries/files as necessary or requested. Set-up, maintains, and deletes user profiles, ensuring proper system access and data security. Performs regular system tests to ensure the integrity of new and existing software programs.

Researches and evaluates new software and hardware technologies which could enhance the computer system.

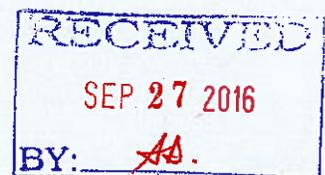
Works closely with the ~~Delta County Board of Commissioners~~ *Menominee Co. Administration* in the establishment of computer equipment purchases, budgeting, and long range planning.

Maintaining and expanding the County Web page with constant monitoring to maintain integrity of system. - *Work with MI Studios*

Works closely with the Central Dispatch Authority to maintain the central dispatch system.

~~Works with the Road Commission in hosting the software and fuel system.~~

Works with the Sheriff in maintaining the jail software systems.



Works with the Michigan State Police with the lein system.

~~Assists Townships with computer purchases for the BS&A software as well as web page assistance.~~

Maintains the three Courtroom and hearing room digital recording and video systems.

Maintains the phone systems in the County buildings.

Researches, recommends and maintains the building security as well as the security camera systems.

~~Is a member of the Delta County Technology Team through the Delta Area Chamber of Commerce.~~

Works closely with MERIT representatives to maintain the County fiber connections.

? Works with the ^{Memom} Delta County Police agencies in maintaining the technology grant install and equipment.

Continually researching and expanding data sharing with local governmental units.

Qualifications: Minimum of a four year computer related degree bachelor's degree in a computer field. Five years of work related experience.

Qualified applicants may be subject to a background check and pre-employment physical and drug testing.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all job duties performed.

^{Memom} Delta County is an equal opportunity employer.

Personnel Reviewed 1-16-13

Approved by Board 2-5-13

Outagamie County
Position Description

Position Title:	Senior Systems Engineer	Rev. Date:	May 5, 2016
Department:	Information Technology	Affiliation:	AS&P
Reports To:	Technical Manager	Grade:	11 NE

Purpose of Position

The Senior Systems Engineer is responsible for the County's physical and virtual infrastructure and security administration activities with the objective of maintaining a high level of system availability and security. This position relies on extensive experience and professional discretion to provide recommendations and expertise for the entire systems environment including project management, analysis, design, implementation, support, maintenance, and monitoring. Researches, recommends and executes the server/security-related portions of the annual budget for completeness, accuracy, and conformance to the IT vision and strategy.

Essential Duties and Responsibilities

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.

- Plan, design, procure, implement, support, maintain, monitor, and troubleshoot
 - Complex systems in a Central Data Center and Disaster Recovery Data Center environment. Responsible for future capacity planning and system forecasting.
 - Server operating systems, server applications, databases, disaster recovery technologies and system management tools including upgrades and patches
 - Server and computer backup systems
 - Virtualization technologies
 - Network Storage (SAN, NAS, etc.)
 - Department specific applications and interfaces including upgrades and patches
- Administer Windows Active Directory, Microsoft Group Policy, Domains, Domain Schemas, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Security policy configuration.
- Observes, interprets, and monitors installed systems. Checks application performance for potential bottlenecks, identifies solutions, and works with developers to implement fixes.
- Responsible for system and file security - secure/harden/patch/monitor all system environments within this position's jurisdiction. Administrate client and server security applications. Work closely with IT teams to ensure security is properly implemented across the environments.
- Create, change, delete/audit user accounts per request. Controls access privileges and restrictions ensuring that policies and practices allow for specified account management controls.

- Serves as project leader of internal and external resources for installations and upgrades of complex technology systems.
 - Define system scope, integration, security, and reporting needs.
 - Create technical specs for RFPs, ensuring technical feasibility.
 - Coordinate purchase, installation, implementation, and training.
 - Manage project budgets, internal staff resources, third party vendors
 - Work with relevant stakeholders to ensure business goals are met
- Provides highest level technical support including mentoring of other Team Members to assist and direct them to resolve technical issues and configuration problems.
- Maintain highest level of system security by researching/recommending/implementing new technologies and industry best practices. Administer client and server security applications (Secure email, Antivirus, Malware, Phishing, Spam, Application Firewalls).
- Analyze, respond to, and lead security incidents, including Application and Systems attempted and realized breaches. Prepare detailed written analyses of incidents with remediation and prevention documentation. Prepare risk assessments.
- Research, recommend, justify and prepare annual 3 year and Capital IT plans including presentation to committee. Assist other departments in preparation of their plans. Perform budget analysis to determine cost-benefits and ROI.
- Extracts digital evidence and performs examinations, preserving it for later use as evidence, analyzes the data, and prepares clear reports for Management, Legal, or Public review.
- Consults with internal and external users to determine their needs - design encompassing IT solutions, recommending new products, presenting procedures, and methods of operation to improve business goals in a cost efficient manner.
- Establishes and maintains relations with hardware and software vendors. Engages with vendors and other IT personnel for problem resolution.
- Verifies all County systems follow established IT standards by approving or adjusting department recommendations.
- Writes and maintains custom scripts(VBScript, PowerShell, etc)
- Documents network systems, applications and procedures with flowcharts, diagrams, manuals, detailed instructions, and other documentation.
- Administrate hardware (Servers, Appliances, etc) inventory/warranty and software licensing (O/S, Applications)
- Prepares/Updates training materials and documentation for departmental and internal IT systems. Conducts training of end users regarding the operation of computer hardware and software.

- Represent Outagamie County as a subject matter expert in consortiums and partnerships the County participates in
- Backup Network Engineers as needed
- On-call as necessary for functional or hierarchical escalation.
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Computer Science or related field with seven years network experience, OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Ability to provide briefings to both technical and non-technical senior management audiences.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism. Logical, clear, and concise written and verbal communication skills.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Must be able to use extensive independent judgment.
- Must display initiative, ability to work independently and within a team. Ability to react quickly to a fast paced, rapidly changing environment.
- Strong project management and organizational skills with ability to prioritize effectively.
- Strong knowledge of Microsoft Group Policy and Security policy configuration and administration. Experience with File Security, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Domain and LAN administration
- Understanding of virtualization technologies and configurations using VMware and Citrix. Experience with administration of Citrix XenApp and Provisioning Services. Experience with virtual machine creation and maintenance.
- Working knowledge of Microsoft SQL Server 2005/2008/2012/2014.
- Working knowledge of Microsoft Exchange
- Working knowledge of network storage (SAN, NAS, Backup, etc)
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Knowledge of networks, data processing, data communications, best practices, and current evolving technology.
- Experience and discretion in handling confidential information.
- Ability to learn new software with or without formal training
- Considerable ability to adapt and learn new technical concepts
- Ability to troubleshoot in unfamiliar environments
- Ability to manage project scope and schedule.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, printer, copier, calculator, telephone, etc.

- Regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards, or controls; reach with hands and arms; and talk or hear.
- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Specific vision abilities required include close vision, color vision, depth perception, and ability to adjust focus.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to 50 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to work in all locations where computer equipment is located (inside squad cars, wiring closets, etc.).

Mathematical Ability

- Ability to add, subtract, multiply, divide, in all units of measure, using whole numbers, common fractions and decimals.

Language Ability and Interpersonal Communication

- Ability to read, comprehend and interpret a variety of documents including computer documents and graphics, log sheets, policies and procedures, inventory reports, product literature, hardware and software manuals, trade publications, and general correspondence.
- Ability to analyze and design information flow
- Ability to analyze software/hardware and make recommendations
- Ability to understand and interpret departmental user needs.
- Ability to problem solve issues between department and IT and to resolve conflicts.
- Ability to prepare a variety of documents including equipment placement and requirement reports, purchase requests, hardware/software documentation, and general correspondence.
- Ability to use and interpret computer related terminology.
- Ability to maintain confidentiality.
- Ability to work independently making sound decisions using good judgment.
- Ability to communicate effectively with County department personnel, computer users, consultants, sales representatives, outside agencies, and the general public verbally and in writing.
- Ability to apply common sense understanding to carry out instructions and make decisions

Outagamie 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 employees and incumbents to discuss potential accommodations with the employer.