

April 18, 2017

DOUGLAS COUNTY CIVIL SERVICE COMMISSION
Wednesday, April 26, 2017, 1:00 p.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the County Clerk's Office (715-395-1569) if you are unable to attend.

MEMBERS: Robert Marcuk, Chair Mary Jane Wesolowski
 Sandra Waletzko, Vice Chair Del Kangas
 Paul Johnson

A G E N D A

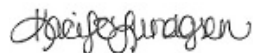
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of minutes of the July 27, 2016, meeting (attached).
3. Action items:
 - a. Election of officers;
 - b. Role of commission; and
 - c. Civil Service Commission for Sheriff's Department Ordinance amendment (attached).
4. Human Resources report (new hires, retirements, resignations, and terminations):
 - a. Jail division; and
 - b. Patrol division.
5. Status and expiration of eligibility lists:
 - a. Jailers; and
 - b. Deputies.
6. Future agenda items.
7. Adjournment.

Cc: Shelley Nelson (Telegram) Andy Lisak Tom Dalbec Jerry Moe
 Carolyn Pierce Susan Sandvick Linda Corbin County Board Supervisors
 Douglas County Website Chris Hoyt Bob Galovich

NOTE: Attachments to agenda are available in County Clerk's Office for review or copying. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Telegram Copied



4-18-17

Name

Date

DOUGLAS COUNTY CIVIL SERVICE COMMISSION
Wednesday, July 27, 2016, 3:00 p.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Robert Marcuk.

ROLL CALL: Present – Robert Marcuk, Sandra Waletzko, Del Kangas, Mary Jane Wesolowski. Absent – Paul Johnson. Others present – Tom Dalbec, Andy Lisak, Robert Galovich, Jerry Moe, Linda Corbin, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Kangas, second Waletzko, to approve minutes of the June 18, 2015, meeting. Motion carried.

HUMAN RESOURCES REPORT:

Jail Division: 5 new hires (4 released during probation period); 2 contingent job offers.

Patrol Division: 2 new hires; 1 retirement.

STATUS AND EXPIRATION OF ELIGIBILITY LISTS:

Jailers: 3 names remaining on eligibility list; list established October 2015. Hiring process is lengthy; to consider alternatives.

ACTION: Motion by Waletzko, second Kangas, to approve creation of a new jailer eligibility list. Motion carried.

Deputies: 18 names remaining on eligibility list; list established January 2015.

PROMOTIONAL PROCESSES:

Jail Lieutenant: To consider internal promotions from sergeant, if 2017 budget allows.

Jail Sergeant: To consider internal promotions from officer, if 2017 budget allows.

CIVIL SERVICE:

Ordinance: Ordinance is too specific and creates problems when hiring. Marathon County has a 1 page ordinance versus Douglas County's 13 page ordinance.

ACTION: Motion by Kangas, second Wesolowski, to support review of current Civil Service Ordinance by Sheriff's Department and Corporation Counsel, with focus on making the hiring process more efficient. Motion carried.

Role of Commission: Role is to make sure hiring process is fair; because ordinance has so many specifications, commission role is limited.

FUTURE AGENDA ITEMS: Civil Service Ordinance; officer elections.

ADJOURNMENT: Motion by Kangas, second Waletzko, to adjourn. Motion carried. Meeting adjourned at 3:34 p.m.

Submitted by,
Kaci Lundgren, Committee Clerk

2.0 CIVIL SERVICE COMMISSION FOR SHERIFF'S OFFICE

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DOUGLAS DOES ORDAIN AS FOLLOWS:

SECTION I. DECLARATION OF POLICY

This ordinance is intended to re-establish a County Civil Service Commission (hereinafter referred to as "Commission") for the selection of certain covered job classes within the Douglas County Sheriff's Office. The following are the covered job classes under the Commission's jurisdiction: Chief Deputy, Jail Administrator, Patrol Lieutenant Jail Lieutenant, Patrol Sergeant, Jail Sergeant, Patrol Deputy and Jail Officer. The ordinance is enacted under the authority granted by Wisconsin Statutes 59.26(8), 59.52(8) and Chapter 63.

SECTION II. CIVIL SERVICE COMMISSION

A. The Commission shall consist of five (5) members, all of whom shall be legal residents of Douglas County. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding an elective office or appointive public position or office of any sort in Douglas County government shall be appointed to the Commission.

B. Members of the Commission shall be appointed by the County Administrator, subject to confirmation by the County Board, to five-year staggered terms commencing on the first day of January succeeding appointment. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator, subject to confirmation by the County Board, shall appoint one member of such Commission to hold office for the term of five(5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified.

C. The Commission shall annually elect one of their members as chairperson and one as vice chair.

D. Every person appointed to the Commission shall take and file the official oath.

E. Each member of the Commission shall be paid compensation for attending meetings and shall be paid at the rate set by the County Board for miles traveled to attend meetings of said commission and for other work of the commission.

F. The County Board of Supervisors shall provide the necessary supplies and conveniences to enable the Commission to perform its duties.

SECTION III. CIVIL SERVICE COMMISSION DUTIES

A. To conduct examinations of applicants for the covered job classes in the Sheriff's Office of Douglas County pursuant to and in accordance with Sections 59.26(8), 59.52(8), and 63.01 to 63.17 (so far as consistent with the aforementioned provisions except Sections 63.03, 63.04 and 63.15 Wisconsin Statutes and except the provision governing minimum compensation of the Commissioners) Wisconsin Statutes.

1. The following are the covered job classes under Civil Service Commission jurisdiction: Chief Deputy, Jail Administrator, Patrol Lieutenant Jail Lieutenant, Patrol Sergeant, Jail Sergeant, Patrol Deputy and Jail Officer.
2. Said positions shall be filled by appointment by the sheriff from a list of all persons with the three (3) highest scores for each position based on a competitive examination.
3. If the sheriff fills a position by promotion, the sheriff shall make The appointment to the position from a list of three (3) Douglas County Sheriff Office employees who receive the highest scores in a competitive examination.
4. The Commission shall conduct such competitive examination, according to the methods used in examination for the state civil service, and shall certify an eligible list of the names of all persons with the three (3) highest scores on that examination for each position to the sheriff who shall make an appointment from that list to fill the position within ten (10) days after he or she receives the eligible list.
5. The Commission may request the assistance of the state division of merit recruitment and the department of employment relations as to such competitive examinations.

B. All other administrative responsibilities and duties, including fixing the number of Deputy Sheriffs to be appointed, position descriptions, classification of positions, residency requirements, compensations, benefits, attendance, vacations, sick leave, hours of work, tours of duty or assignments according to seniority, employee grievance procedure, disciplinary actions, separations for just cause, layoffs, etc., lie with the Board of Supervisors.

SECTION IV. RULES AND REGULATIONS

- A. Commissioners shall prepare and adopt such rules and regulations as, in their judgment, are necessary for the Commission to carry out its duties.

- B. Such rules and regulations shall be adapted to secure the best service for Douglas County and the Douglas County Sheriff's Department, and as shall tend to promote expedition and speed the elimination of all unnecessary formalities in making appointments.
- C. The current edition of "Robert's Rules of Order" shall be the Commission's parliamentary authority. The commission may adopte such special rules of order as it finds needed to supplement or modify the rules contained in "Robert's Rules of Order".
- D. Such rules and regulations shall be consistent with applicable provisions of the Wisconsin Statutes, Wisconsin Administrative Code, Common Law and this ordinance.
- E. Such rules and regulations shall be printed, with a current copy filed with the Douglas County Clerk, and available for public inspection.

SECTION V. REPEALER

Upon publication, this Ordinance will repeal all previous Civil Service Ordinances and amendments now in existence.

SECTION VII. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage and publication.

Approved:

Amendments: October 19, 2000
 August 16, 2001
 November 21, 2002
 December 18, 2003
 January 15, 2004
 September 16, 2004
 March 17, 2005
 July 20, 2006
 November 16, 2006
 July 17, 2008
 April 16, 2009
 October 15, 2009
 November 17, 2011

