

NOTICE OF COMMITTEE MEETING

COMMITTEE: EXECUTIVE COMMITTEE

PLACE: COUNTY BOARD ROOM – SECOND FLOOR, ONEIDA COUNTY COURTHOUSE
ZOOM CALL-IN OPTION – 1-312-626-6799
Meeting ID: 827 6323 3435 Passcode: 854899

**** If you are having difficulties with zoom please call the County Clerk’s Office at 715-369-6125. Zoom is being offered as a convenience for this meeting. If zoom functionality drops, the meeting will continue in-person at the location listed above.**

DATE: WEDNESDAY, APRIL 15, 2026 **TIME:** 9:00 AM

The Executive Committee consists of a quorum of County Board Supervisors that also sit on the County Facilities Committee and Public Safety Committee, however, those committees will not take any formal action at this meeting. It is possible that a quorum of county board members will be at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the County Board pursuant to State ex rel Badke v. Greendale Village Board, Wis 2d 553, 494 n.w.2d 408 (1993), and must be noticed as such, although the County Board will not take any formal actions at this meeting. It is also possible that there may be quorums of other County Board Committees present, although those committees will not take any formal action at this meeting.

ALL AGENDA ITEMS ASSUMED TO BE DISCUSSION/DECISION ITEMS

AGENDA:

1. Call to order and Chairperson’s announcements.
2. Approve agenda for today’s meeting (order of agenda items at Chairperson’s discretion).
3. Approve minutes of 3-25-2026
4. Public comment
5. Finance Director / County Auditor Recruitment Process
6. Ehlers – Public Finance Advisors Proposal
7. ITS Promotion Request
8. Public comment
9. Dates and items for future agenda/meetings
10. Closed Session - It is anticipated that a motion will be made, seconded, and approved by roll call vote to enter into closed session pursuant Section 19.85(1) (c), Wisconsin Stats., “considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility” (Topic: Tech Support PTO at Hire). A roll call vote will be taken to go into closed session and it is anticipated that the Committee will return to open session by roll call vote to consider the remainder of the meeting agenda.
11. Announcement of action taken in closed session, or take action based on closed session (NOTE: If the announcement of action taken in closed session would compromise the need for the closed session, the action taken will not be announced. Any action taken in closed session may be announced when the need for the closed session has passed).
12. Adjourn

Notice of Posting _____ Time 5:00 p.m. _____ Date: 04/13/2026 _____ Place: Courthouse Bulletin Board _____
 Billy Fried, Chair _____ Notice posted by: Tracy Hartman, County Clerk
Notice posted by chief presiding officer or his/her designee. Additional information on a specific agenda item may be obtained by contacting the person who posted this notice at 715-369-6125.

News Media Notified via Mail/Fax/Email: _____ Time 5:00 p.m. _____ Date: 04/13/2026 _____
 Northwoods River News _____ The Lakeland Times _____ North Star Journal _____ WPEG
 WJFW TV Channel 12 _____ NRG Media _____ WYCE Radio _____ Sunlight Report
 WRJO Radio _____ Tomahawk Leader _____ WXPR Radio _____

Notice is hereby further given that pursuant to the Americans with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call Tracy Hartman at (715) 369-6125 with specific information on your request allowing adequate time to respond to your request.

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See reverse side of this notice for compliance checklist with the Wisconsin Open Meeting Law.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

EXEMPTIONS FOR COMMITTEES & SUBUNITS

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the

business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Concerning a case which was the subject of a judicial or quasi-judicial trial before this governmental body Sec. 19.85(1)(a)

2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).

3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec. 19.85(1)(c).

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).

6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f), except where paragraph 2 applies.

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.

5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged. Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.

2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.

3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel Office - 5/16/96

**EXECUTIVE COMMITTEE
MARCH 25, 2026
MINUTES**

Committee members present: Chairman Billy Fried; Scott Holewinski; Russ Fisher; Robb Jensen; Dan Hess; Steven Schreier, Connor Showalter.

Call to order: Chairman Fried called the meeting to order at 8:30 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve Agenda:

Motion/Second: Jensen/Schreier to approve today's Agenda with the order of items at the Chair's discretion.

Vote on Motion: All Aye

Motion: Passes

Approve Minutes of March 11, 2026:

Motion/Second: Hess/Fisher to approve the Minutes from March 11, 2026 as presented.

Vote on Motion: 6 Aye; 1 Absent, Showalter

Motion: Passes

Public comment: None

Public Health On-Call Process: Public Health Director Linda Conlon stated that the current process is that the Director and Supervisors are on call. Conlon is proposing to spread the on-call duties throughout additional employees. Conlon noted that if the call is escalated, those on-call instances would be passed on to a higher-level supervisor. Conlon reported that this is a minimal fiscal impact of \$2700 and they are not asking for additional funds to make this change. Public Health Supervisor Rebecca Wold and Community Health Supervisor Rob Deede explained how the current process of handling on-call affects them. Hess stated that this may be more efficient. Conlon explained that this is just a reduction in the amount from 17 weeks each to 5 weeks of on-call, noting that the supervisors would still be on-call.

Motion/Second: Jensen/Schreier to approve the Public Health On-Call Process as presented.

Vote on Motion: 5 Aye; 1 Nay, Fried; 1 Absent, Showalter

Motion: Passes

LTE Cleaning Technician – Buildings and Grounds: Facilities Director Troy Huber stated that this request is for an LTE Cleaning Technician. Huber explained that the request is for 150 hours, noting that the department is not expecting to utilize the full 150 hours each year. Huber reported that the purpose would be for this position to cover vacations, sick/call-outs and a potential retirement. Huber explained that the cost is \$4,043 and would be covered within their budget. Huber noted that this position is a hard-to-fill position. Huber reported that this would reduce overtime when someone is sick. Huber noted that with the reduction of overtime, it would offset the cost of adding this position. Discussion regarding the cost and training. Assistant Facilities Director Lindsey Kennedy explained that if this was to be a temporary position, LRES has the authority to approve LTE hours up to 450 hours without Committee approval. Kennedy stated they are not asking for extra funding for this. Fried stated that he would have liked to have seen the data for the overtime hours offsetting this new

position. Discussion regarding LRES being able to approve LTE hours. Lueneburg explained that an ongoing LTE position needs to come to the Executive Committee per County Code. Holewinski stated that he is against adding a position in the middle of a budget season. Fried explained that there is the ability to make this temporary through LRES, noting that the request to make it permanent should go through the budget process. Schreier reported that if this is approved, every department would want the same approval and position.

Showalter entered at 8:50 a.m.

Motion/Second: Jensen/no second to approve the LTE Cleaning Technician – Buildings and Grounds as presented.

No Second, Motion fails.

Motion/Second: Fried/Showalter to deny the LTE Cleaning Technician as presented and refer the LTE position back to the Human Resource Director.

Discussion: Fried stated that the reason to deny this LTE request is so another position is not created. Fried advised that this request should be added to the department's budget in next budget cycle. Fried noted that this can be approved through LRES as a temporary LTE; the creation of a new position is the issue.

Vote on Motion: All Aye

Motion: Passes

Resolution to Create Two Full-Time Behavioral Health Therapist positions in the Human Services Department:

Hoerchler stated that she is requesting two positions for Behavioral Health Therapists, with the onboarding portion to be funded with Opioid dollars. Hoerchler noted that there is currently a wait list of over 50 individuals for mental health therapy. Hoerchler stated that after 50% direct billing time to insurance is met, the position is paying for itself. Hoerchler stated that both Forest and Vilas have approved to pay for their portion of the onboarding cost of these positions, and we would be responsible for the remaining half of the onboarding cost of these positions. Hoerchler stated that a therapist can see approximately 35 persons. Hoerchler stated that it takes a long time to recruit for this position and the waitlist would more than cover one full Behavioral Health position. Schreier stated that the other two counties that we contract with have determined that there is a need and they are willing to apply their funds to these positions. Schreier noted that this is a use that the Opioid Funding was intended for. Holewinski asked if there was a crisis or if we can wait to hire for these positions at budget time. Hoerchler stated that this position may take up to 6 months to fill. Schreier stated that the funds requested for this is a one-time ask as this is only for the onboarding. Discussion regarding the wording of the Resolution. Administrative Coordinator/County Clerk Tracy Hartman expressed concern that these positions are intended to be self-funded and the cost would come back to the county if they are not able to bill insurance. Hartman advised to add into the language that if the position is not funded by insurance billing the positions can be eliminated so the cost does not get added to Oneida County's tax levy. Holewinski stated that he does not want to create positions in the middle of a budget season and questioned if this was a crisis situation. Hoerchler explained that she is expecting a waitlist of over 100 by fall as the last time this position took 6 months to fill, the requirements for this position are very specific. Discussion regarding the wording on the Resolution.

Motion/Second: Hess/Jensen to approve the Resolution to Create Two Full-Time Behavioral Health Therapist positions in the Human Services Department and if the 50% insurance funding is not met, it needs to come back to the Committee for further consideration within six months, including 30% funding from Vilas County and 20% funding from Forest County as a Consent Agenda item.

Vote on Motion: All Aye

Motion: Passes

Resolution to Authorize the Expenditure of Opioid Settlement Funds allocated to Oneida County in Accordance with Wisconsin Act 57 of 2021 and Oneida County Resolution #58-2022 in an amount not to exceed \$43,980 for Oneida County's Share of Costs to Onboarding Two (2) Behavioral Health Therapist Positions:

Motion/Second: Jensen/Showalter to approve the Resolution to Authorize the Expenditure of Opioid Settlement Funds as presented and forward it on to the County Board as a Consent Agenda item.

Vote on Motion: All Aye

Motion: Passes

Break called at 9:44 a.m.

Return from break at 9:49 a.m.

Resolution to Authorize 2025 Budget Transfers:

Smigielski stated that the Resolution, as written, just approves budget changes. Smigielski noted that this can be changed if the number needs to be adjusted. Smigielski presented a graph she created showing the costs of different types of out-of-home placements. Smigielski explained that the overage is due to Residential Care and that the increase in costs for placements is not the trend compared to prior years. Discussion regarding the overage.

Motion/Second: Fried/Schreier to approve the Resolution to Authorize 2025 Budget Transfers as presented and forward it on to the County Board as a Consent Agenda Item.

Vote on Motion: All Aye

Motion: Passes

Spyglass Audit Approval: Smigielski stated in 2022 an audit was approved for Spyglass to audit the land lines and we saved approximately \$11,000 per year. Smigielski explained that they look at all of the invoices and they go back five years to look for savings. Smigielski stated that this proposal is for them to do a wireless audit, our cost right now is just under \$60,000 per year. Smigielski stated that if they find a savings, Spyglass keeps the first year savings and if there are no savings, they do not get paid.

Motion/Second: Jensen/Schreier to approve the Spyglass Audit as presented.

Vote on Motion: All Aye

Motion: Passes

Efficiency Study: Hartman stated that when Lueneburg was hired that it was proposed that Lueneburg and Hartman work on the efficiency study. Hartman stated that they are looking to get feedback before they move forward. Fried explained that an updated Efficiency Study would be a good tool going into budget hearings. Schreier questioned if the Efficiency Study was completed in-house, noting that this may be better with an independent third party completing it. Hess stated that when the Efficiency Study was completed, it was based on mandated and non-mandated programs. Fried stated that after Hartman and Lueneburg evaluate it, the proposed changes would be brought back to this committee for review. Discussion regarding different potential changes.

Monthly reports (including invoices paid, budget to actual) and department updates:

- a. Finance – Smigielski reported that everything is within budget.
 - Opioid Funds Tracking – Smigielski explained that the Opioid Funds Report lists the total amount of funding received to date in the approximate amount of \$852,000.

Smigielski noted that we have spent approximately \$27,000 and have approved \$133,000 worth of projects. Discussion regarding potential additional payments from the Opioid Settlement. Corporation Counsel Chad Lynch stated that he was not getting all of the emails as they were going to County Board Chair Holewinski, has been updated and he also has access to the portal. Lynch stated that he understands we will still be getting additional funds, noting that he does not know how much, but it still shows projected payments coming in. Lynch stated that he will report to the Committee in the future as this progresses. Smigielski noted that the process for Opioid projects are that they need to go through the Executive Committee for approval, this is a good process. Smigielski explained that she would discourage committing more to projects than we have received to date. Discussion regarding what to do with the interest from the unspent Opioid Funds.

- Continuing Appropriations Update – Smigielski stated that the Continuing Appropriations updates will be presented to this committee before the audit. Smigielski went over the different account funds, source of funding and usage.
- Investment Report – Smigielski presented the report.
- Sales Tax by Month Report – Smigielski stated that year-to-date we are on track with the budgeted projections for Sales Tax received.
- Checking Account Report – Smigielski stated this is pretty much the same, there are some spikes due to tax collections cycles.

ITS Overlap Training Request: IT Director Jason Rhodes reported that the Office Manager, Marie Thompson, is retiring in May. Rhodes explained that there is a candidate for her position and he would like him to work with Thompson before she goes. Rhodes noted that if he is doing the work of the Office Manager's position, we need to pay him for the position as he is learning and taking over. Lueneburg went over external and internal overlap training, noting that internal overlap training may not always be needed. Lueneburg noted that in this situation, they would be two computer technicians down if this person moves into Thompson's position. Rhodes stated that this person will be doing two jobs as he will be training the new hire in addition to doing Thompson's job. Rhodes explained that this person would move from a position eligible for overtime to an exempt position that would not be eligible for overtime. Discussion regarding the job descriptions and providing more information. It was determined that Rhodes would bring forward more information.

ITS Approval for Continuing Appropriation Use:

- Website ADA Compliance Updates - Rhodes stated that we need to commit funds for Website ADA Compliance Updates, if this is not updated there can be fines for not being in compliance. Rhodes noted that the largest portion of this is for the Health Department and the main website. Rhodes explained that the Health Department is working on some of their portion. Fried questioned if there was someone in house that could do this. Rhodes stated no, noting that the cost could be approximately \$28,000.
- 10 GB Fiber Upgrade Hardware – Rhodes reported last Monday the fiber was upgraded to 10 GB, noting that they needed some new hardware to accommodate this. Rhodes explained that the funding would come out of the Continuing Appropriations Account. Fried noted that we are going from 1 GB to 10 GB.
- VSP Upgrade Hardware/Software – Rhodes stated VSP is an acronym for Virtual Services Platform and is the main core switches and racks that run the network. Rhodes explained that this was part of the CIPS updating the network. Rhodes stated that this needs to be in place to connect all of the buildings together; this is for the hardware only. Rhodes stated that labor will need to be contracted to the outside for this implementation.

- IT Planning update – Rhodes reported that budget to actual is as expected. Rhodes presented his updates.

Schreier left at 11:04 a.m.

Monthly reports (including invoices paid, budget to actual) and department updates:

- b. LRES – Lueneburg stated that her reports are in the packet.
- c. Monthly Update Treasurer – Report was in the packet.
- d. County Clerk – Hartman stated that the reports are in the packet.

Public comment: None

Dates and items for future agenda/meetings:

The next meeting date was set for April 15, 2026 at 9:00 a.m.

Adjournment:

Chairman Fried adjourned the meeting at 11:07 a.m.



ONEIDA COUNTY LABOR RELATIONS EMPLOYEE SERVICES DEPARTMENT

Courthouse Building
P.O. Box 400
Rhinelander, WI 54501-0400
Fax (715) 369-6261

Jennifer Lueneburg
Human Resources Director
jlueneburg@oneidacountywi.gov
715-369-6153

Krista Payne
Employee Services Manager
klpayne@oneidacountywi.gov
715-369-6299

Taisha Koster
Employee Services Assistant
tkoster@oneidacountywi.gov
715-369-6154

Date: April 9, 2026

From: Jenni Lueneburg
Human Resources Director

To: Executive Committee

Re: Finance Director/County Auditor Recruitment

On Wednesday, March 25, 2026, the Oneida County Finance Director Tina Smigielski submitted her notice of resignation, with her last day being Friday, June 5, 2026.

Since then, I've started the recruitment process for the position to ensure as smooth of a transition as possible. At this time, here is the recruitment timeline:

Tuesday, April 7, 2026: Began posting job

Monday, May 4, 2026: Application deadline

Monday, May 11, 2026: Interviews

Week of May 18th: Do references and offer position

Friday, June 5, 2026: Current Finance Director's last day

I'm bringing this topic forward to request input from the Executive Committee in regards to this process.

April 6, 2026

To: Executive Committee

I am asking that we promote Timothy Brandt to the position of Network Analyst-Office Manager to take effect on May 1, 2026. Tim is the most qualified individual to express interest in the position and Tim has been a very effective employee of ITS and the county.

I ask this as Tim will be doing multiple jobs/tasks from both positions and we will also be looking for him to assist in both positions until a replacement Computer Technician can be hired.

Tim has always been a very good employee and tasking him with the additional tasks deserves additional pay.

The actual difference in pay for the month of May would be approx. \$589. The financial difference in the pay is \$3.51 per hour. The total hours for May are 168 = 21 days at 8 hours per day. Note too that any overtime, pager pay etc. will no longer apply for Tim as he'd be moving from non-exempt to exempt. The department will be able to absorb this amount in our current budget and will allow a smooth transition for his new position and for the new employee replacing his current position.

I feel this expenditure is appropriate for the circumstances we are presented with.

Thank you considering this request.

Jason Rhodes

ITS Director



**ONEIDA COUNTY
FISCAL IMPACT
2026**

| | <u>Current</u> | | <u>Proposed</u> | | <u>Difference</u> |
|--------------------------------|---------------------|--|-------------------|-----------|-------------------|
| Title | Computer Tech - H + | | Office Manager K1 | | |
| Salary Schedule | 6% Non-Exempt | | Exempt | | |
| Hourly Rate | \$ 28.91 | | \$ 32.42 | \$ | 3.51 |
| Annual Hours | 2,080 | | 2,080 | | - |
| Estimated Amounts | | | | | |
| Wages | \$ 60,133 | | \$ 67,434 | \$ | 7,301 |
| FICA & Medicare | 4,600 | | 5,159 | | 559 |
| Retirement | 4,179 | | 4,687 | | 507 |
| Health Insurance | 18,500 | | 18,500 | | - |
| Life Insurance | 60 | | 67 | | 7 |
| Income Continuation Ins.* | - | | - | | - |
| Workers Comp Ins. | 96 | | 108 | | 12 |
| Total Wage & Fringe | \$ 87,569 | | \$ 95,954 | \$ | 8,386 |

>> Finance Department Disclaimer: Fiscal Impact Statement is not confirmation of funding in budget.
<<

* Currently no employer cost associated with ICI.



**ONEIDA COUNTY
FISCAL IMPACT
2026**

| | <u>Current</u> | <u>Proposed</u> | <u>Total Overlap</u> |
|---------------------------|---------------------|---------------------|----------------------|
| Title | Office Manager - K6 | Office Manager - K1 | |
| Salary Schedule | Exempt | Non-Exempt | |
| Hourly Rate | \$ 37.05 | \$ 32.42 | |
| Annual Hours | 173 | 173 | - |
| | | | |
| Estimated Amounts | | | |
| Wages | \$ 6,421 | \$ 5,619 | \$ 12,040 |
| FICA & Medicare | 491 | 430 | 921 |
| Retirement | 446 | 390 | 837 |
| Health Insurance | 1,542 | 1,542 | 3,083 |
| Life Insurance | 6 | 6 | 12 |
| Income Continuation Ins.* | - | - | - |
| Workers Comp Ins. | 10 | 9 | 19 |
| Total Wage & Fringe | \$ 8,917 | \$ 7,995 | \$ 16,912 |

>> Finance Department Disclaimer: Fiscal Impact Statement is not confirmation of funding in budget.
<<

* Currently no employer cost associated with ICI.

Oneida County Job Description

Job Title: Computer Technician
Class Title: Computer Technician
Department: Information Technology Services
Reports To: Information Technology Services Director
FLSA Status: Non-exempt
Prepared By: Jason Rhodes
Prepared Date: December 2024
Approved By: Lisa Charbarneau
Approved Date: 1/6/2025
Reviewed Date:

SUMMARY:

This position installs, configures, and maintains hardware and software for all PC computer equipment located in the various departments of Oneida County. Performs Help Desk and Operator Functions. Maintains inventory and maintenance logs. Provides up to date documentation on installs and deliveries of computer equipment. Acts as software administrator on various office products and vendor supplied software.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties as assigned.

Install, update and troubleshoot PC hardware; hardware includes but is not limited to PC's, monitors, printers and communication equipment.

Install, update and troubleshoot PC application and operating system software; software includes but is not limited to windows, word-processing, spreadsheet, database, internet, intranet and e-mail connectivity, network communication, drivers and protocols.

Monitor, update, upload/download information to the Official Oneida County Web Sites. Including but not limited to design suggestions, grammar and spelling correction, solicitation and publication of current information and the drafting of new information.

Accurately distribute and maintain data and access to data and programs according to security change forms and equipment distribution procedures.

Maintain midrange computer functions; duties include but are not limited to main system printer operations, daily/monthly backups and system monitoring.

Maintain all help desk functions; duties include answering a variety of questions and correcting problems with PC and mid-range hardware and software; reporting problems to the ITS Director and/or the Network Analyst; maintaining help desk logs and updating procedures manuals with corrective actions.

Install, update, log, maintain and troubleshoot all Oneida County in-house and remote communications.

Maintain and accurately document all backup procedures and off site facilities.

Pager duty is required and scheduled via rotating assignments as needed.

Perform data entry functions if needed; answer the telephone and direct calls appropriately as needed.

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

Knowledge of computer hardware, software and accessories.
Ability to follow technical and procedural instructions.
Ability to make sound judgments based on available information.
Ability to plan, organize and schedule priorities effectively.
Ability to establish and maintain effective working relationships.
Knowledge of basic cable wiring and testing.
Must be able to pass and extensive background check.

EDUCATION and/or EXPERIENCE:

Two-year Associate degree in computer tech support or related field.
Two years' work experience in an office environment performing technical software, hardware and troubleshooting duties.
Microsoft MCP certification is desired or equivalent experience.

LANGUAGE SKILLS:

Good oral and written communications skills.

MATHEMATICAL SKILLS:

REASONING ABILITY:

Ability to evaluate situations and make good independent decisions based on practices, rules and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid WI Driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to bend, twist and squat; lift and carry up to 30 lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasionally working extended hours or flex schedule will be required to accomplish tasks.

Will occasionally work in dusty and cramped quarters.

Oneida County Job Description

Job Title: Network Analyst – Office Manager
Department: Information Technology Services (ITS)
Reports To: ITS Director
FLSA Status: Non-exempt
Prepared By: Jason Rhodes/Lisa Charbarneau
Prepared Date: January 2024
Approved By: Lisa Charbarneau, HR Director
Approved Date: January 2024
Reviewed Date: Updated to reflect addition duties from Tech Secretary position.

SUMMARY Assumes primary responsibilities of ITS Department in the absence of the ITS Director. Performs independent program support involving administrative and technical tasks and support for the ITS Director. Fulfills data requests from the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acts as designee for primary departmental authority in the absence of the ITS Director.

In the absence or at the request of the ITS Director, grants/denies use of PTO hours and /or sick leave and overtime; has the authority to take emergency action for repairs; represents the department at committee meetings; makes staff task assignments; and coordinates, organizes and dispatches ITS staff.

Assists the ITS Director in the coordination, development and preparation of bid specifications and administration of the sealed bid process for ITS projects and outright purchases for Oneida County.

Assists the ITS Director in development and preparation of the annual budget.

Maintains an accurate accounting system for monies including invoices for payment, purchase orders, line item transfers, software and hardware maintenance contracts, and monthly and annual budget reports. Analyzes and corrects accounts payable discrepancies.

Researches equipment and supply options; maintains minimum inventory levels; dispenses supplies and maintains supply dispensation logs.

Assists the ITS Director with the day-to-day operations of the department.

Assists the ITS Director with long-range planning.

Administrates and maintains the VoIP phones system. Which include programming phones, call routing, extension assignment, and directly interfaces with our phone vendors.

Administrates and maintains the Syn-Apps Emergency Notification system. Co-ordinates updates and processing with the Sheriff's department.

Performs "On Call" / Pager duty as needed.

Monitors and maintains the Barracuda branded, email archive, web filter and email spam filters.
Maintains hardware and software inventory enterprise wide
Researches equipment and supply options; maintains minimum inventory levels; dispenses supplies and maintains supply dispensation logs.

Prepares letters, memos, classroom materials, enterprise wide announcements; backs up other staff when workload requires; sends and receives e-mail.

Assists in the testing of output for mass mailings; including but not limited to public requests for data, tax bills, tax rolls, assessor workbooks, tax receipts, increase notices, lottery credit applications, foreclosure documents, and delinquency notices.

Perform data entry functions as needed.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

In the absence of the ITS Director, acts as direct supervisor to all other ITS staff.
Under instructions of the ITS Director, coordinates work efforts by department staff.
Approves/denies time off request or overtime.
Issues oral or written instructions.

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

Manage and run an all-inclusive office. Must be able perform a wide variety of unsupervised and consistent vendor related jobs, cost accounting, technical services. Great customer relations is a must. You will be responsible for accepting cash and checks payments for services. Create a curriculum for training end users on all Office product, ShoreTel phone applications and specialized applications unique to the end user's department. Manage detailed projects by utilizing our TeamWorks Project management software and schedule resources to meet the demands of the projects. Directly responsible for all 5S duties and inspections. 5S is: sort, set in order, shine, standardize and sustain.

Must be knowledgeable of computer software, hardware, and accessories including spreadsheet, Internet, Microsoft Word and AS/400.

Must be knowledgeable VoIP/ShoreTel phone system administration.

Must be knowledgeable Syn-Apps Emergency Notification System administration.

Must be knowledgeable of the county budget process.

Ability to maintain accurate and complete records.

Ability to supervise and direct the work of subordinates.

Ability to type and use a 10-key calculator.

Ability to organize and prioritize efficiently and effectively.

EDUCATION and/or EXPERIENCE

High school degree with course work in typing, word processing, computers, bookkeeping and secretarial; science

Two-years post high school education, with emphasis on accounting and/or computer skills.

Experience in data retrieval, testing and report generation.
Three-years work in an office environment performing bookkeeping and related duties.
Five years computer support experience.
Five years phone system administration experience.
Six years project management experience.

LANGUAGE SKILLS

Must possess good English verbal and written communications skills.

MATHEMATICAL SKILLS

Must possess good mathematical/accounting skills.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions based on practices, rules, and procedures.

Must be able to maintain confidential records.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's License.

A+ Certificate desired.

Shoretel/Mitel admin certified, desired.

Microsoft Certified Professional (MCP), desired.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.