

RECLASSIFICATION FILE

COMPLETED BY:

EMPLOYEE RELATIONS



LAND & WATER RESOURCES DEPARTMENT

Kevin F. Connors, Director
Joe Parisi, Dane County Executive

Land Conservation • Office of Lakes & Watersheds • Parks • Water Resource Engineering

TO: Employee Relations
FROM: Amy Callis, County Conservationist, Land Conservation Division
DATE: June 14, 2017
SUBJECT: Reclassification of Position under Chapter 18.23, Dane County Ordinance

pos. 2112
P 5-6

2017 JUN 14 PM 3:05
DANE COUNTY
EMPLOYEE RELATIONS DIV

Laurie Lambert, Land Conservation Division, Land & Water Resources Department

Laurie has been with the County since 1994 and has requested a review of her classification pursuant to Chapter 18.23, Dane County Ordinance. In reviewing her position description, it has been determined that there have been significant and permanent changes in her assigned duties including the complexity of the issues and level of knowledge and skills to complete the tasks since her last position description update. The current position description (attached) was last updated in 1998 and references the work and associated duties to be done under the Lake Mendota Priority Watershed project. This watershed project ended in 2009 and, since that time, Laurie has expanded her duties and has taken a lead role in the implementation of nutrient management and management of the county's nutrient management education, training and grants as well as working with the Parks Division on conservation efforts on County-owned properties. An updated position description reflecting her current duties and position expectations is attached. This updated position description has been reviewed and approved by both Laurie and me, as her supervisor.

Attachments: Current position description from 1998
Proposed new position description

Hauri, Alexander

From: McDonough, Gerald
Sent: Friday, January 12, 2018 9:32 AM
To: Hauri, Alexander
Cc: Standing, Brian
Subject: Re-class follow up

Good morning Alex,

On 12/22/2017 I received a copy of a re-class denial for Laurie Lambert Conservation Specialist Position #2112. I was asked by this EG 1871 Association member to look into this. Could you please send me the following:

The Letter sent to the requestor.

A copy of the justification letter for the denial.

Thank you in advance for your prompt reply

Jerry McDonough

DOA / DIM

Dane County Professionals

Employee Group Local 1871 Pres.

Work (608) 266-6257

Cell (608) 279-7773

"Working for the greater good, never ends"

APPROVED

12/22/17



DANE COUNTY
EMPLOYEE RELATIONS DIV.

DEC 22 PM 3:37

COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

EMPLOYEE RELATIONS DIVISION

Room 418, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703

Phone/TTY: 608/266-4125 • Fax: 608/266-4409

Web Page: <http://www.countyofdane.com>

GREG BROCKMEYER
Director of Administration

AMY UTZIG
Human Resources Manager

MEMORANDUM

DATE: December 22nd, 2017

TO: Greg Brockmeyer
Director of Administration

FROM: Alex Hauri
Human Resources Analyst

SUBJECT: Reclassification request Conservation Specialist #2112 P5-6
to Conservation Specialist II

SUMMARY:

Amy Callis, County Conservationist for the Land Conservation Division (LCD), has requested a review of the Conservation Specialist position currently occupied by Laurie Lambert. Ms. Amy Callis recognizes that there has been significant and permanent changes in the assigned duties including the complexity of the issues and level of knowledge and skills to in order to complete the tasks that are assigned. Ms. Amy Callis stated, "Laurie has expanded her duties and has taken a lead role in the implementation of nutrient management and management of the county's nutrient management education, trainings and grants, as well as working with the Parks Division on conservation efforts on County-owned properties."

REVIEW FACTORS AND ANALYSIS:

My review included comparisons between the incumbent's current duties and those contained in other position descriptions and classification specifications. The positions I used for comparison were the Zoning Inspector #1848, P5-6, the Erosion Control Specialist #2422, P5-6, Park Facility Planner #3096, P8, and most importantly the previous Conservation Specialist position #2112, P5-6.

To begin my analysis, I compared the Conservation Specialist to the Zoning Inspector position description. Listed below are examples of duties that I believe are similar in nature to the Conservation Specialist:

- Review and analyze existing and proposed land use activities for compliance with zoning, floodplain, wetland, shoreland, and height limitation regulations
- Advise general public on the processes of obtaining zoning permits, land division approvals, zoning maps amendments, and complying with environmental regulations
- Provide information and guidance to the general public on the processes and requirements for obtaining zoning permits, land division approvals, zoning map amendments, and complying with environmental regulations
- Conduct field investigations and record results regarding compliance with approved land use permits
- Coordinate activities with other town, county, and state agencies and building officials regarding land use activities
- Review all zoning permits issued in assigned regional area and develop/coordinate inspection routes throughout region
- Prepare written violation reports from field investigations and document findings in permit tracking database
- Prepare documentary evidence including reports, photos, and personal interactions, to be used for the prosecution of land use violations

Also in my analysis, I included a review of the Erosion Control Specialist position description and compared those duties to the duties now performed by Mr. Diehl. Listed below are examples of duties that I believe are similar in nature to the Conservation Specialist:

- Conduct site inspections to monitor compliance with erosion control and stormwater management requirements
- Work with applicants and owners to correct any non-compliance issues on permitted sites
- Accept applications and review for completeness
- Log permit applications into permit tracking database
- Identify and suggest practices to correct erosion control and stormwater management compliance problems.
- Provide assistance in developing and maintaining the Dane County Erosion Control and Stormwater Management Manual
- Prepare training and instruction materials for the county erosion Control & Stormwater Management Program
- Present educational workshops to elected and appointed municipal officials, consulting engineering firms, and others
- Review simple erosion control plans for compliance with county erosion control standards

The last position description I compared the Conservation Specialist position to was the Park Facility Planner. After conducting my analysis, it appeared that the Park Facility Planner played a greater role in coordinating and preparing for projects. While sixty percent of its responsibility is to provide oversight of contracted services for construction and oversee small scale contracted park facility development and maintenance projects, I believe it plays a more administrative role

in completing projects. The park position is also responsible for setting up vendor purchase orders and preparing cost estimates for projects and capital improvement plans.

The new position description for the Conservation Specialist states the following:

Under general supervision in the Land Conservation Division of the Dane County Land & Water Resources Department, this position is responsible for providing planning and technical assistance to landowners and producers in the application of conservation practices to meet federal, state and local conservation program requirements including: encouraging the implementation of agricultural best management practices that benefit water quality; developing and reviewing winter spreading plans; preparing and presenting education materials and programs; and performing other related work activities. This position focuses on managing and implementing the county's nutrient management program.

FUNCTION A – 55%: Administer the county's nutrient management program.

Out of the 6 duties listed under this function, I believe 4 of them are closely related to both the Zoning Inspector and the Erosion Control Specialist.

FUNCTION B – 25%: Provide planning and technical assistance to landowners and producers for the application of conservation practices to meet federal, state and local program requirements

Out of the 6 duties listed under this function, I believe 4 of them are closely related to both the Zoning Inspector and the Erosion Control Specialist.

FUNCTION C – 15%: Assist Dane County Parks Division with conservation programs and best management practices.

Out of the 3 duties listed under this function, I believe 2 of them are closely related to both the Zoning Inspector and the Erosion Control Specialist.

FUNCTION D – 5%: Other duties as assigned

Did not list any specific duties under this function.

Although the Conservation Specialist position evaluates funding opportunities and cost-share conservation programs, according to the position description, I believe that it still is more closely related to the Zoning Inspector and the Erosion Control Specialist. Due to the fact that most of the duties are similar in nature, I would recommend to have the Conservation Specialist position remain in the P5-6 pay range.

SUMMARY AND CONCLUSION:

In summary, I believe the duties of the incumbent's position as they now exist are still more consistent with the definition and classification specifications of the Zoning Inspector and Erosion Control Specialist. When comparing the responsibilities of the new position description to similar positions within the P5-6 pay range, I do not believe it constitutes a 51% change of duties needed to reclassify the position. Although some of the new responsibilities assigned to that position relate to evaluating funding and cost-sharing opportunities, I believe most of the responsibilities align with the Zoning Inspector and the Erosion Control Specialist. I recommend to have the Conservation Specialist position remain in the P5-6 pay range. This is no reflection

on the excellent work that this incumbent has done and continues to do, but a reclassification is solely based on the analysis of the job responsibilities.



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
EMPLOYEE RELATIONS DIVISION

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53703

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GREG BROCKMEYER
Director of Administration

AMY UTZIG
Human Resources Director

MEMORANDUM

DATE: December 22nd, 2017

TO: Amy Callis

FROM: Alex Hauri
Human Resources Analyst

SUBJECT: Reclassification request Conservation Specialist #2112, P5-6
to Conservation Specialist II

On June 26th, 2017, the Land and Water Resources Department submitted a request for reclassification of the Conservation Specialist position #2112 (Laurie Lambert). This reclassification request was reviewed and denied. The position will remain as an Conservation Specialist, pay range P5-6.

I have strictly focused on the position and the types of duties and responsibilities it performs. In this instance, the duties continue to fit within the confines of the P5-6 pay range. If Ms. Lambert would like to appeal this determination she may do so in writing to Greg Brockmeyer, Director of Administration, Room 425, City-County Building, 210 Martin Luther King Jr., Boulevard, Madison WI 53703.

c: Michelle Goldade
Jerry McDonough
Renee Endres
Helen Anderson
Joe Kroll
Cathy Lippart
Amy Utzig
Alex Hauri
File

	Conservationist I	Conservationist II	Conservationist III
Pay Scale	07	08	09
Minimum Education	Associates Degree + experience Bachelor's Degree	Bachelors Degree	Bachelors Degree
Minimum Experience	0-5+ years (entry level)	5-15+ years (senior level)	15+ years (advanced level)
Knowledge	<ul style="list-style-type: none"> • General knowledge of soil and water conservation practices. • General knowledge of nutrient management planning. • General knowledge of agricultural best management practices. • General knowledge of farming techniques and operations. • General knowledge of local, state and federal programs. • General knowledge of computers including GIS and AutoCAD software systems. 	<ul style="list-style-type: none"> • Demonstrated knowledge of soil and water conservation practices. • Demonstrated knowledge of nutrient management planning. • Demonstrated knowledge of agricultural best management practices. • Demonstrated knowledge of farming techniques and operations. • Demonstrated knowledge of local, state and federal programs. • Demonstrated knowledge of computers including GIS and AutoCAD software systems. 	<ul style="list-style-type: none"> • Advanced knowledge of soil and water conservation practices. • Advanced knowledge of nutrient management planning. • Advanced knowledge of agricultural best management practices. • Demonstrated knowledge of farming techniques and operations. • Advanced knowledge of local, state and federal programs. • Demonstrated knowledge of computers including GIS and AutoCAD software systems. • Advanced knowledge of grants and cost-share programs.
Abilities	<ul style="list-style-type: none"> • Ability to work effectively with a variety of individuals, public, and private agencies. • Ability to effectively communicate orally and in writing. • Ability to work as a member of a team. 	<ul style="list-style-type: none"> • Ability to work effectively with a variety of individuals, public and private agencies. • Excellent oral and written communication skills. • Ability to work as a member of a team and independently. • Ability to provide training to staff, landowners, partner agencies and organizations, and general public. • Ability to obtain expertise and manage assigned program information. 	<ul style="list-style-type: none"> • Ability to work effectively with a variety of individuals, public and private agencies. • Excellent oral and written communication skills. • Ability to provide leadership skills in a lead worker role in a team setting and with other department staff. • Ability to manage accounts, track implementation progress, develop work plans and maintain reports. • Ability to prioritize, manage workload and project management. • Ability to attend and participate in a variety of night and weekend meetings.

Special Requirements	Post employment (within 5 years) ability to attain and maintain: <ul style="list-style-type: none"> • Conservation Planning Certification (NRCS) • Agricultural Engineering Practitioner Certification for common practices utilized in Dane County. 	Already possess or ability to attain (within 3 years post employment) and maintain: <ul style="list-style-type: none"> • Conservation Planning Certification (NRCS) • Advanced levels of Agricultural Engineering Practitioner Certification for common practices utilized in Dane County. 	Already possess or ability to attain (within 1 year post employment) and maintain: <ul style="list-style-type: none"> • Conservation Planning Certification (NRCS) • Advanced levels of Agricultural Engineering Practitioner Certification for a wide variety of practices utilized in Dane County.
Desired	Certified Crop Advisor Certification	Certified Crop Advisor Certification	Certified Crop Advisor Certification
Considerations for Advancement	<p>Entry level with minimum level of education and/or minimum level of experience. Limited knowledge and abilities or experiences not directly related to position duties.</p> <p>OR</p> <p>Entry level in additional education and/or relative experiences. Basic knowledge and abilities or experience somewhat related to position duties.</p> <p>Demonstrated ability to attain and maintain adequate planning and engineering certifications.</p> <p>Capacity to advance from general and basic experience, knowledge and abilities to demonstrated experience, knowledge and abilities.</p> <p>Contingent on satisfactory performance evaluations and funding availability.</p>	<p>Senior level with minimum level of education and/or minimum level of experience. Demonstrated knowledge and abilities or experiences somewhat related to position duties.</p> <p>OR</p> <p>Senior level with minimum level of education and/or minimum level of experience. Demonstrated knowledge and abilities or experiences directly related to position duties.</p> <p>Demonstrated ability to attain and maintain adequate planning and engineering certifications.</p> <p>Capacity to effectively manage assigned program responsibilities.</p> <p>Contingent on satisfactory performance evaluations and funding availability.</p>	<p>Advanced level with minimum level of education and/or minimum level of experience.</p> <p>Advanced knowledge and abilities or experiences directly related to position duties.</p> <p>Demonstrated ability to attain and maintain adequate planning and engineering certifications.</p> <p>Demonstrated leadership, organizational, workload management skills.</p> <p>Capacity to effectively manage tracking and reporting of funds, agreements and projects.</p> <p>Contingent on satisfactory performance evaluations and funding availability.</p>

**DANE COUNTY
POSITION DESCRIPTION**

☐ Vacancy/New Hire
☒ Audit Request
☒ PD Update

Date: June 13, 2017

Position No.

Dept. No.

1. **NAME OF EMPLOYEE:** Laurie Lambert
2. **DEPARTMENT/DIVISION:** LWRD - Land Conservation Division
3. **WORK ADDRESS:** 5201 Fen Oak Drive, Room 208, Madison, WI 53718
4. **CLASSIFICATION OF POSITION:** Conservation Specialist II
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Amy Callis, County Conservationist
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** 2008 – present
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
☐ Yes ☒ No
9. **SUPERVISION RECEIVED:** General
10. **SUPERVISORY RESPONSIBILITIES:** n/a
11. _____
Employee Signature **Date**
12. _____
Supervisor Signature **Date**
13. _____
ERD Staff Signature **Date**

-same as del PD

-Zoning

-Erosion

**CONSERVATION SPECIALIST II
LAND CONSERVATION DIVISION
LAND & WATER REOURSCES DEPARTMENT**

POSITION TITLE: Nutrient Management Specialist

POSITION SUMMARY: Under general supervision in the Land Conservation Division of the Dane County Land & Water Resources Department, this position is responsible for providing planning and technical assistance to landowners and producers in the application of conservation practices to meet federal, state and local conservation program requirements including: encouraging the implementation of agricultural best management practices that benefit water quality; developing and reviewing winter spreading plans; preparing and presenting educational materials and programs; and performing other related work activities. This position focuses on managing and implementing the county's nutrient management program.

FUNCTIONS

FUNCTION A – 55%: Administer the county's nutrient management program.

A 1: Manage the DATCP Soil and Water Resource Management Program. Provide program outreach to landowners and producers. Develop contacts. Manage accounts, track implementation progress, develop work plans and maintain reports.

A 2: Manage the Nutrient Management Farmer Education Grant. Organize and teach workshops for farmers that want to write their own nutrient management plans.

A 3: Review nutrient management plans for a variety of County, State and Federal Programs.

A 4: Oversee the nutrient management requirements and plans on County owned cropland.

A 5: Educate co-workers, landowners and producers on nutrient management requirements including the Snap Plus program.

A 6: Develop, review and update winter spreading permits under Chapter 14, Dane County Ordinance.

FUNCTION B – 25% Provide planning and technical assistance to landowners and producers for the application of conservation practices to meet federal, state and local program requirements.

B 1: Assist landowners and producers with the development, implementation and review of a conservation plan.

B 2: Conduct surveys, designs, layouts, inspections and documentation of conservation practices in accordance with USDA – Natural Resources Conservation Service and Wisconsin Department of Agriculture, Trade and Consumer Protection standards and specifications.

B 3: Document and track compliance and verification of conservation practice implementation with applicable program requirements.

- B 4:** Evaluate and coordinate with other Department staff and partners funding opportunities to cost-share conservation programs.
- B 5:** Utilize appropriate computer programs and models for planning, design and tracking purposes such as ArcMap, SNAP Plus, RUSLE 2 and county database programs, etc.
- B 6:** Keep daily records of activities, maintain records as assigned and assist in the preparation of reports.

FUNCTION C – 15%: Assist Dane County Parks Division with conservation programs and best management practices.

- C 1:** Evaluate county cropland and provide assistance to other department staff on conservation programs and requirements.
- C 2:** Conduct compliance reviews and inspections.
- C 3:** Provide planning and technical assistance for nutrient management and erosion control practices.

FUNCTION E – 5%: Other duties as assigned.

POSITION REQUIREMENTS

EDUCATION & EXPERIENCE: Any combination of training and experience equivalent to a bachelor's degree in soils, agronomy, forestry, engineering, natural resources, conservation or a related field and at least five years of experience in the professional application of soil and water conservation practices and implementation of federal, state and local conservation programs. A master's degree in a related field may be substituted for one year of the required experience.

CERTIFICATIONS: Must possess or have the ability to obtain certification as a Certified Crop Advisor within one year of hire. Must possess or have the ability to obtain conservation planning certification issued by USDA Natural Resources Conservation Service within one year of hire and engineering job approval from USDA-NRCS and DATCP for conservation practice planning, design and construction of conservation practices common to Dane County. Experience as professional soil scientist desired but not required.

LICENSES: Possession or eligibility to obtain a Wisconsin driver's license with a good driving record and access to personal transportation.


KNOWLEDGE, SKILLS & ABILITIES: Knowledge of soil and water conservation practices; knowledge of nutrient management planning; knowledge of computer, GIS, and AutoCAD software systems; survey and inspection skills and techniques; ability to work effectively with a variety of individuals, public and private agencies. Knowledge of farm operations; ability to effectively communicate orally and in writing; ability to promote, market and effectively engage individual landowners/producers to implement conservation systems on their land.

PHYSICAL REQUIREMENTS: Must be able to traverse a wide variety of field conditions (i.e. wet, muddy terrain; steep slopes; feedlots; construction sites; flowing water) and carry equipment common for the position.

WORK ENVIRONMENT: This position is expected to work in the office as well as a variety of outdoor conditions common to Dane County.

**DANE COUNTY
POSITION DESCRIPTION**

Date: 8-25-98 Position No. 2112 Certification No. _____ Dept. No. 6765

1. **NAME OF EMPLOYEE:** Laurie Lambert
2. **EMPLOYEE SIGNATURE:** 
3. **DEPARTMENT/DIVISION:** Land Conservation
4. **WORK ADDRESS:** 1 Fen Oak Court, Room 208, Madison
5. **CLASSIFICATION OF POSITION:**
6. **NAME AND CLASS OF FORMER INCUMBENT:**
7. **NAME AND CLASS OF FIRST LINE SUPERVISOR:** Kevin Connors
8. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED:** ~~11-95 to 8-98~~
11-94
9. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
YES ☐ NO ☒ . IF YES, AND IS NOT CURRENTLY CLASSIFIED AS SUPERVISORY, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (Contact Employee Relations Manager for a copy).
10. **POSITION SUMMARY:**
Work with farmers in the Lake Mendota Watershed to control or reduce erosion and manure runoff. Explain county, state and federal programs available to farmers to help reduce pollution on their farm. Develop and review farm plans with landowners. Plan and design structure on farms that will reduce runoff.
11. **SUPERVISION RECEIVED:**
Receive supervision from the County Conservationist, Watershed Project Manager and the NRCS District Conservationist.
12. **SUPERVISORY RESPONSIBILITIES:**
None.

FUNCTIONS

Function A - 50 %:

Work with farmers within the Lake Mendota Watershed to review or develop a conservation plan on their crop fields to keep soil loss to a recommended level.

A1: Meet with about four farmers a week to review their conservation plans at their farms.

Review maps so that the field and property boundaries are current. Discuss any changes in crop rotations and tillage practices in their plans.

A2: In the office, update the farmers' conservation plans and farm maps using the computer.

A3: Meet with farmers after changes have been made to their conservation plans to review the changes and get their signatures on the plans.

A4: Send finished plan to both operator and owner.

A5: Update our data base to keep owners' files current.

Function B - 20%:

Meet with landowners in the Lake Mendota Watershed to inform them of practices that the project will cost share

B1: Discuss with farmers cost shared practices that could prevent or reduce runoff problems.

B2: Plan and design construction projects.

B3: Develop and explain maps for restriction on manure spreading for farmers that are interested in a nutrient management plan.

Function C -15%:

Help administer federal programs

C1: Explain and sign up interested landowners for the Conservation Reserve Program.

C2: Develop conservation plans for the landowners that were accepted in the Conservation Reserve Program.

C3: Review landowners' conservation plans so that they meet the minimum requirements for the federal programs by checking the residue on their field and the fields crop history.

Function D - 10%:

Attend meetings to discuss and plan the Lake Mendota Watershed

Function E -5 %:

Provide assistance to co-workers in construction projects

D1: Help survey construction projects

D2: Design construction projects

D3: Check finished construction projects

POSITION REQUIREMENTS:

Education: Associate Degree in soils, agronomy, forestry, engineering or natural resources or two years experience in the professional application of soil and water conservation practices.

Experience: See education description

Certifications: None

Licenses: Wisconsin driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of farming operations and touch typing ability for computer keyboard applications.

PHYSICAL DEMANDS: Work with livestock, heavy equipment, difficult terrain.

WORK ENVIRONMENT: Office, farms and crop fields

EROSION CONTROL SPECIALIST

DEFINITION

Under general supervision in the Land and Water Resources Department, Land Conservation Division, provide erosion control and stormwater management plan inspection, development, and implementation assistance to municipal officials, developers and consultants. Provide technical support in planning, design and other alternative practices for erosion and stormwater control. Perform other duties as assigned.

EXAMPLES OF DUTIES

Assist with the implementation of the county's erosion control and stormwater management ordinance; perform inspection services and recommend enforcement of erosion control and stormwater management plans, both in the unincorporated areas of Dane County and in municipalities with 66.0301 agreements; develop and maintain guidance documents for Erosion Control and Stormwater Management.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and job related experience equivalent to a Bachelor's degree in agriculture engineering, hydrology, or natural resources management and one year experience in the professional application of erosion control and stormwater management practices for both urban and agricultural conservation purposes; and experience in developing and maintaining guidance documents for erosion control and stormwater management.

Knowledge, Skills and Abilities: Knowledge of erosion control and stormwater management designs, planning and implementation; effective oral and written communication skills; knowledge of prediction and least cost methods and approaches; general computer and GIS software knowledge; surveying and inspection skills and techniques; ability to work effectively with a variety of individuals, public and private agencies.

Special Requirements: Possession or eligibility for a Wisconsin driver's license and access to personal transportation. Also have pre-or post employment attainment of the Wisconsin Erosion Control Inspector certification (based on applicable on-the-job experience and training.)

**DANE COUNTY
POSITION DESCRIPTION**

- | |
|---|
| <input type="checkbox"/> Vacancy/New Hire |
| <input type="checkbox"/> Audit Request |
| <input type="checkbox"/> PD Update |

Date: 11/22/06

Position No. 2422

Dept. No. 580

-
1. **NAME OF EMPLOYEE:** Jess Stark
 2. **DEPARTMENT/DIVISION:** Land and Water Resources/Land Conservation
 3. **WORK ADDRESS:** 1 Fen Oak Court, Madison, WI 53718
 4. **CLASSIFICATION OF POSITION:** Erosion Control Specialist (M 5-6)
 5. **NAME AND CLASS OF FORMER INCUMBENT:** None
 6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Jeremy Balousek, Urban Conservation Engineer
 7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** N/A
 8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
Yes ___ No X
 9. **SUPERVISION RECEIVED:** General
 10. **SUPERVISORY RESPONSIBILITIES:** None
 11. _____
Employee Signature Date
 12. _____
Supervisor Signature Date
 13. _____
ERD Staff Signature Date

POSITION SUMMARY: (Briefly describe what you consider to be the major purpose or objectives of your position. What are you attempting to accomplish in your position, or why do you feel your position exists?)

Under general supervision in the Land and Water Resources department, land Conservation Division, provide erosion control stormwater management plan inspection, development, and implementation assistance to municipal officials, developers and consultations; provide technical support in planning, design and other alternative practices for erosion and stormwater control and perform other duties as assigned.

FUNCTIONS

- FUNCTION A -** 50%: Conduct site inspection and enforcement of Ch. 11 and 14 permits.
WORKER ACTIVITY
- A 1:** Conduct site inspections to monitor compliance with erosion control and stormwater management requirements.
 - A 2:** Work with applicants and owners to correct any non-compliance issues on permitted sites.
 - A 3:** Issue stop-work-orders and citations as necessary to achieve permit compliance.
 - A 4:** As necessary, refer severe permit violations to Corporation Counsel for litigation.
- FUNCTION B -** 20%: Handle the issuance and administration of Ch. 11 and 14 permits.
- B 1:** Accept applications and review for completeness.
 - B 2:** Log permit applications into permit tracking database.
 - B 3:** Maintain and develop forms and applications for Ch.11 and 14 administration.
 - B 4:** Issue permits once applications have been reviewed and are deemed complete.
- FUNCTION C -** 10%: Provide technical support in planning, design and other alternative practices for erosion and stormwater control.
- C 1:** Evaluate need for erosion control and stormwater management practices based on site conditions and construction activity.
 - C 2:** Identify and suggest practices to correct erosion control and stormwater management compliance problems.
 - C 3:** Provide assistance in developing and maintaining the Dane County Erosion Control and Stormwater Management Manual.
- FUNCTION D -** 10%: Prepare and present training information regarding the County erosion control and stormwater standards, permitting and enforcement.
- D 1:** Prepare training and instruction materials for the county erosion Control & Stormwater Management Program

- D 2:** Present educational workshops to elected and appointed municipal officials, consulting engineering firms, and others.

FUNCTION E - 10%: Review Ch. 11 and 14 erosion control plans.

- E 1:** Review simple erosion control plans for compliance with county erosion control standards.
- E 2:** Write review memos outlining required elements of the erosion control plans.

POSITION REQUIREMENTS

Education and Experience: Any combination of training and job related experience equivalent to a Bachelor's degree in agriculture engineering, hydrology, or natural resources management and one-year experience in the professional application of erosion control and stormwater management practices.

Certifications: Pre or post employment attainment of Dept. of Commerce Erosion Control Inspector Certification (based on applicable on-the-job training and experience).

Licenses: Possession or eligibility to receive Wisconsin driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of erosion control and stormwater management designs, planning and implementation; effective oral and written communication skills; knowledge of prediction and least cost methods and approaches; general computer and GIS software knowledge; surveying and inspection skills and techniques; ability to work effectively with a variety of individuals, public and private agencies.

PHYSICAL DEMANDS:

Ability to carry field equipment, variety of audio visual equipment; ability to see and hear within normal ranges with or without adaptive devices; ability to stand, sit, stoop, bend and walk; ability to use finger, wrist, and arm motion.

WORK ENVIRONMENT:

Requires the ability to traverse construction sites, difficult terrain, water hazard areas and heavy construction equipment.

X Vacancy/New Hire

1. **NAME OF EMPLOYEE:** Sarah Johnson
2. **DEPARTMENT/DIVISION:** Planning and Development / Zoning Division
3. **WORK ADDRESS:** 210 MLKJ Boulevard, Room 116, Madison, WI 53703
4. **CLASSIFICATION OF POSITION:** Zoning Inspector
5. **NAME AND CLASS OF FORMER INCUMBENT:** N/A
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Roger Lane, Zoning Administrator
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** N/A
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
☐ Yes ☒ No
9. **SUPERVISION RECEIVED:** Under the supervision of the Zoning Administrator and Department Director, and direction of the Assistant Zoning Administrator
10. **SUPERVISORY RESPONSIBILITIES:** N/A

13. _____
ERD Staff Signature Date

POSITION SUMMARY

Under general supervision, inspect and investigate properties and land uses for compliance with County Zoning, Chapter 10 of the Dane County Code of Ordinances (DCCO); review applications and issue land use permits in compliance with Zoning, Floodplain, Wetland/Shoreland, sign, erosion control, mineral extraction, airport height, and other relevant ordinances; provide technical advice to the general public, property owners, government officials, developers, real estate agents, builders and contractors regarding zoning related issues. Locate and identify properties and applicable zoning and environmental regulations associated with the parcels; review and evaluate development proposals in accordance with county land use regulations; issue zoning and other related land use permits. Read and interpret property descriptions, survey maps, subdivision plats, base maps, site plans, aerial photographs and other map information. Maintain zoning maps and other zoning databases, prepare reports, and prepare maps and other exhibits utilizing GIS mapping software. Respond to ordinance violation complaints and take appropriate action to correct any violations. Coordinate activity with other governmental agencies; work cooperatively with the Wisconsin Department of Natural Resources, Department of Commerce, Dane County Land and Water Resources, Madison/Dane County Public Health Department, and Town Officials to address zoning and land use activities. Attend Zoning Committee or Board of Adjustment meetings as needed, prepare written statistical and other reports related to zoning matters, and do other related work as required.

FUNCTIONS

FUNCTION A – 20% - Acting independently, respond to all inquiries from the general public regarding land use and zoning issues at the Zoning Division Counter

- A-1 Determine customer request and assist them in answering or resolving zoning or land use issues.
- A-2 Locate and identify data for properties using Access Dane, Arcview GIS, and zoning permit tracking system to determine characteristics of property.
- A-3 Research the pertinent regulations affecting the property to determine the limitations of the property based on zoning, floodplain, wetland, and shoreland ordinances.
- A-4 Review and analyze existing and proposed land use activities for compliance with zoning, floodplain, wetland, shoreland, and height limitation regulations.
- A-5 Prepare and issue land use permits (zoning, floodplain, sign, change of use) for applicant if in compliance with regulations.
- A-6 Prepare and process applications for zoning map amendments, conditional use permits, parcel status determinations, and environmental feature determinations.
- A-7 Answer technical questions from the general public, property owners, town, county or state officials, contractors, real estate agents, developers, and attorneys regarding County Zoning Regulations, FEMA Floodplain regulations, adopted Shoreland and Wetland regulations, and Airport Height Limitations.
- A-8 Advise general public on the processes of obtaining zoning permits, land division approvals, zoning maps amendments, and complying with environmental regulations.
- A-9 Assist the general public in filing complaints regarding land use violations.
- A-10 Interpret zoning and environmental regulations and provide this information in a various formats that could be easily understood by the general public.

FUNCTION B – 20% - Acting independently under general supervision, respond to all inquiries from the general public regarding land use issues via phone calls and emails

- B-1** Answer technical questions from the general public, contractors, real estate agents, developers, and attorneys regarding County Zoning and Land Division Regulations, FEMA Floodplain regulations, adopted Shoreland and Wetland regulations, and Airport Height Limitations.
- B-2** Provide information and guidance to the general public on the processes and requirements for obtaining zoning permits, land division approvals, zoning map amendments, and complying with environmental regulations.
- B-3** Assist the general public in filing complaints regarding land use violations.
- B-4** Research and distribute technical information regarding limitations and regulations specific to individual properties.
- B-5** Interpret zoning regulations and environmental regulations and provide this information in various formats that could be easily understood by the general public

FUNCTION C - 30% - Acting independently perform the duties of a regional zoning inspector for an assigned geographic area of the county

- C-1** Conduct field investigations and record results regarding compliance with approved land use permits.
- C-2** Issue certificate of compliance letters on completed zoning permit applications.
- C-3** Conduct investigations on all complaints received for the assigned regional area and document findings.
- C-4** Conduct field investigations to determine wetland and floodplain boundaries, ordinary high water mark, and navigability of streams.
- C-5** Provide timely information to Town Officials regarding land use activities with their Town.
- C-6** Coordinate activities with other town, county, and state agencies and building officials regarding land use activities.
- C-7** Review all zoning permits issued in assigned regional area and develop/coordinate inspection routes throughout region.

FUNCTION D - 20% - Acting independently under general supervision, enforce land use regulations of the Dane County Code of Ordinance

- D-1** Prepare written violation reports from field investigations and document findings in permit tracking database.
- D-2** Create notice of violation letters for distribution to property owners and town officials.
- D-3** Negotiate compliance terms with persons in violation, including timelines and metrics for achieving compliance.
- D-4** Issue Wisconsin citations to persons violating land use ordinances.
- D-5** Prepare documentary evidence including reports, photos, and personal interactions, to be used for the prosecution of land use violations.
- D-6** Testify as an enforcement officer in court proceedings.

FUNCTION E – 10% - Acting independently under general supervision, maintain various zoning databases and support zoning amendment process

- E-1** Map legal descriptions of proposed zoning/property boundaries in hardcopy and electronic format using ArcView GIS software.
- E-2** Identify and create mailing lists to distribute information regarding proposed land use changes to neighboring property owners and town officials.

- E-3** Create public informational materials regarding proposed land use changes for distribution to general public, commenting agencies, town officials, and county supervisors.
- E-4** Assign rural address numbers to development areas in accordance with Dane County Rural Address System; disseminate addresses to appropriate agencies.
- E-5** Document inspections in zoning permit tracking database.

POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma; a combination of training and experience equivalent to an associate degree in civil technology from an accredited technical school with experience in subdivision plats and certified survey maps or two years of full-time work experience in ordinance or code enforcement and courses in drafting and mapmaking.

CERTIFICATIONS:

Currently holding or capable of acquiring Wisconsin Erosion Control Inspector Certification

LICENSES:

Valid Wisconsin Drivers License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of county, municipal and state codes and ordinances which are applicable to land use control and zoning administration; knowledge of real property descriptions and ability to read, interpret and map legal descriptions; ability to analyze and interpret zoning and other Dane County land use ordinances; ability to communicate complex land use regulations effectively, both orally and in writing; ability to review and interpret commercial, residential and agricultural plans and specifications for accuracy, feasibility, and compliance with zoning and other applicable land use regulations; knowledge of ARCGIS/ARCVIEW Geographic Information System software, Microsoft office suite, computer application skills and accurate data entry; ability to work alone in the field; ability to make independent decisions requiring discretion and judgment; ability to advise architects, builders and contractors regarding zoning regulations; ability to prepare reports and to present facts clearly and concisely; ability to work effectively with others; ability to train interns and new inspectors; cash handling experience.

PHYSICAL DEMANDS:

Ability to see and hear within normal ranges with or without adaptive devices; ability to communicate with numerous persons for extended periods of time in-person and via phone; sitting and standing for long periods of time; using a computer; walking on unlevel ground and undeveloped lands; working in inclement weather for limited periods of time; driving a vehicle approximately 100 miles per day possibly in inclement weather; ability to lift twenty (20) pounds unassisted; ability to use hand, arm, and wrist motion to perform the majority of the duties essential to job performance.

SPECIAL REQUIREMENTS/WORK ENVIRONMENT:

Seventy percent of the job activities are located in Zoning Division Office and remote locations such as Town Halls, fifteen percent of the job activities occur traveling in vehicles and working on remote laptops inside vehicles, and fifteen percent of job activities occur outside on construction sites and undeveloped land.

**DANE COUNTY
POSITION DESCRIPTION**

<input checked="" type="checkbox"/> Vacancy/New Hire
<input type="checkbox"/> Audit Request
PD Update

Date: January 17, 2017

Position No.

Dept. No.

-
1. **NAME OF EMPLOYEE:** NEW 2017 - Park Facility Planner
 2. **DEPARTMENT/DIVISION:** Land and Water Resources-Parks Division
 3. **WORK ADDRESS:** 5201 Fen Oak Drive, Rm. 234, Madison, WI 53718
 4. **CLASSIFICATION OF POSITION:** P8
 5. **NAME AND CLASS OF FORMER INCUMBENT:** None.
 6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**
Chris James-Senior Landscape Architect, M12
 7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
 8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
Yes ___ No X
 9. **SUPERVISION RECEIVED:**
 10. **SUPERVISORY RESPONSIBILITIES:**
 11. _____
Employee Signature Date
 12. _____
Supervisor Signature Date
 13. _____
ERD Staff Signature Date

POSITION SUMMARY:

Provides project management support for park and trail facility development projects including regional trails bridges, facility restoration, shelters, playgrounds, retaining walls, restrooms, fencing, lighting, campgrounds, storm water management facilities, piers and parking lots.

FUNCTIONS

FUNCTION A- 60%: Facility Development and Maintenance

A 1: Provide oversight of contracted services and construction for park recreation projects including bike and multiuse regional trails.

A 2: Prepare required regulatory permits for trail and park facility development projects.

A 3: Oversee contracted small scale park facility development and maintenance projects.

A 5: Prepare conceptual site development and grading plans from adopted park master plans.

A 6: Assist with field layout of trail and park development projects.

FUNCTION B - 20%: Administrative Duties

B 1: Provide project administration for trail planning and development projects.

B 2: Coordinate park facility development and maintenance projects with other county departments, consultants and vendors.

B 3: Solicit quotes for small scale development projects.

B 4: Set up vendor purchase orders.

B 5: Prepare presentation materials for and help facilitate public information meetings.

B 6: Prepare detailed material and cost estimates for park facility projects.

B 7: Assist department management with the Capital Improvement Plan for park facility development and maintenance projects.

FUNCTION C -20%: Planning Assistance

C 1: Assist with multi use trail planning projects including working with local units of government, stakeholders and user groups to identify potential trail corridor alignments, funding sources, and oversee contracted consultant trail planning services.

C 2: Assist with preparation of trail and park master plans.

C 3: Assist with preparation of County Parks and Open Space Plan.

POSITION REQUIREMENTS

Education and experience: Bachelor of Science Degree in Landscape Architecture, Professional Option, Civil Environmental Engineering, Construction Management or other related degree.

Minimum 2 year of full or part time professional work in the planning and development of park facilities or other directly related construction management experience.

Licenses: Valid Wisconsin Drivers License and a good driving record

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of the Principles of Site Design, Landscape Architecture, Planning, Storm Water Management, Civil/Site Construction, basic skill to utilize ARCMAP GIS, AutoCAD, GPS & InDesign, good oral and written communication skills, ability to build positive internal and external relationships and ability to work in a public setting.

WORK ENVIRONMENT: 70% office, 30% field. Position requires periodically working outside during adverse weather conditions at remote locations.

**DANE COUNTY
POSITION DESCRIPTION**

☐ Vacancy/New Hire
☒ Audit Request
☒ PD Update

Date: June 13, 2017

Position No.

Dept. No.

1. **NAME OF EMPLOYEE:** Laurie Lambert
2. **DEPARTMENT/DIVISION:** LWRD - Land Conservation Division
3. **WORK ADDRESS:** 5201 Fen Oak Drive, Room 208, Madison, WI 53718
4. **CLASSIFICATION OF POSITION:** Conservation Specialist II
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Amy Callis, County Conservationist
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** 2008 – present
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
☐ Yes ☒ No
9. **SUPERVISION RECEIVED:** General
10. **SUPERVISORY RESPONSIBILITIES:** n/a
11. _____
Employee Signature **Date**
12. _____
Supervisor Signature **Date**
13. _____
ERD Staff Signature **Date**

**CONSERVATION SPECIALIST II
LAND CONSERVATION DIVISION
LAND & WATER REOURCES DEPARTMENT**

POSITION TITLE: Nutrient Management Specialist

POSITION SUMMARY: Under general supervision in the Land Conservation Division of the Dane County Land & Water Resources Department, this position is responsible for providing planning and technical assistance to landowners and producers in the application of conservation practices to meet federal, state and local conservation program requirements including: encouraging the implementation of agricultural best management practices that benefit water quality; developing and reviewing winter spreading plans; preparing and presenting educational materials and programs; and performing other related work activities. This position focuses on managing and implementing the county's nutrient management program.

FUNCTIONS

FUNCTION A – 55%: Administer the county's nutrient management program.

- A 1:** Manage the DATCP Soil and Water Resource Management Program. Provide program outreach to landowners and producers. Develop contacts. Manage accounts, track implementation progress, develop work plans and maintain reports.
- A 2:** Manage the Nutrient Management Farmer Education Grant. Organize and teach workshops for farmers that want to write their own nutrient management plans.
- A 3:** Review nutrient management plans for a variety of County, State and Federal Programs.
- A 4:** Oversee the nutrient management requirements and plans on County owned cropland.
- A 5:** Educate co-workers, landowners and producers on nutrient management requirements including the Snap Plus program.
- A 6:** Develop, review and update winter spreading permits under Chapter 14, Dane County Ordinance.

FUNCTION B – 25% Provide planning and technical assistance to landowners and producers for the application of conservation practices to meet federal, state and local program requirements.

- B 1:** Assist landowners and producers with the development, implementation and review of a conservation plan.
- B 2:** Conduct surveys, designs, layouts, inspections and documentation of conservation practices in accordance with USDA – Natural Resources Conservation Service and Wisconsin Department of Agriculture, Trade and Consumer Protection standards and specifications.
- B 3:** Document and track compliance and verification of conservation practice implementation with applicable program requirements.

- B 4:** Evaluate and coordinate with other Department staff and partners funding opportunities to cost-share conservation programs.
- B 5:** Utilize appropriate computer programs and models for planning, design and tracking purposes such as ArcMap, SNAP Plus, RUSLE 2 and county database programs, etc.
- B 6:** Keep daily records of activities, maintain records as assigned and assist in the preparation of reports.

FUNCTION C – 15%: Assist Dane County Parks Division with conservation programs and best management practices.

- C 1:** Evaluate county cropland and provide assistance to other department staff on conservation programs and requirements.
- C 2:** Conduct compliance reviews and inspections.
- C 3:** Provide planning and technical assistance for nutrient management and erosion control practices.

FUNCTION E – 5%: Other duties as assigned.

POSITION REQUIREMENTS

EDUCATION & EXPERIENCE: Any combination of training and experience equivalent to a bachelor's degree in soils, agronomy, forestry, engineering, natural resources, conservation or a related field and at least five years of experience in the professional application of soil and water conservation practices and implementation of federal, state and local conservation programs. A master's degree in a related field may be substituted for one year of the required experience.

CERTIFICATIONS: Must possess or have the ability to obtain certification as a Certified Crop Advisor within one year of hire. Must possess or have the ability to obtain conservation planning certification issued by USDA Natural Resources Conservation Service within one year of hire and engineering job approval from USDA-NRCS and DATCP for conservation practice planning, design and construction of conservation practices common to Dane County. Experience as professional soil scientist desired but not required.

LICENSES: Possession or eligibility to obtain a Wisconsin driver's license with a good driving record and access to personal transportation.


KNOWLEDGE, SKILLS & ABILITIES: Knowledge of soil and water conservation practices; knowledge of nutrient management planning; knowledge of computer, GIS, and AutoCAD software systems; survey and inspection skills and techniques; ability to work effectively with a variety of individuals, public and private agencies. Knowledge of farm operations; ability to effectively communicate orally and in writing; ability to promote, market and effectively engage individual landowners/producers to implement conservation systems on their land.

PHYSICAL REQUIREMENTS: Must be able to traverse a wide variety of field conditions (i.e. wet, muddy terrain; steep slopes; feedlots; construction sites; flowing water) and carry equipment common for the position.

WORK ENVIRONMENT: This position is expected to work in the office as well as a variety of outdoor conditions common to Dane County.

**DANE COUNTY
POSITION DESCRIPTION**

Date: 8-25-98 Position No. 2112 Certification No. _____ Dept. No. 6765

1. NAME OF EMPLOYEE: Laurie Lambert
2. EMPLOYEE SIGNATURE: 
3. DEPARTMENT/DIVISION: Land Conservation
4. WORK ADDRESS: 1 Fen Oak Court, Room 208, Madison
5. CLASSIFICATION OF POSITION:
6. NAME AND CLASS OF FORMER INCUMBENT:
7. NAME AND CLASS OF FIRST LINE SUPERVISOR: Kevin Connors
8. APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED: ~~11-95~~ to 8-98
11-94
9. DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?
YES ___ NO x . IF YES, AND IS NOT CURRENTLY CLASSIFIED AS SUPERVISORY, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (Contact Employee Relations Manager for a copy).
10. POSITION SUMMARY:
Work with farmers in the Lake Mendota Watershed to control or reduce erosion and manure runoff. Explain county, state and federal programs available to farmers to help reduce pollution on their farm. Develop and review farm plans with landowners. Plan and design structure on farms that will reduce runoff.
11. SUPERVISION RECEIVED:
Receive supervision from the County Conservationist, Watershed Project Manager and the NRCS District Conservationist.
12. SUPERVISORY RESPONSIBILITIES:
None.

FUNCTIONS

Function A - 50 %:

Work with farmers within the Lake Mendota Watershed to review or develop a conservation plan on their crop fields to keep soil loss to a recommended level.

A1: Meet with about four farmers a week to review their conservation plans at their farms.

Review maps so that the field and property boundaries are current. Discuss any changes in crop rotations and tillage practices in their plans.

A2: In the office, update the farmers' conservation plans and farm maps using the computer.

A3: Meet with farmers after changes have been made to their conservation plans to review the changes and get their signatures on the plans.

A4: Send finished plan to both operator and owner.

A5: Update our data base to keep owners' files current.

Function B - 20%:

Meet with landowners in the Lake Mendota Watershed to inform them of practices that the project will cost share

B1: Discuss with farmers cost shared practices that could prevent or reduce runoff problems.

B2: Plan and design construction projects.

B3: Develop and explain maps for restriction on manure spreading for farmers that are interested in a nutrient management plan.

Function C -15%:

Help administer federal programs

C1: Explain and sign up interested landowners for the Conservation Reserve Program.

C2: Develop conservation plans for the landowners that were accepted in the Conservation Reserve Program.

C3: Review landowners' conservation plans so that they meet the minimum requirements for the federal programs by checking the residue on their field and the fields crop history.

Function D - 10%:

Attend meetings to discuss and plan the Lake Mendota Watershed

Function E - 5 %:

Provide assistance to co-workers in construction projects

D1: Help survey construction projects

D2: Design construction projects

D3: Check finished construction projects

POSITION REQUIREMENTS:

Education: Associate Degree in soils, agronomy, forestry, engineering or natural resources or two years experience in the professional application of soil and water conservation practices.

Experience: See education description

Certifications: None

Licenses: Wisconsin driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of farming operations and touch typing ability for computer keyboard applications.

PHYSICAL DEMANDS: Work with livestock, heavy equipment, difficult terrain.

WORK ENVIRONMENT: Office, farms and crop fields

Hendrikse, Sandra

From: Utzig, Amy
Sent: Wednesday, June 14, 2017 2:53 PM
To: Hendrikse, Sandra
Subject: FW: Reclassification Request
Attachments: LambertReclassification2017.pdf; LambertPD2017.pdf; LambertPD1998.pdf

DANE COUNTY
EMPLOYEE RELATIONS
2017 JUN 14 PM 3:05

Please place in reclass log and make a file with the attachments. Thank you.

From: Callis, Amy
Sent: Wednesday, June 14, 2017 11:55 AM
To: Utzig, Amy
Cc: Lambert, Laurie
Subject: Reclassification Request

Hello Amy,

Please review the request and position description attachments for Laurie Lambert.

If you have any questions or need additional information, please feel free to contact me.

Thanks,



Amy Callis, County Conservationist
Land Conservation Division
5201 Fen Oak Dr
Madison, WI 53718
608-224-3740 (office) 608-212-9172 (cell)
<https://lcd-lwrd.countyofdane.com/>

EMPLOYEE'S APPEAL

SUBMITTED BY:

LAURIE LAMBERT

DADE COUNTY
EMPLOYEE RELATIONS DIV
2018 FEB 28 AM 10:57

Date: February 26th, 2018

To: Joe Parisi
County Executive

From: Laurie Lambert
Conservation Specialist
Land and Water Resource Department

Subject: Appealing the Denial for Reclassification

On June 26th, 2017, Amy Callis sent in a request for reclassification for the Conservation Specialist position #2112 to Employee Relations. Alex Hauri, Human Resources Analyst, reviewed the request and denied a change in reclassification. I would like to appeal this decision.

I have reviewed the factors needed for a reclassification and I strongly believe that I meet these requirements. Since I started in 1994 my responsibilities, abilities and knowledge have increased by more than 51%. I now work more independently on more complex projects. Additionally, because of the increase in my knowledge, skills and abilities, I also play an advisory role to co-workers within my department and other agencies (e.g. USDA Natural Resource Conservation Service) in planning conservation plans.

Mr. Hauri compared my position to that of the Zoning Inspector and Erosion Control Specialist and came to the conclusion that it was similar in nature to these positions. I do have some of the responsibilities of a Zoning Inspector and Erosion Control Specialist. However, these positions can be better compared to my old responsibilities and not my current ones.

Similar to Zoning Inspector and Erosion Control Specialist positions, my current position reviews, analyzes and inspects plans created by other consultants. However, the majority of time is spent developing plans. Although I review conservation and nutrient management, I spend the majority of my time writing and teaching and assisting others on writing these plans. Like the Zoning Inspector, I do provide information and guidance to the general public on complying with environmental regulation requirements and qualifying for conservation programs. However, I am also responsible for analyzing erosion and manure runoff problems on farms and coming up with solutions for my clients. This requires knowledge on how to design various conservation practices as well as analyzing the cost. It also is important that I understand the benefit and the limitations of various conservation practices. I also need to know how to use various software programs and most importantly their limitations. During

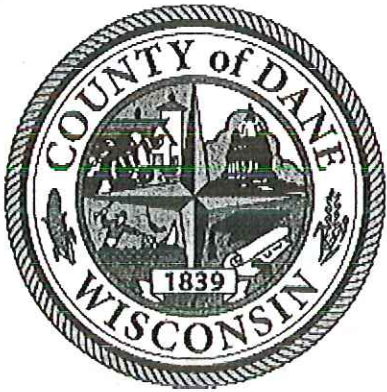
construction, I also supervise the contractors and approve the projects when completed. All projects need to meet the client's goal, as well county, state and federal standards and specifications. If there is a grant involved, I approve the payment. I also develop and administer these grants.

Mr. Hauri also compared my position to the Park Facility Planner. He stated that this position played a greater role in coordinating, preparing and administering projects including preparing cost estimates. But my current position does require all of these responsibilities. In the past, I was assisted by a Soil and Water Conservationist on completing these requirements. Now, I work independently and assist less experienced co-workers in my Division. I also advise other co-workers in the Division within our Department on erosion control practices and develop and oversee construction projects on Dane County owned cropland. All these projects require Natural Resource Conservation Service (NRCS) engineering job approval, cost analysis and supervising contractors. In addition, they require writing, overseeing and approving cost share agreements.

After reading the job description of Urban Erosion Control Analyst, I would describe my current position closer to the responsibilities and skill level of this position. Like this position, I provide assistance to other county divisions, USDA NRCS and individual landowners in the planning, designing and certification conservation practices. I also enforce county, state and federal regulations that relate to erosion and manure runoff on farms. In addition, I work with farmers to resolve these problems and offer them technical and financial assistance. This requires a higher level of skill and experience.

Please consider reviewing my position again. I greatly appreciate your time and effort on this subject. If you need any additional information, please let me know.

cc: Josh Wescott
Amy Utzig
Amy Callis
Brian Standing

**Urban Erosion Control Analyst**Class Code:
384400

Bargaining Unit: Employee Group 1871

DANE COUNTY

Established Date: Apr 13, 2017

Revision Date: Apr 13, 2017

SALARY RANGE

\$27.57 - \$35.55 Hourly

JOB OVERVIEW:**CLASS SPECIFICATION DEFINITION AND EXAMPLES OF DUTIES:**

Provide urban erosion control and stormwater management planning assistance, provide review and inspection services to Dane County, municipalities, consultants for land disturbing activities in Dane County. Provide training, present workshops to others regarding the County Erosion Control Stormwater Management program, new erosion control and stormwater management techniques and methods and processes of evaluating individual projects according to county standards. Provide assistance to other county departments, USDA Natural Resources Conservation Service and individual landowners in the scoping, planning, design, and certification of conservation practices. Assist in the development and maintenance of the Dane County Erosion Control and Stormwater Management Manual and perform other duties.

Contract with municipalities for urban erosion & stormwater planning; site plan approval and inspection & enforcement of proper implementation of plan; make recommendation to local municipalities for enforcement action; review and approve plans as requested by Planning & Development; review municipal administrative efforts for consistency with Dane County Ordinance Chapter 14; present educational workshops to elected and appointed municipal officials, consulting engineering firms, etc.; prepare training & instructional materials for the County Erosion Control & Stormwater Management Program; serve on various local and state committees in the development of BMP's, performance standards, and administrative rules; develop conservation plans and cost sharing agreements in accordance with state and federal standards; interpret federal, state and local laws, policies, rules and regulations pertaining to soil and water conservation; contact landowners to monitor existing conservation plans, review status and recommend changes as appropriate; and survey, design and inspect conservation practices common to Dane County.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Any combination of training and experience equivalent to a Bachelors degree Natural Resource Conservation; Environmental Sciences, Biology Engineering. Plus, demonstrated experience in planning, designing and applying soils and engineering

concepts; and relative experience in inspection and enforcement.

Special Requirements: Possession or eligibility for a Wisconsin driver's license and access to personal transportation to travel to sites.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of principles of soil erosion; soil mechanics, hydrology; USDA NRCS Standards and Specifications of soil and water conservation practices; experienced problem solving skills; demonstrated ability to work effectively with individuals in planning and conveying technical concepts with a variety of individuals, public and private agencies; ability to effectively communicate through written and verbal means.

OTHER REQUIREMENTS:

Certifications: State of Wis. Erosion Control Inspector Certification; Conservation Practitioner Certification as identified in ATCP 50; and USDA Conservation Planning Certification.