

RESOLUTION NO.: 85-2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

The County Executive has requested the following position, and the same has been included in the 2018 COUNTY EXECUTIVE BUDGET:

Eliminate: (1) Full-time Account Associate
Create: (1) Full-time Employee Relations Specialist

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources

8 Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
10 authorize and approve of amending the TABLE OF ORGANIZATION FOR THE BREWSTER
11 VILLAGE, COST CENTER, 5017665, by eliminating (1) full-time Account Associate and by creating
12 (1) full-time Employee Relations Specialist position effective January 1, 2018, as described in the
13 attached which by reference are made a part hereof, and

14 BE IT STILL FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to
15 include the new position(s) and the attendant budget expenditures and revenues as are detailed in the
16 attached, and

17 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
18 of this resolution to the Brewster Village Director, and the Outagamie County Human Resources
19 Department.

20 Dated this ____ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

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6 Travis Thyssen Cathy Spears
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11 Shane Griesbach Patrick Meyer
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16 John Foss
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19 Duly and officially adopted by the County Board on: _____
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22 Signed: _____ Board Chairperson _____ County Clerk
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25 Approved: _____ Vetoed: _____
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28 Signed: _____ County Executive
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Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or lisa.lux@outagamie.org.

PART I: GENERAL INFORMATION:

Change(s) being Requested: Delete Position from TO & Add New Position

Effective Date of Change: 1/1/2018

Department: Brewster Village

Department Head: Morgan Hinkley

Cost Center: 5017665

Employee Group: Brewster Village

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The change is being requested due to the increased responsibilities of this position.

- Primary processor and administrator of Brewster Village payroll (including monitoring accruals, loading vacation balances, and finalizing payroll).
- Kronos system "super user" and expert resource for other Kronos users in the County.
- Key contact related to leave administration for Brewster Village
- Responsible for Payroll Based Journal time entry submissions to federal agency as mandated by the Affordable Care Act.

Other Alternatives Considered:

<input checked="" type="checkbox"/> Temporary Help	<input type="checkbox"/> Part-Time vs. Full-Time	<input checked="" type="checkbox"/> Help from other depts.
<input checked="" type="checkbox"/> Use of Overtime	<input checked="" type="checkbox"/> Process Improvements	

Fiscal Impact of Change:

<input type="checkbox"/> Cost Neutral	<input type="checkbox"/> Cost Reduction	<input checked="" type="checkbox"/> Cost Increase
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FTE Headcount Impact of Change*:

<input checked="" type="checkbox"/> Headcount Neutral	<input type="checkbox"/> Headcount Reduction	<input type="checkbox"/> Headcount Increase
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*(*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)*



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PART II: CHANGE DETAILS - Complete the appropriate section below for the type of change being requested.

GRADE/CLASSIFICATION CHANGE (i.e. employee's responsibilities have changed enough to constitute a change in grade or classification: non-exempt/exempt)

Current Grade: Brewster Village Employee - 12

New Grade: AS&P - 5

Current Classification: Non-Exempt/Hourly

New Classification: Non-Exempt/Hourly

Additional Communications/Approval Required:

- ✓ Provide any comparable salary data to HR
- ✓ Updated Job Description to HR
- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *Required if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

POSITION DELETION (i.e. deletion of entire position or one or more of the same position)

Position Title: Account Associate III

Type of Deletion: Remove position title completely Reduce position count*

*If reduction – reduce by how many? [Click here to enter text.](#)

Position is: Full-Time: Part-Time:

Additional Communications/Approval Required:

- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *only if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

POSITION ADDITION (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Employee Relations Specialist (AS&P Grade 5)

Type of Addition: Add completely new position Add to existing position in TO

How many? 1

Position is: Full Time: Part Time:

Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR
- ✓ Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- ✓ Inform Committee of Jurisdiction
- ✓ Approval from Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval

PART III: CURRENT AND FUTURE ORG VISUAL

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.



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PART IV: FINANCIAL DATA - List the total expenditures, revenues and savings pertaining to this request.

ANNUAL CURRENT EXPENDITURES		ANNUAL PROPOSED	
Salary	\$ 43139	Salary	\$ 46938
Fringe Benefits	\$ 24126	Fringe Benefits	\$ 23491
Travel/Training	\$	Travel/Training	\$
Supplies	\$	Supplies	\$
Purchased	\$	Purchased	\$
Capital Outlay	\$	Capital Outlay	\$
TOTAL	\$ 67,265	TOTAL	\$ 70,429

REVENUES

Description:

	\$
	\$
	\$
TOTAL	\$

COST SAVINGS

Description:

Purchased Service - Consulting	\$ 2933
	\$
TOTAL	\$ 2,933

- * If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.



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NOTE: If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: 5/19/2017
Department Head:	<input type="checkbox"/>	Date: 5/19/2017
HR Director:	X	Date: 6/23/2017
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

REQUEST:

Approved Denied

Resolution Number: [Click here to enter text.](#)

**Outagamie County
Position Description****2104****Position Title:** Employee Relations Specialist**Department:** Brewster Village**Reports to:** Financial Services Director**Purpose of Position**

Reporting to the Financial Services Director, the Employee Relations Specialist administers automated payroll system, administers the scheduling system and is a key contact related to employee approved leave and status changes. Performs related duties including maintaining records, providing information and assistance, preparing reports, producing staff schedules and compiles and submits time entry related to regulatory requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates and directs payroll processing and verification while maintaining a thorough knowledge of the automated payroll system including periodic updates to the software system. Monitors and implements changes in payroll policies and procedures.
- Maintains compliance with all rules and regulations governing payroll both external (government regulations) and internal (manuals, county policies, etc.) Collaborates with department directors to maintain compliance and consistency. Keeps informed of new legislation affecting payroll policies and procedures.
- Coordinates and directs the preparation of fringe benefit reports including health insurance, long-term disability, and unemployment. Coordinates the calculation of sick leave and vacation accruals. Assist in tracking FML qualification and usage.
- Maintain efficiency of payroll software system through testing of new methods, use of controls, and mass updating. Works with computer programmers on custom programs and software updates.
- Oversees the maintenance of employee master files containing pay rates, account numbers for general ledger, tax information, applicable income and deductions, etc. Updates tax tables as required.
- Functions as Human Resources admin for Personnel Actions. Assists in the preparation of salary and fringe benefit projections for the annual budget and annual financial audit. Prepares reports for administration to aid in operational and fiscal decisions.
- Coordinates regular and training schedules of permanent and probationary employees utilizing scheduling/payroll software system. Maintains accurate time records, monitors daily staffing needs and assures proper staff ratios, monitors attendance in conjunction with supervisors, reports hours worked to Centers for Medicare and Medicaid Services (CMS) for purposes of Payroll Based Journal reporting requirements,

- Process employee injury reports including communicating with Risk Management and the County Insurance carrier.
- Engages, at least weekly, with villagers in support of the mission of Brewster Village and maintains regular and predictable attendance, works overtime/extra hours as required.
- Maintains a safe, comfortable and functional environment by assessing for potential hazards, implements practices utilizing appropriate techniques regarding sanitation, infection control, fire safety, disaster preparedness and emergency care, investigates and reports all incidents and accidents, and observes the team for safe work habits.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Accounting with seven to ten years payroll administration, accounting, and computer experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Skills Required to Perform Essential Job Functions**Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including County Board resolutions, salary authorizations, tax guides, withholding statements, various policy and procedure guides, Federal and State tax guides, etc.
- Ability to prepare a variety of documents including Federal and State tax reports, retirement reports, vouchers, journals, letters and other correspondence, W-2 reconciliations, etc.
- Ability to use and interpret accounting and labor law terminology.
- Ability to communicate professionally and effectively with Account Associates, Human Resources and other County departments, IT personnel, IRS and Wisconsin Department of Revenue representatives, and others verbally and in writing.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

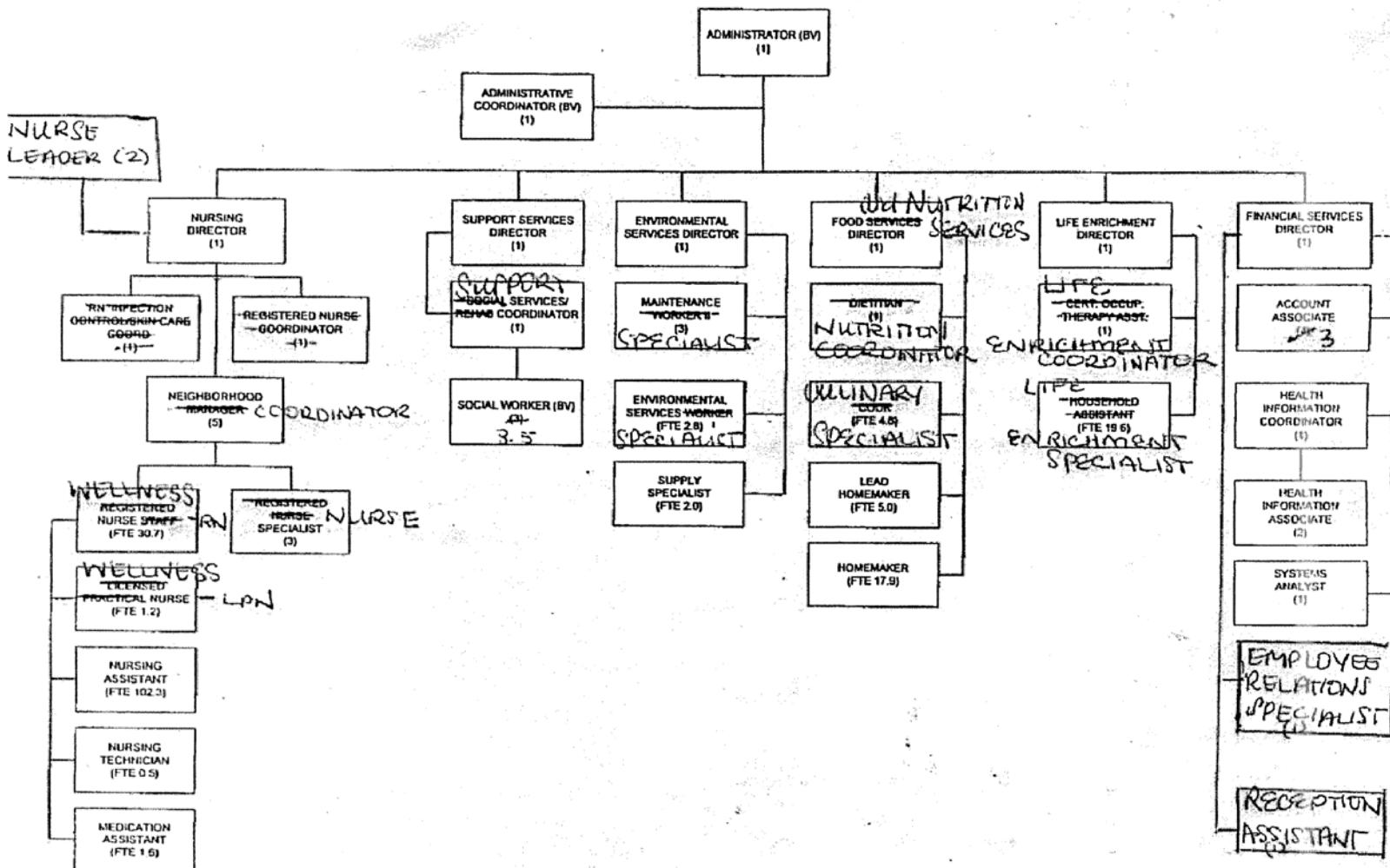
Supervisor's Signature

Date

Human Resources Director's Signature

Date

BLOODBORNE PATHOGENS
Exposure Risk Category C



11/07/2016

BREWSTER VILLAGE

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