

***RESOLUTION NO.: 86—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

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

4                   Eliminate: (1) Full-time Deputy Clerk Assistant  
5                   Create: (2) Part-time Deputy Clerk Assistant

7       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 COUNTY CLERK'S  
11      OFFICE, COST CENTER, 1001800, by eliminating (1) full-time Deputy Clerk Assistant, and by  
12      creating (2) part-time Deputy Clerk Assistant positions 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 Outagamie County Human Resources Department.

19       Dated this \_\_\_\_ day of November 2017

20                   Respectfully Submitted,

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22                   LEGISLATIVE/AUDIT &  
23                   HUMAN RESOURCES COMMITTEE

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5 Travis Thyssen Cathy Spears  
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10 Shane Griesbach Patrick Meyer  
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15 John Foss

16 Duly and officially adopted by the County Board on: \_\_\_\_\_  
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18 Signed: \_\_\_\_\_ Board Chairperson \_\_\_\_\_ County Clerk  
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21 Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_  
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27 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](mailto:lisa.lux@outagamie.org).**

### **PART I: GENERAL INFORMATION:**

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

Effective Date of Change: 1/2/2018

Department: County Clerk

Department Head: County Clerk

Cost Center: 1001800

Employee Group: General

#### 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.)

Delete FT Deputy Clerk Assistant position from County Clerk Table of Organization. This position has not been filled FT from 2012 to present. Replace with two PT positions (current staffing hours and one additional PT staff).

County Clerk staffing has been minimal, challenging staff to complete statutory duties, since downsizing occurred in 2012. The County Clerk has put in numerous hours to accommodate staff loss, but that continual coverage is not sustainable with taking on additional responsibilities, including Election inspector training and oversight of Election equipment programming. Due to the loss of a municipal clerk, who had been a clerk/election inspector trainer – providing needed training to 100s of election inspectors and municipal clerks countywide, the County Clerk will begin providing Election training to those election inspectors and clerks in 2018 and beyond.

In 2016 and 2017, Purchase Services temporary staff was procured for Election related duties, but Manpower staff training was problematic. Election related duties are often complicated and extensive election related knowledge very necessary.

Marriage licensing has also taken on changes since 2011. Additional foreign language individuals are seeking marriage licenses, which requires additional staff time during the interview process while working with interpreters and carefully reviewing original with translated documents.



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The downsized staffing has continually caused an ongoing backlog with producing County Board Proceeding Books in a timely manner (current backlog is 1.75 years) and in responding to open records with the lack of imaged documents. Due to the downsizing and lack of vacation coverage, the public has experienced additional wait times with staff vacations/illnesses during peak marriage season (May-Oct.).

The County Clerk is proposing in 2018 taking on a major vendor duty of Election equipment programming, which will produce significant savings for the county in 2018 and beyond.

Providing two PT staff vs. one FT staff (currently provided on the Table of Organization but not budgeted in the last 5 years) will allow staffing flexibility needed for Elections (including continuing Wisvote services for 19 municipalities), providing better coverage of marriage license peak season (May-Oct.), providing back-up staffing for vacations/illness, providing staff for imaging historical documents critical to Outagamie County, and providing back-up Election duty coverage for the County Clerk and Deputy County Clerk/Lead Elections Specialist position.

Costs for providing this change will be provided with the following proposed changes: Cost savings from election programming conducted in-house, doubling Wisvote relief fees, and increasing marriage license fees by \$10/license.

Other Alternatives Considered:

Temporary Help  Part-Time vs. Full-Time  Help from other depts.  
 Use of Overtime  Process Improvements

Fiscal Impact of Change:

Cost Neutral  Cost Reduction  Cost Increase

FTE Headcount Impact of Change\*:

Headcount Neutral  Headcount Reduction  Headcount Increase

*(\*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.)*

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

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

Position Title: Deputy Clerk Assistant (FULL-TIME)

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



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- ✓ 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: Deputy Clerk Assistant (PART-TIME)

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

How many? 2

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.

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

ANNUAL CURRENT EXPENDITURES		ANNUAL PROPOSED EXPENDITURES	
Salary	\$ 32,448	Salary	\$ 55,286
Fringe Benefits	\$ 5,075	Fringe Benefits	\$ 19,484
Travel/Training	\$	Travel/Training	\$
Supplies	\$	Supplies	\$
Purchased	\$	Purchased	\$
Capital Outlay	\$	Capital Outlay	\$ 2,000
<b>TOTAL</b>	<b>\$ 37,523</b>	<b>TOTAL</b>	<b>\$ 76,770</b>

### **REVENUES**

Description:

Increased marriage license fees - proposed	\$ 11,000
<b>TOTAL</b>	<b>\$ 11,000</b>



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### COST SAVINGS

Description:

 \$  \$ 

**TOTAL** \$

- \* 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.

**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. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>
Department Head:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>
HR Director:	X	Date: 6/8/2017
County Executive:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>

### REQUEST:

Approved  Denied

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



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Deputy Clerk Assistant	<b>POSITION CLASSIFICATION</b>	<input type="checkbox"/> Exempt/Salaried <input checked="" type="checkbox"/> Non-Exempt/Hourly
<b>DEPARTMENT</b>	County Clerk	<b>EMPLOYEE GROUP</b>	General
<b>REPORTS TO POSITION</b>	County Clerk/Deputy Clerk-Lead Election Specialists	<b>DIRECT REPORT POSITIONS</b>	Click here to enter text.
<b>SALARY GRADE</b>	10	<b>POSITION TYPE</b>	Regular
<b>TYPICAL WORKWEEK</b>	<input type="checkbox"/> 40 Hours Minimum <input type="checkbox"/> 37.5 Hours Minimum <input checked="" type="checkbox"/> Two PT positions – 1 - PT 30 hours budgeted; regularly scheduled 25; 2 - PT 25 hours budgeted; scheduled 20 hours	<b>BLOOD BOURNE PATHOGENS</b>	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C

**POSITION PURPOSE** Performs routine and specialized clerical functions in support of the County Clerk's Office, Elections, and the County Board.

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

*(Include no more than 10 – note: when copying and pasting into this document you must add each responsibility individually)*

- Prepares and distributes materials for County Board packets including resolutions, ordinances, minutes, communications, appointments, and agenda. Reformats resolutions and ordinances, provides copies and electronic format versions for inclusion in Board packets. Updates website with packet information. Prepares and types the yearly County Board Proceedings book to include all votes, appointments, resolutions and ordinances for publication. Maintains resolution/ordinance files and amendments, attaches roll call records and distributes as directed. Publishes minutes, budget adjustments and ordinances as required by law; posts same information to the web site. As directed by the County Clerk, attends, records and transcribes minutes of County Board meetings and related correspondence as required.
- Prepares and issues licenses, including marriage licenses, domestic partnership agreements, dog licenses and DILHR stamps and waivers; records transactions and handles fees per prescribed methods.
- Serves as personal secretary to the County Clerk, and department receptionist, greets customers, answers phones, and provides information to the public.
- Forwards claim information to Risk Management, Corporation Counsel, and Finance Committee Chair. Processes form letters to claimants following County Board/Committee action. Maintains County vehicle titles; forwards and alerts owner departments of communications relative to vehicle titles held.
- Under direction of Deputy County Clerk-Programmer, assists with election related duties including data entry into WisVote (statewide voter registration system), proofing ballots and election notices, providing municipal election supplies, checking in election returns, and providing assisting with verifying election programming and burning/shipping equipment program media.
- Performs general office clerical duties including processing mail, ordering supplies, data entry, running reports, maintaining files, preparing purchase orders and vouchers, reconciling the cash drawer and making deposits.
- Maintains regular and predictable attendance, works overtime/extra hours as required. Performs other duties as assigned.
- Click here to enter text.

**POSITION DESCRIPTION**

- Click here to enter text.
- Click here to enter text.

**EDUCATION/CERTIFICATIONS/WORK EXPERIENCE REQUIREMENTS** (include no more than 10)

- Associate degree in secretarial science preferred, or related field with at least four years of clerical experience and demonstrated competency using a personal computer, experience taking accurate minutes, experience with election regulations, and transcription experience. OR any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.
- Wisvote certified preferred, not required.
- Click here to enter text.

**REQUIRED OR PREFERRED SKILLS** (include no more than 10)

- Knowledge and ability to use modern office practices, procedures, and equipment such as computer, calculator, typewriter, photocopier, FAX machine, telephone, etc.
- Knowledge and ability to use Microsoft Office Suite, including Word, Excel, and Outlook. Knowledge and ability to use Wisvote database, preferred, but not necessary. Knowledge and ability to use software to update county website, preferred, but not necessary.
- Knowledge of and demonstrated skill in performing general clerical duties; in using business English, grammar, and spelling. Demonstrated ability to type 55 words per minute at 95% accuracy rate. Ability to work semi-independently, make sound decisions, use good judgment, maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to maintain composure, effectively using tact and diplomacy with co-workers, general public, government agencies, etc.; maintain confidentiality; effectively communicate in English, verbally and in writing; understand and follow written and oral instructions.
- Ability to budget time, schedule work to efficiently complete tasks, and work evening hours as necessary (evening hours typically only for Elections).
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.

**ADDITIONAL NOTES** (*physical requirements, secondary language requirements, etc.*)

Ability to lift, carry, push, pull; or otherwise move objects up to 25 pounds, understanding and utilizing proper body mechanics. Secondary language of Spanish, helpful, not required.

REVIEWED BY:	<input type="checkbox"/> Janet Gatien <input type="checkbox"/> Cindy Golden	DATE: Click here to enter a date.
APPROVED BY:	Click here to enter text.	DATE: Click here to enter a date.



## POSITION DESCRIPTION

(Manager/Dept Head)		
LAST UPDATED BY:	<a href="#">Click here to enter text.</a>	DATE: <a href="#">Click here to enter a date.</a>
<b>EXEMPT POSITION:</b> May be eligible for compensatory time after: <input type="checkbox"/> 40 Hours <input type="checkbox"/> 45 Hours (Grade 12 and above) <input type="checkbox"/> Not Applicable		
<b>POST OFFER PRE-EMPLOYMENT EXAM REQUIRED:</b>		
<b>DRUG TEST REQUIRED:</b> <input type="checkbox"/>		
<b>TYLER-MUNIS POSITION NUMBER:</b> <a href="#">Click here to enter text.</a>		

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.

## OUTAGAMIE COUNTY CLERK – TABLE OF ORGANIZATION

### 2017 TABLE OF ORGANIZATION:

FUND:	GENERAL 100	COST CENTER NAME:		COUNTY CLERK
DEPARTMENT NAME:	COUNTY CLERK	COST CENTER NUMBER:		1001800
<u>POSITION COUNT</u>				
	<u>2014</u> FT PT	<u>2015</u> FT PT	<u>2016</u> FT PT	<u>2017</u> FT PT
REGULAR POSITIONS:				
DEPUTY CLERK ASSISTANT IV	0 0	0 0	0 0	1 0
CLERK STENO IV	1 0	1 0	1 0	0 0
COUNTY CLERK	1 0	1 0	1 0	1 0
DEPUTY COUNTY CLERK	1 0	1 0	1 0	1 0
<b>TOTAL POSITIONS-REGULAR:</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>

### PROPOSED TABLE OF ORGANIZATION 2018:

FUND:	GENERAL 100	COST CENTER NAME:		COUNTY CLERK
DEPARTMENT NAME	COUNTY CLERK	COST CENTER NUMBER:		1001800
<u>POSITION COUNT</u>				
	<u>2015</u> FT PT	<u>2016</u> FT PT	<u>2017</u> FT PT	<u>2018</u> FT PT
DEPUTY CLERK ASSISTANT IV	0 0	0 0	1 0	0 2
CLERK STENO IV	1 0	1 0	0 0	0 0
COUNTY CLERK	1 0	1 0	1 0	1 0
DEPUTY COUNTY CLERK	1 0	1 0	1 0	0 0
DEPUTY COUNTY CLERK-LEAD ELECTION SPECIALIST	0 0	0 0	0 0	1 0
<b>TOTAL POSITIONS-REGULAR:</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>	<b>2 2</b>
<b>TOTAL ALL POSITIONS:</b>	<b>3 0</b>	<b>3 0</b>	<b>3 0</b>	<b>2 2</b>