

RESOLUTION NO.: 105—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) Part-time Seasonal Horticulture Assistant
Create: (1) Part-time Horticulture Assistant

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE UW EXTENSION DEPARTMENT, COST CENTER, 1008500, by eliminating (1) part-time Seasonal Horticulture Assistant position and by creating (1) part-time Horticulture Assistant effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

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

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the UW Extension Director and the Outagamie County Human Resources Department.

Dated this ____ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT &
HUMAN RESOURCES COMMITTEE

Travis Thyssen

Cathy Spears

Shane Griesbach

Patrick Meyer

John Foss

Duly and officially adopted by the County Board on:_____

Signed: _____

Board Chairperson

County Clerk

Approved: _____

Vetoed:_____

Signed: _____

County Executive



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: UW Extension

Department Head: Karen Dickrell

Cost Center: 1008500

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.)

UW Extension is requesting a reclassification of the Horticulture position from seasonal to part time Horticulture Assistant. The current position only allows for 120 days of work, with a maximum of 1040 hours within the year. This does not allow for the flexibility that is needed for this position to accommodate customer and the office needs.

As the seasons change the needs for a horticulture assistant increases. The person filling this position may only need to be in the office two or 3 full days per week in January to early March, but this will change as spring and summer roll around and the need for daily coverage is necessary because:

- Customer calls and walk in visits increase.
- Responding to 1,500+ horticultural inquiries during the growing season.
- Soil samples are brought in on a daily basis. (114 samples 2016/ 66 samples Feb 16 – May 16, 2017)
- Weather strongly influences the daily request and responsibilities of the horticulture assistant.
- A part time position would reduce the burden of the Crops & Soils Agent and allow that agent's to focus on agriculture needs.
- Reduce customer complaints regarding availability.
- Allow others to focus their own responsibilities (Ag Agents, Clerical)
- Provide educational instruction to the community.
- Provide guidance to Master Gardeners.
- Assist the Crops & Soils agent with work / research.
- Answer horticulture inquiries on a timely basis.



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- Employee retention (5 different individuals have occupy the Seasonal Horticulture Position in the past 6 years)

The financial impact to change the position from seasonal to part time would be minimal, as the department has funds in the budget from another purchased services Community Development position reduction to 50% time.

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: "Seasonal" Horticulture Assistant

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: Horticulture Assistant

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

How many? [Click here to enter text.](#)

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



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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

Salary	\$	
Fringe Benefits	\$	
Travel/Training	\$	
Supplies	\$	
Purchased	\$	
Capital Outlay	\$	
TOTAL	\$	20,995

ANNUAL PROPOSED

Salary	\$	21,965
Fringe Benefits	\$	2,322
Travel/Training	\$	1,000
Supplies	\$	100
Purchased	\$	0
Capital Outlay	\$	0
TOTAL	\$	25,387

REVENUES

Description:

	\$	
	\$	
TOTAL	\$	

COST SAVINGS

Description:

Budgetary State Adjustments or Purchase Services Reduction	\$	4,392
	\$	
TOTAL	\$	4,392

* 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



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

Reviewed By:	Lisa Lux	Date: 8/16/2017
Department Head:	X	Date: 5/19/2017
HR Director:	X	Date: 6/15/2017
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**

Department: UW-Extension

Position Title: Horticulture Assistant

% of Hire: (50%) 1040 hours a year
No more than 28 hours per week

Date: November 28, 2016

Reports To: Department Head
Crops, Soils, Horticulture Agent

Purpose of Position

Reporting to the UW-Extension Department Head for administrative reporting, and to the Crops, Soils, and Horticulture Agent for programmatic responsibilities, the Horticulture Assistant provides answers to horticultural inquiries in the form of walk-ins, website contacts, e-mails, telephone calls and direct sample submissions. In addition, a successful candidate will provide program support to the Outagamie County Master Gardener Association (OCMGA.) More information about the OCMGA is available at <http://www.ocmga.net>

Essential Duties and Responsibilities

The following duties are normal for this position. Other duties may be required as assigned.

- Coordinate sample submission to area labs (turf, insect, disease, etc.).
- Coordinate diagnosis and answering of consumer horticultural contacts.
- Organize and participate in horticultural education outreach programs, such as Master Gardeners' plant sale, county fair, and others as assigned.
- Assist with marketing and promotion of Extension horticultural resources in Outagamie County.
- Assist with special emphasis programs.
- Assist with other program coordination duties as identified by the Crops, Soils and Horticulture Agent and UW-Extension Department Head.
- Provide updates for UWEX website, UWEX Horticulture and Facebook, with current issues relation to horticulture.
- Develop programs relevant to needs of all potential clientele and ensure equal access to programs and facilities without regard to age, race, creed, color, sex, sexual orientation, disability, national origin, ancestry, marital status, arrest record or non-program related conviction record.
- Maintain regular and predictable attendance with some flexibility to accommodate the horticultural needs of the county and requests from clientele.
- Keeps a statistical journal of horticulture inquiries documenting workload and impact.
- Manage work hours to cover increased demands during the growing season.
- File an end of year summary report with the UW-Extension Office Dept. Head and the Crops, Soils and Horticulture Agent.

- Update horticultural fact sheets as needed.
- Creation of needs based documents in response to developing horticulture situations.
- Support for horticulture research –local and state team related activities.
- Supervision of office volunteers (Master Gardener Volunteers).
- Serve as a fact sheet/article reviewer of state specialist work.
- Respond to general UW Extension inquiries.
- Attend relevant professional development clinics as they occur throughout the state.
- Attend staff meetings as schedule allows.

Minimum Training and Experience Required to Perform Essential Job Functions

Preference will be given to any candidate that demonstrates experience in diagnostics or has a professional degree in a horticultural or related field.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, photocopier, telephone, voicemail, fax, LCD projector, microscope, digital camera, tablet technology, and ability to use PowerPoint.

Mathematical Ability

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

Language Ability and Interpersonal Communication

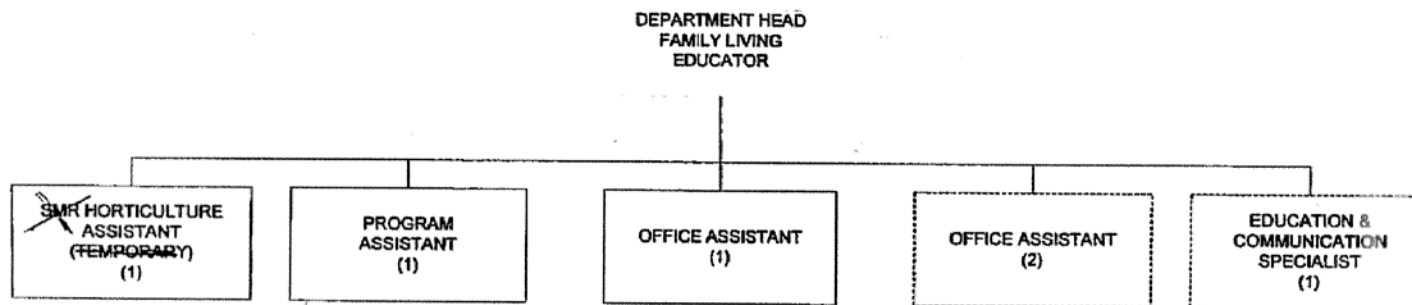
- Ability to comprehend and interpret a variety of documents.
- Ability to motivate and relate effectively with youth, adults and volunteers.
- Ability to teach youth, adults, and volunteers.

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 employee and incumbents to discuss potential accommodations with the employer.

Application Procedure:

- Outagamie County Application
- Cover Letter
- Professional Resume
- References (three to five)

UW-Ext



11/07/2016

UNIVERSITY EXTENSION

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