

**RESOLUTION NO.: 94—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 Learning & Development Specialist  
Create: (1) Full-time HR Operations Manager

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 HUMAN  
11    RESOURCES, COST CENTER, 1006000, by eliminating (1) full-time Learning & Development  
12    Specialist and by creating (1) full-time HR Operations Manager position effective January 1, 2018, as  
13    described in the 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

Respectfully Submitted,

## LEGISLATIVE/AUDIT & 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  
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19 Duly and officially adopted by the County Board on: \_\_\_\_\_  
20  
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22 Signed: \_\_\_\_\_ Board Chairperson \_\_\_\_\_ County Clerk  
23  
24 Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_  
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26  
27  
28 Signed: \_\_\_\_\_ County Executive  
29



OK

## 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: 1/1/2018

Department: Human Resources

Department Head: Lisa Lux

Cost Center: 1006000

Employee Group: AS&P

**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 Learning and Development Specialist became vacant in July of 2017. An analysis of the work previously performed by this position, in addition to an increase in support needed in the area of employee relations and recruitment oversight, has resulted in a request for a new position of HR Operations Manager. This position would be classified two grades lower than the Learning and Development Specialist position, with the responsibilities related to employee development transitioning to the HR Director who will partner with external training organizations to provide this service.

**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.)*



## Organizational Change Request

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**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: Learning and Development Specialist

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

\*If reduction – reduce by how many? 1

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: HR Operations Manager

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.

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

**ANNUAL CURRENT EXPENDITURES ANNUAL PROPOSED EXPENDITURES**

Salary	\$ 78,617	Salary	\$ 70,607
Fringe Benefits	\$ 29,840	Fringe Benefits	\$ 28,118
Travel/Training	\$ 1000	Travel/Training	\$ 1,000
Supplies	\$	Supplies	\$
Purchased	\$	Purchased	\$
Capital Outlay	\$	Capital Outlay	\$
<b>TOTAL</b>	<b>\$ 108,457</b>	<b>TOTAL</b>	<b>\$ 98,725</b>



## Organizational Change Request

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### REVENUES

Description:

<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
	TOTAL \$ <input type="text"/>

### COST SAVINGS

Description:

<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
	TOTAL \$ <input type="text" value="8,732"/>

- \* 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 checked="" type="checkbox"/>	Date: 7/25/2017
HR Director:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>
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>	Human Resources Operations Manager	<b>POSITION CLASSIFICATION</b>	<input checked="" type="checkbox"/> Exempt/Salaried <input type="checkbox"/> Non-Exempt/Hourly
<b>DEPARTMENT</b>	Human Resources	<b>EMPLOYEE GROUP</b>	ASP
<b>REPORTS TO POSITION</b>	Human Resources Director	<b>DIRECT REPORT POSITIONS</b>	Employee Relations Generalist Recruiter
<b>SALARY GRADE</b>	12	<b>POSITION TYPE</b>	Regular
<b>TYPICAL WORKWEEK</b>	<input checked="" type="checkbox"/> 40 Hours Minimum <input type="checkbox"/> 37.5 Hours Minimum <input type="checkbox"/> Click here to enter text.	<b>BLOOD BOURNE PATHOGENS</b>	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C

**POSITION PURPOSE** Responsible for managing a range of activities related to recruitment, employee relations, and talent development.

**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)*

- Assists in departmental goal planning, work organization and in directing departmental operations. Acts a primary back-up to HR Director.
- May serve as chief negotiator for assigned labor agreements; assists in providing labor and employee relations direction and advice.
- Directs, coordinates and supervises the work of the Employee Relations Generalist and Human Resources Recruiter.
- Manages the Employee Handbook/Personnel Manuals to ensure policies are consistent where appropriate, kept up-to-date and competitive with other counties, municipalities and private sector organizations.
- Assists with or performs studies and prepares reports on human resources issues and conducts reclassification and other studies as necessary
- Conducts complex investigations, provides direction on employment and discipline matters.
- Leads and participates in major talent management projects and focuses on continuous development of current HR processes.

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

- Bachelor's degree in Human Resources Management or Organizational Development or a related field, with three to five years experience in Human Resource Management, OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Minimum of five years recruiting and employee relations experience.
- Minimum of three years direct managerial responsibility.
- Extensive knowledge of applicable state and federal employment and labor laws and governmental compliance requirements.
- PHR or SPHR certification is preferred.

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

- Basic principles and practices of human resources management, budgeting/financial management, and policy/procedure development.

**POSITION DESCRIPTION**

- Excellent interpersonal skills, with the ability to build trust and confidence with employees, managers, and staff.
- Labor negotiation experience.
- Excellent communication skills, both written and verbal.
- Advanced conflict and change management skills.
- Excellent organizational, planning and time management skills.
- Advanced facilitation skills with a solid understand of adult learning concepts.
- Strong computer skills including intermediate or above knowledge of Microsoft Office programs.

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

Click here to enter text.

<b>APPROVED BY:</b> (Manager/Dept Head)	Lisa Lux	<b>DATE:</b> 7/25/2017
<b>LAST UPDATED BY:</b>	Lisa Lux	<b>DATE:</b> 7/25/2017
<b>EXEMPT POSITION:</b> May be eligible for compensatory time after: <input type="checkbox"/> 40 Hours <input checked="" 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> Click here to enter text.		

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.

FUND:	GENERAL 100	COST CENTER NAME: HUMAN RESOURCES					
DEPARTMENT NAME:	HUMAN RESOURCES	COST CENTER NUMBER: 1006000					
<u>POSITION COUNT</u>		2015	2016	2017	2018	<u>Proposed</u>	
		FT	PT	FT	PT	FT	PT
<b>REGULAR POSITIONS:</b>							
ADMINISTRATIVE SUPERVISOR		0	0	0	0	1	0
EMPLOYEE BENEFITS SPECIALIST		1	0	1	0	1	0
EMPLOYEE RELATIONS GENERALIST		0	0	0	0	0	1
HUMAN RESOURCES DIRECTOR		1	0	1	0	1	0
HUMAN RESOURCES ASSISTANT		1	0	1	0	0	0
HUMAN RESOURCES ASSISTANT I/I/III		0	0	0	0	2	0
HUMAN RESOURCES GENERALIST		2	0	2	0	0	0
HUMAN RESOURCES COORDINATOR		1	0	1	0	0	0
HUMAN RESOURCES OPERATIONS MANAGER		0	0	0	0	0	1
LEARNING & DEVELOPMENT SPECIALIST		1	0	1	0	0	0
RECRUITER		0	0	0	0	1	0
<b>TOTAL POSITIONS-REGULAR:</b>		<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>2</b>
<b>TOTAL ALL POSITIONS:</b>		<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>2</b>

