

# ***RESOLUTION NO.: 97—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: (5) Full-time Land Conservation Technician II  
Create: (5) Full-time Engineering Technician

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 LAND CONSERVATION, COST CENTER, 1008200, by eliminating (4) full-time Land Conservation Technician II positions and by creating (4) full-time Engineering Technician positions effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE LAND CONSERVATION, COST CENTER, 2090300, by eliminating (1) full-time Land Conservation Technician II position and by creating (1) full-time Engineering Technician position effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

BE IT STILL 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 Outagamie County Land Conservationist 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](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: Land Conservation

Department Head: Greg Baneck

Cost Center: 1008200 and others... depending on grants being worked under

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 position description for Tech II hasn't been updated in 13+ years, while job duties have evolved. Upon reviewing the job duties, they are nearly identical to that of the existing Engineering Technician position. Rather than reclassify the Tech II position, the proposal is to delete the existing Tech II position and replace it with Engineering Technician- Land Conservation, and switch existing employees in that position over to the new Title.

Other Alternatives Considered:

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

Fiscal Impact of Change:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Cost Neutral | <input type="checkbox"/> Cost Reduction | <input checked="" type="checkbox"/> Cost Increase |
|---------------------------------------|---|---|

FTE Headcount Impact of Change\*:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Headcount Neutral | <input type="checkbox"/> Headcount Reduction | <input type="checkbox"/> 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.)



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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: Land Conservation Technician II (remove completely)

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

\*If reduction – reduce by how many? 5

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: Engineering Technician – Land Conservation (move those in Tech II position to this new position)

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

How many? 5

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**

Salary	\$	
Fringe Benefits	\$	
Travel/Training	\$	
Supplies	\$	
Purchased	\$	
Capital Outlay	\$	
<b>TOTAL</b>	\$	379,612

#### **ANNUAL PROPOSED**

Salary	\$	299,982
Fringe Benefits	\$	104,668
Travel/Training	\$	
Supplies	\$	
Purchased	\$	
Capital Outlay	\$	
<b>TOTAL</b>	\$	404,650



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### REVENUES

Description:

Grant Funding	\$ 25,038
	\$
<b>TOTAL</b>	\$ 25,038

### COST SAVINGS

Description:

	\$
	\$
<b>TOTAL</b>	\$

- \* 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 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: <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:	<input checked="" type="checkbox"/>	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>	Engineering Technician	<b>POSITION CLASSIFICATION</b>	<input type="checkbox"/> Exempt/Salaried <input checked="" type="checkbox"/> Non-Exempt/Hourly
<b>DEPARTMENT</b>	Land Conservation	<b>EMPLOYEE GROUP</b>	ASP
<b>REPORTS TO POSITION</b>	County Conservationist	<b>DIRECT REPORT POSITIONS</b>	n/a
<b>SALARY GRADE</b>	8	<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** The Engineering Technician performs various survey design, construction oversight, and construction certification duties relating to the programs of the County Land Conservation Department.

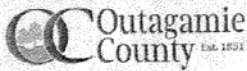
**KEY RESPONSIBILITIES** The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides basic engineering services to landowners including but not limited to: surveying, design, computer drafting, estimates, construction layout, inspection, final certification, and reports.
- Holds pre-construction contractor meetings, provides construction staking, establishes benchmark elevations, assists with permit coordination, and performing other tasks.
- Collects topographic field survey data for conservation Best Management Practice (BMP) construction projects. Collects, summarizes, and analyzes engineering field data.
- Provides technical assistance for Ag inventory projects, including data gathering and analysis, creation of maps, plans, graphs, charts, and other technical materials.
- Uses AutoCad to design BMP practices including, detail drawings, and construction plans. Uses ArcGIS for creating and maintaining inventory and project maps.
- Organizes electronic files of construction plans and associated project paperwork.
- Assists in the issuance of permits.
- Acts as principle liaison between landowners and state and local agencies.
- Contacts landowners and encourages participation in conservation programs such as the Environmental Quality Incentives Program, Targeted Runoff Management Program, Great Lakes Restoration Initiative, Land and Water Resource Management Plan, or other associated programs.
- Maintains engineering approval authority, license/or certifications necessitated by job duties – (30 Professional Development Hours/3 years).

**EDUCATION/CERTIFICATIONS/WORK EXPERIENCE REQUIREMENTS**

- Associates degree in Civil Engineering Technology, Geospatial Surveying, Hydrology, Natural Resources Management, or a related field; at least three (3) years experience in CAD drafting, GIS mapping, Conservation related work, construction, inspection, and project estimating.
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- High proficiency in CAD drafting and topographic field surveying desired.
- Valid Wisconsin Driver's License required.

**REQUIRED OR PREFERRED SKILLS**

**POSITION DESCRIPTION**

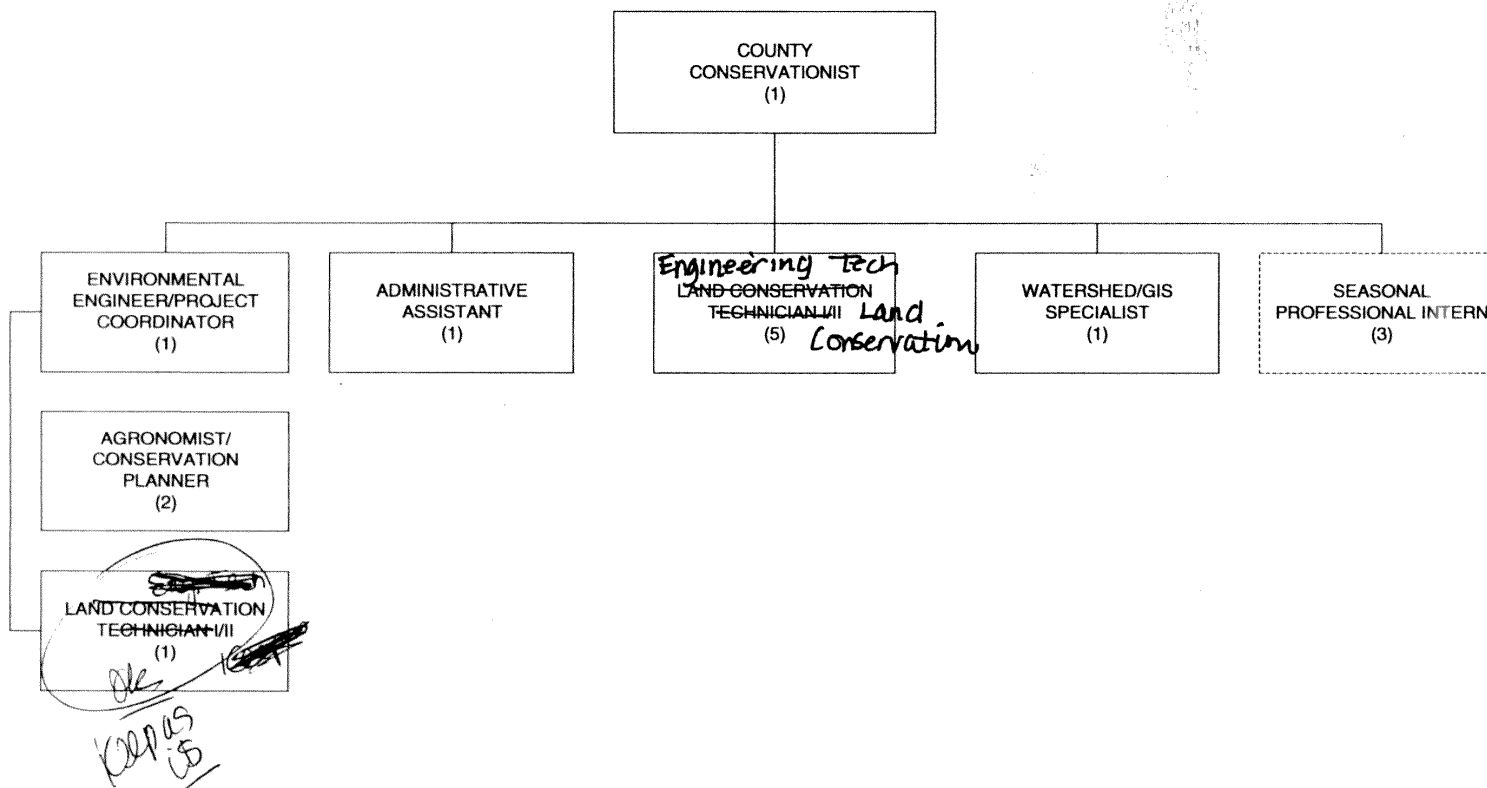
- Knowledge of and skill in applying engineering design methods for conservation design and erosion control practices.
- Ability to operate a variety of surveying equipment.
- Knowledge of and skill in the use of AutoCad Civil 3d and other engineering software.
- Ability to use and interpret civil engineering technology.
- Knowledge of and ability to use equipment and tools associated with conservation work.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, USGS quadrangles, and other sources of resource information.
- Ability to utilize GIS hardware and mapping software.
- Knowledge of pertinent laws, statutes, regulations, and terminology.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.

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

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/> Janet Gation <input type="checkbox"/> Cindy Golden	<b>DATE:</b> 11/15/2016
<b>APPROVED BY:</b> (Manager/Dept Head)	Click here to enter text.	<b>DATE:</b> Click here to enter a date.
<b>LAST UPDATED BY:</b>	Click here to enter text.	<b>DATE:</b> Click here to enter a date.
<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> 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.

Land Con



11/07/2016

LAND CONSERVATION

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