

ENROLLED ORDINANCE 168-66

APPROVE REVISIONS TO ADMINISTRATIVE AND FISCAL SUPPORT  
CLASSIFICATIONS AND COMPENSATION AND TO  
ABOLISH AND CREATE POSITIONS

WHEREAS, a vital component of the Waukesha County workforce is the administrative and fiscal support functions, and

WHEREAS, the classification structure has not been updated for decades and the County's ability to make changes were restricted because of collective bargaining, and

WHEREAS, the administrative and fiscal support functions have changed significantly as a result of changes in technology and business processes, and

WHEREAS, the size of the County's workforce in the administrative and fiscal support functions is approximately 300 employees in 29 unique classifications, which required that the classification review and design work be separated out from the total compensation study conducted in 2012, and

WHEREAS, in anticipation of the classification redesign and restructuring , the County did include a comparison and analysis of the pay and benefit levels of the administrative and fiscal support positions in the total compensation study, in 2012 , and

WHEREAS, a new classification structure has been developed taking into account the needed skills, abilities and competencies required to perform the work, as well as establishing a system which enables more flexibility in work assignments, and which enables the County to reduce the number of classifications from 29 to 10, and

WHEREAS, placement of the new classifications in the revised salary structure enables the County to compensate employees in line with both the external and internal markets, and

WHEREAS, there is adequate funding in the 2014 County budget to address the costs associated with this ordinance, and

WHEREAS, the County Board must abolish the current positions and create new positions in order to implement the recommended classification and compensation structure.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that effective April 5, 2014, the abolishment and creation of regular full-time and regular part-time administrative and fiscal support positions listed in the attached table is approved.

BE IT FURTHER ORDAINED that effective April 5, 2014 the administrative and fiscal support classifications be placed in the following salary ranges:

2013 Minimum    2013 Maximum

<u>Classification</u>	<u>Ranges</u>	<u>(Step 1)</u>	<u>(Step 15)</u>
Administrative Assistant	S-03	\$27,760	\$36,629
Administrative Specialist	S-05	\$30,605	\$40,383
Senior Administrative Specialist	S-07	\$33,742	\$44,522
Fiscal Assistant	S-05	\$30,605	\$40,383
Fiscal Specialist	S-07	\$33,742	\$44,522
Senior Fiscal Specialist	S-09	\$37,201	\$49,086
Victim Witness Specialist	S-07	\$33,742	\$44,522
Commitment Hearings Coordinator	S-09	\$37,201	\$49,086
Payroll Coordinator	S-09	\$37,201	\$49,086
Department Secretary	S-09	\$37,201	\$49,086

BE IT FURTHER ORDAINED that employees in the administrative and fiscal support positions will be limited in their progression through the salary ranges by establishing a limit that they may not advance beyond Step 14 of their respective salary range.

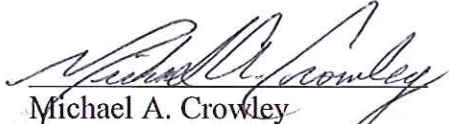
BE IT FURTHER ORDAINED that effective April 5, 2014, if an employee's current salary exceeds the new range maximum, the employee will be grandfathered by being eligible to remain at their current rate of pay and by being eligible for authorized across the board increases approved by the County Board in future years. Grandfather status is removed if an employee moves to another position with the County.

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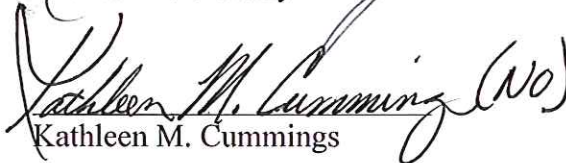
Presented by:  
Human Resources Committee



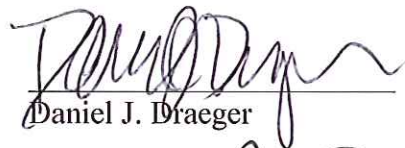
Duane E. Paulson, Chair



Michael A. Crowley



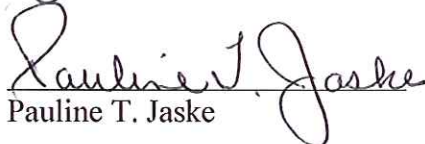
Kathleen M. Cummings




Daniel J. Draeger



Jennifer A. Grant

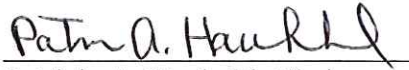


Pauline T. Jaske



James Jeskewitz

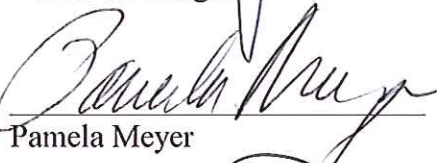
Approved by:  
Finance Committee



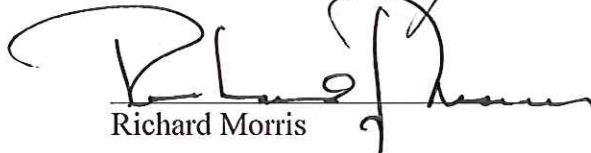
Patricia A. Haukohl, Chair



Daniel J. Draeger



Pamela Meyer



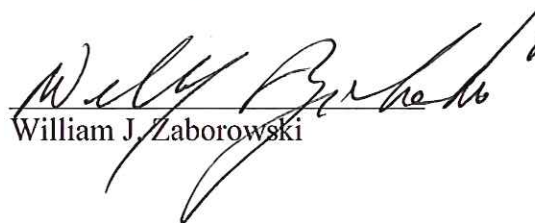
Richard Morris



Larry Nelson



Cathleen A. Slattery



William J. Zaborowski


The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 11/26/2013,   
Kathleen Novack, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X

Vetoed: \_\_\_\_\_

Date: 12-3-13,   
Daniel P. Vrakas, County Executive

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-11/26/13

(ORD) NUMBER-1680066

- |   |                          |
|---|--------------------------|
| 1 C. SLATTERY.....                              | 2 D. Zimmermann.....AYE  |
| 3 R. MORRIS.....AYE                             | 4 J. BATZKO.....AYE      |
| 5 J. BRANDTJEN.....NAY                          | 6 J. JESKEWITZ.....      |
| 7 J. GRANT.....NAY                              | 8 P. HAUKOHL.....        |
| 9 J. HEINRICH.....AYE                           | 10 D. SWAN.....AYE       |
| 11 F. RUF.....AYE                               | 12 P. WOLFF.....AYE      |
| 13 P. <del>BECKER</del> <i>HAUKOHL</i> .....AYE | 14 P. MEYER.....         |
| 15 W. KOLB.....AYE                              | 16 M. CROWLEY.....AYE    |
| 17 D. PAULSON.....AYE                           | 18 L. NELSON.....AYE     |
| 19 C. CUMMINGS.....NAY                          | 20 T. SCHELLINGER....NAY |
| 21 W. ZABOROWSKI.....AYE                        | 22 P. JASKE.....NAY      |
| 23 K. HAMMITT.....                              | 24 D. DRAEGER.....AYE    |
| 25 G. YERKE.....                                |                          |

TOTAL AYES-14

TOTAL NAYS-05

CARRIED X

DEFEATED \_\_\_\_\_

UNANIMOUS \_\_\_\_\_

TOTAL VOTES-19

**TABLE I  
Create and Abolish Positions**

Department	CREATE		Status	ABOLISH	
	Status	Classification		Status	Classification
Administration	5-RFT	Administrative Assistant		4-RFT	Account Clerk I
	1-RPT	Administrative Specialist		1-RFT	Account Clerk II
	9-RFT	Administrative Specialist		3-RFT	Administrative Assistant I-Fiscal Management
	2-RFT	Senior Administrative Specialist		1-RFT	Clerk II
	3-RFT	Fiscal Assistant		2-RFT	Clerk Typist II
	3-RFT	Senior Fiscal Specialist		1-RPT	Clerk Typist II
Circuit Court Services				1-RFT	Clerk Typist II (Confidential)
				5-RFT	Clerk Typist III
				1-RFT	Clerk Typist I-II
				2-RFT	Clerk Typist III (Confidential)
				1-RFT	Delivery & Receiving Clerk
				1-RFT	Program Assistant
				4-RFT	Account Clerk I
				1-RFT	Administrative Assistant I-Fiscal Management
				1-RFT	Clerk I
				1-RFT	Clerk II
				1-RFT	Clerk I-II
				1-RFT	Clerk Typist I
				14-RFT	Clerk Typist II
				12-RFT	Clerk Typist III
			1-RFT	Clerk Typist I-II	
			2-RFT	Deputy Clerk – Juvenile Court	
			17-RFT	Deputy Clerk of Courts	
			2-RFT	Deputy Register in Probate	
			12-RFT	Legal Clerk	
			1-RFT	Program Assistant	
			2-RPT	Program Assistant	

<sup>1</sup> 2-RFT unfunded

<sup>2</sup> 1-RFT unfunded

<sup>3</sup> 1-RPT unfunded

<sup>4</sup> 4-RPT unfunded

**TABLE I**  
**Create and Abolish Positions**

Department	CREATE			ABOLISH	
	Status	Classification		Status	Classification
Corporation Counsel	1-RFT	Administrative Assistant		2-RFT	Account Clerk I
	7-RFT	Administrative Specialist		5-RFT	Clerk Typist II
	5-RFT	Senior Administrative Specialist		2-RFT	Clerk Typist III
	2-RFT	Fiscal Specialist		1-RFT	Clerk Typist I-II
			5-RFT	Legal Clerk	
County Board	2-RFT	Administrative Specialist		2-RFT	Committee Secretary
County Clerk	1-RFT	Administrative Assistant		1-RFT	Account Clerk I
	1-RFT	Administrative Specialist		1-RFT	Clerk Typist II
County Executive	1-RFT	Administrative Assistant		1-RFT	Clerk Typist II
District Attorney	1-RFT	Administrative Assistant		1-RFT	Check Investigator
	3-RPT	Administrative Assistant <sup>5</sup>		3-RPT	Clerk Typist I
	7-RFT	Administrative Specialist		1-RFT	Clerk Typist I
	1-RFT	Fiscal Specialist		3-RFT	Clerk Typist II
	8-RFT	Senior Administrative Specialist		4-RFT	Clerk Typist III
			8-RFT	Legal Clerk	
Emergency Preparedness	1-RFT	Administrative Specialist		1-RFT	Account Clerk I
	1-RFT	Fiscal Specialist		1-RFT	Clerk Typist III
Federated Library	1-RFT	Administrative Assistant		1-RFT	Clerk Typist II
	1-RFT	Administrative Specialist		1-RFT	Clerk Typist III

<sup>5</sup> 1-RPT unfunded

**TABLE I  
Create and Abolish Positions**

Department	CREATE		ABOLISH	
	Status	Classification	Status	Classification
Health & Human Services	19-RFT	Administrative Assistant	10-RFT	Account Clerk I
	17-RFT	Administrative Specialist	4-RFT	Account Clerk II
	7-RFT	Fiscal Assistant	5-RFT	Clerk II
	4-RFT	Fiscal Specialist	1-RFT	Clerk Typist I
	4-RFT	Senior Administrative Specialist	26-RFT	Clerk Typist II
	4-RFT	Senior Fiscal Specialist	3-RFT	Clerk Typist III
			2-RFT	Clerk Typist I-II
			4-RFT	Program Assistant
Medical Examiner	1-RFT	Administrative Assistant	1-RFT	Clerk Typist I
Parks and Land Use	4-RFT	Administrative Assistant	1-RFT	Account Clerk I
	1-RPT	Administrative Assistant	3-RFT	Account Clerk II
	6-RFT	Administrative Specialist	2-RPT	Clerk I
	1-RPT	Administrative Specialist <sup>6</sup>	1-RFT	Clerk Typist I
	1-RFT	Fiscal Assistant <sup>7</sup>	6-RFT	Clerk Typist II
	3-RFT	Fiscal Specialist	3-RFT	Clerk Typist III
	1-RFT	Senior Administrative Specialist	2-RFT	Program Assistant
	1-RPT	Senior Administrative Specialist	1-RPT	Program Assistant
	1-RFT	Senior Fiscal Specialist		
Publics Works	1-RFT	Administrative Assistant <sup>8</sup>	4-RFT	Account Clerk I
	2-RFT	Administrative Specialist	1-RFT	Administrative Assistant I-Fiscal Management
	2-RFT	Fiscal Assistant	1-RFT	Clerk Typist II
	2-RFT	Fiscal Specialist	2-RFT	Clerk Typist III
	1-RFT	Senior Fiscal Specialist		

<sup>6</sup> 1-RPT unfunded

<sup>7</sup> 1-RFT unfunded

<sup>8</sup> 1-RFT unfunded

**TABLE I**  
**Create and Abolish Positions**

<b>CREATE</b>			<b>ABOLISH</b>	
<b>Department</b>	<b>Status</b>	<b>Classification</b>	<b>Status</b>	<b>Classification</b>
Register of Deeds	3-RFT	Administrative Assistant	1-RFT	Account Clerk I
	12-RFT	Administrative Specialist <sup>9</sup>	4-RFT	Clerk II
	1-RFT	Fiscal Assistant	2-RFT	Clerk III
	1-RFT	Senior Administrative Specialist	6-RFT	Clerk Typist II
			1-RFT	Clerk Typist III
			3-RFT	Clerk Typist I-II
Sheriff's Dept.	7-RFT	Administrative Assistant	3-RFT	Account Clerk I
	23-RFT	Administrative Specialist	2-RFT	Account Clerk II
	4-RFT	Fiscal Assistant	5-RFT	Clerk II
	3-RFT	Fiscal Specialist	8-RFT	Clerk III
	3-RFT	Senior Administrative Specialist	1-RFT	Clerk I-II
			5-RFT	Clerk Typist II
		1-RFT	Clerk Typist III	
		1-RFT	Clerk Typist I-II	
		2-RFT	Correctional Services Assistant	
		2-RFT	Identification Technicians	
		10-RFT	Incident Report Typist	
Treasurer's Office	2-RFT	Administrative Specialist	1-RFT	Account Clerk I
	1-RFT	Fiscal Specialist	2-RFT	Clerk II
UW Extension Office	2-RPT	Administrative Specialist	2-RPT	Clerk Typist II
	1-RFT	Administrative Specialist	1-RFT	Clerk Typist II

\*\* Positions which have been approved by the Board contingent upon funding will continue to be subject to funding, or the position will be eliminated. A list of these positions is on file in the Department of Administration.

<sup>9</sup> 2-RFT unfunded



## FISCAL NOTE

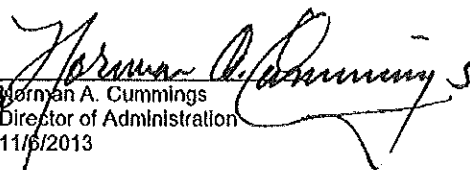
### APPROVE REVISIONS TO ADMINISTRATIVE AND FISCAL SUPPORT CLASSIFICATIONS AND COMPENSATION AND TO ABOLISH AND CREATE POSITIONS

This financial analysis is based on a ten-year projection comparing the County's current salary structure for administrative and fiscal support classifications with the one proposed in this ordinance. The compensation structure for all other regular, non-represented classifications was addressed through an earlier ordinance (Enr. Ord. 168-32), which was approved by the County Board in July 2013. While the previous ordinance modified employee benefit levels for all regular, non-represented employees (which is why this currently proposed ordinance contains no benefit changes), the savings from health insurance plan changes associated with fiscal and administrative support positions were not counted in that ordinance's fiscal note. Instead, these savings are more appropriately reflected in the fiscal analysis for this ordinance (discussed below).

Where applicable, the projection methodology is consistent with the previous compensation ordinance, mentioned above, and includes the following assumptions:

- The effective date for this ordinance is assumed to be April 5, 2014.
- All classifications addressed in this ordinance include step ranges, and employees will be placed at the step closest to, but not less than their current pay rate as of the effective date of this ordinance.
- Employee placement and future movement will be capped, not to exceed step 14. Access to future steps will be based on expansion of the pay for performance system to these classifications.
- Employees already earning more than the top rate of their new pay range will be grandfathered at their current pay rate and eligible for future across-the-board salary adjustments.
- The projection factors in an estimated annual adjustment to the salary ranges of 1.5%.
- The projection assumes an employee turnover rate, consistent with percentages of 8% in years 1-4 and 7% thereafter.
- The projection factors in related Social Security and Wisconsin Retirement System costs.
- Regarding the impact of health insurance plan design changes approved in Enr. Ord. 168-32, the projection assumes:
  - o An average savings of 2.75%, based on the change in premium cost-sharing in the Choice Plus health plan and an increase in employee co-insurance percentages in the Health Savings Account plan.
  - o An annual medical inflation rate of 9%, based on actuarial projection.
  - o Also, note that County staff regularly review employee health plans and propose changes to help limit increases in health insurance costs. This projection does not factor in additional, cost-saving health plan design changes that will be proposed in future years because those adjustments are not known at this time.
- Since some positions are funded entirely or partially with non-tax levy revenue sources, this projection assumes 30% of position costs will not have a levy impact, based on current funding sources.

The net tax levy impact of the proposed changes to salary structures and related to health insurance plan modifications is estimated to total approximately \$476,000 over ten years or about 0.4% of estimated base expenditures over that period.

  
Norman A. Cummings  
Director of Administration  
11/6/2013