

ENROLLED ORDINANCE 179-45

APPROVE 2025 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, EQUITY ADJUSTMENT, AND TITLE CHANGE

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2025 budget as necessary based on departmental operations; and

WHEREAS, the Department of Administration has reviewed a subset of non-represented classifications in the six-year review cycle and found that reclassifications, equity adjustments, and title changes are appropriate; and

WHEREAS, the Department of Administration reviewed market salary data for certain classifications to ensure competitiveness in the labor market and found that equity adjustments are appropriate; and

WHEREAS, there are appropriate follow up equity adjustments for certain classifications from the total compensation study conducted in 2023.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the following changes be made:

I. Effective December 28, 2024, the regular full-time and regular part-time positions listed in Table I, attached and on file in the Department of Administration, Human Resources Division, are created or abolished.

II. Effective December 28, 2024, the reclassifications listed in Table II, attached and on file in the Department of Administration, Human Resources Division, are adopted.

III. Effective December 28, 2024, the equity adjustments listed in Table III, attached and on file in the Department of Administration, Human Resources Division, are adopted.

IV. Effective December 28, 2024, the classification title changes for the positions listed in Table IV, attached and on file in the Department of Administration, Human Resources Division, are adopted.

BE IT FURTHER ORDAINED, that the classification specifications for Senior Care Manager (Open Range 09, \$59,446 - \$78,624) and Care Manager (Open Range 07, \$53,893 - \$71,302), on file in the Department of Administration, Human Resources Division, are adopted as of December 28, 2024.

APPROVE 2025 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION,
EQUITY ADJUSTMENT, AND TITLE CHANGE

Presented by:
Human Resources Committee

Larry Nelson
Larry Nelson, Chair

Approved by:
Finance Committee

Gary J. Szpara
Gary J. Szpara, Chair

Michael A. Crowley
Michael A. Crowley

Larry Bangs
Larry Bangs

Darryl J. Enriquez
Darryl J. Enriquez

Darryl J. Enriquez
Darryl J. Enriquez

Darlene Marie Johnson
Darlene M. Johnson

Wayne Euclide
Wayne Euclide

Brian Meier
Brian Meier

Joel R. Gaughan
Joel R. Gaughan

Chris Mommaerts
Chris Mommaerts

Darlene Marie Johnson
Darlene M. Johnson

Jeremy Walz
Jeremy Walz

Richard Morris
Richard Morris

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

Date: 10/28/2024, Meg Wartman
Margaret Wartman, County Clerk

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

Approved: X
Vetoed: _____

Date: 10/28/2024, Paul Farrow
Paul Farrow, County Executive

FISCAL NOTE

APPROVE 2025 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, EQUITY ADJUSTMENT, AND TITLE CHANGE

Table I: Create & Abolish Positions:

The proposed ordinance creates 10.00 FTE positions and abolishes 14.50 FTE positions for a net decrease of 4.50 FTE authorized positions. The net levy impact associated with the creations and abolishments for 2025 is estimated at a cost of \$249,200.

Gross new position costs of \$992,000 are offset with \$330,400 in revenue and expense offsets, as well as net cost reductions of \$412,400 associated with the abolishment of 5.00 FTE positions that had funding in the 2024 budget. The additional 9.50 FTE position abolishments were not funded in the 2024 budget (unfunded in prior years but still authorized positions); therefore, they have no cost savings impact in the proposed 2025 budget, but they did have cost savings in prior budgets of \$903,800.

The 10.00 new positions, along with associated abolishments and other position offsets are detailed below. (Please note that part-time positions are counted as 0.50 FTE according to Human Resources convention and actual budgeted FTE may vary.)

- a) 1.00 FTE Senior Collections Specialist in the Department of Administration – Collections which will be funded with collection revenues.
- b) 1.00 FTE Senior HR Analyst in the Department of Administration – Human Resources.
- c) 0.50 FTE Administrative Assistant in County Clerk – Elections, which is mostly offset by the elimination of temporary extra help.
- d) 3.00 FTE Victim Witness Specialists in the District Attorney – VOCA Grant Program, which will be funded with a combination of opioid settlement funds, VOCA grant revenues, and tax levy. This replaces 3.00 FTE Victim Witness Specialist positions with sunset clauses due to a reduction of VOCA Grant funding.
- e) 1.00 FTE Financial Analyst in Health and Human Services (HHS) – Administrative Services, offset with the abolishment of 1.00 FTE Social Worker in HHS – Youth Justice.
- f) 0.50 FTE Registered Nurse Supervisor in HHS – Mental Health Center.
- g) 1.00 FTE Senior Financial Analyst in HHS – Administrative Services.
- h) 1.00 FTE Senior Fiscal Specialist in HHS – Administrative Services, offset with the abolishment of a 1.00 FTE Fiscal Specialist.
- i) 1.00 FTE Golf Course Clubhouse Supervisor – 9 Hole in the Parks & Land Use – Moor Downs and Naga-Waukee Golf Courses, funded with Golf Course user fees.

Other abolished position(s) that had funding in the 2024 budget include:

- j) 1.00 FTE Administrative Specialist in the Department of Administration – Business Office.
- k) 1.00 FTE Administrative Assistant in HHS – Administrative Services.
- l) 1.00 FTE Social Worker in HHS – Child and Youth Family Services: Child Protective Services.

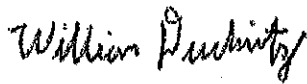
The net levy impact of reclassifications (Table II) is estimated at \$85,800.

The net levy impact of equity adjustments (Table III) is estimated at \$10,800. Most employees affected already earn a salary above the minimum of their new salary range, so the immediate impact of this ordinance is limited, and will result in higher earning potential in the future.

	2025 Est.
Total Table I: Create & Abolish Positions:	<u>\$249,200</u>
Table II: Reclassifications:	<u>\$85,800</u>
Table III: Equity Adjustments	<u>\$10,800</u>
Table IV: Title Change:	<u>\$0</u>
Total Estimated Net Tax Levy Impact	<u>\$345,800</u>

In addition to the positions in this ordinance, there are 6.56 FTE net positions that are proposed to be unfunded in the 2025 budget with an estimated net levy saving of \$795,300, more than offsetting the anticipated cost cited above.

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2025 Budget.



William Duckwitz
 Budget Manager
 10/1/2024
 JS

TABLE I

**Create and Abolish Positions
Effective December 28, 2024**

CREATE				ABOLISH		
Department	Status	Classification	2024 Annual Salary	Status	Classification	2024 Annual Salary
Administration	1-RFT	Senior Collections Specialist	Open Range 09 \$59,446 - \$78,624			
	1-RFT	Senior Human Resources Analyst	Open Range 15 \$79,685 - \$105,373			
Circuit Court Services				1-RFT	Administrative Assistant ¹	Step Range 07 \$41,246 - \$54,413
				1-RFT	Administrative Specialist	Step Range 08 \$43,306 - \$57,200
				1-RFT	Office Services Coordinator ²	Open Range 10 \$62,421 - \$82,534
				1-RFT	Fiscal Assistant ³	Step Range 08 \$43,306 - \$57,200
				1-RFT	Internal Audit Manager ⁴	Open Range 20 \$101,650 - \$146,411
County Board						
County Clerk	1-RPT	Administrative Assistant	Step Range 07 \$41,246 - \$54,413			
District Attorney	3-RFT	Victim Witness Specialist ⁵	Open Range 06 \$51,355 - \$67,912			
Extension				1-RPT	Administrative Specialist ⁶	Step Range 08 \$43,306 - \$57,200

¹ 0.5 FTE unfunded 2023 and 0.5 FTE unfunded 2022.

² Unfunded 2020.

³ Unfunded 2018.

⁴ Unfunded 2022.

⁵ Replaces 3-RFT Victim Witness Specialist positions sunseting due to reduction of VOCA grant funding.

⁶ Unfunded 2021.

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TABLE I

**Create and Abolish Positions
Effective December 28, 2024**

CREATE				ABOLISH		
Department	Status	Classification	2024 Annual Salary	Status	Classification	2024 Annual Salary
Health & Human Services	1-RFT	Financial Analyst	Open Range 08 \$56,597 - \$74,901	1-RFT	Social Worker	Open Range 09 \$59,446 - \$78,624
	1-RPT	Registered Nurse Supervisor	Open Range 18 \$92,206 - \$132,787	1-RFT	Administrative Assistant	Step Range 07 \$41,246 - \$54,413
	1-RFT	Senior Financial Analyst	Open Range 15 \$79,685 - \$105,373	1-RFT	Registered Nurse ¹	Step Range 18 \$70,574 - \$93,101
	1-RFT	Senior Fiscal Specialist	Open Range 07 \$53,893 - \$71,302	1-RFT	Fiscal Specialist	Step Range 10 \$47,736 - \$63,024
Parks & Land Use	1-RFT	Golf Course Clubhouse Supervisor - 9 Hole	Open Range 08 \$56,597 - \$74,901	1-RFT	Social Worker	Open Range 09 \$59,446 - \$78,624
				1-RPT	Public Health Nurse ²	Open Range 12 \$68,806 - \$91,062
				2-RFT	Public Health Nurse ³	Open Range 12 \$68,806 - \$91,062
Sheriff	1-RFT			1-RPT	Administrative Assistant ⁴	Step Range 07 \$41,246 - \$54,413
				1-RFT	Deputy Sheriff ⁵	WPA-01 \$67,662 - \$86,466

¹ Unfunded 2023.² Unfunded 2024.³ One unfunded 2024 and one unfunded 2022.⁴ Unfunded 2021.⁵ Unfunded 2013.

TABLE II
Reclassifications
Effective December 28, 2024

CREATE				ABOLISH		
Department	Status	Classification	2024 Annual Salary	Status	Classification	2024 Annual Salary
Health & Human Services	1-RFT	Administrative Services Coordinator	Open Range 15 \$79,685 - \$105,373	1-RFT	Programs & Projects Analyst	Open Range 10 \$62,421 - \$82,534
	1-RFT	Fiscal Administrator	Open Range 20 \$101,650 - \$146,411	1-RFT	Accounting Services Coordinator	Open Range 19 \$96,845 - \$139,464
	1-RFT	Programs & Projects Analyst	Open Range 10 \$62,421 - \$82,534	1-RFT	Senior Mental Health Counselor	Open Range 09 \$59,446 - \$78,624
	1-RFT	Registered Nurse Supervisor	Open Range 18 \$92,206 - \$132,787	1-RFT	Registered Nurse	Step Range 18 \$70,574 - \$93,101
	31-RFT	Senior Care Manager	Open Range 09 \$59,446 - \$78,624	31-RFT	Senior ADRC Specialist	Open Range 09 \$59,446 - \$78,624
	70-RFT	Senior Care Manager	Open Range 09 \$59,446 - \$78,624	70-RFT	Social Worker	Open Range 09 \$59,446 - \$78,624
	1-RFT	Senior Mental Health Counselor	Open Range 09 \$59,446 - \$78,624	1-RFT	Clinical Therapist	Open Range 12 \$68,806 - \$91,062
	1-RFT	Senior Mental Health Counselor	Open Range 09 \$59,446 - \$78,624	1-RFT	Human Services Support Specialist	Step Range 08 \$43,306 - \$57,200
	1-RFT	Senior Mental Health Counselor	Open Range 09 \$59,446 - \$78,624	1-RFT	Mental Health Counselor	Open Range 07 \$53,893 - \$71,302

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TABLE II

**Reclassifications
Effective December 28, 2024**

Continued from page 3

		CREATE			ABOLISH		
Department	Status	Classification	2024 Annual Salary	Status	Classification	2024 Annual Salary	
Administration	1-RFT	Principal Information Technology Professional	Open Range 18 \$92,206 - \$132,787	1-RFT	Senior Information Technology Professional	Open Range 15 \$79,685 - \$105,373	
	1-RFT	Risk Management Analyst	Open Range 07 \$53,893 - \$71,302	1-RFT	Administrative Specialist	Step Range 08 \$43,306 - \$57,200	
	1-RFT	Senior Financial Analyst	Open Range 15 \$79,685 - \$105,373	1-RFT	Financial Analyst	Open Range 08 \$56,597 - \$74,901	
	1-RFT	Senior Fiscal Specialist	Open Range 07 \$53,893 - \$71,302	1-RFT	Fiscal Specialist	Step Range 10 \$47,736 - \$63,024	
	1-RFT	Senior Information Technology Professional	Open Range 15 \$79,685 - \$105,373	1-RFT	Information Technology Analyst	Open Range 10 \$62,421 - \$82,534	
Parks & Land Use	1-RFT	Environmental Health Specialist	Open Range 05 \$48,859 - \$64,667	1-RFT	Humane Animal Officer	Open Range 06 \$51,355 - \$67,912	
Public Works	1-RFT	Parks Supervisor	Open Range 14 \$75,858 - \$100,298	1-RFT	Programs & Projects Analyst	Open Range 10 \$62,421 - \$82,534	

TABLE III
Equity Adjustments
Effective December 28, 2024

Department	Status	Classification	2024 Current Annual Salary	2024 Proposed Annual Salary
Administration	1-RFT	Employee Benefits Administrator	Open Range 17 \$87,859 - \$116,168	Open Range 18 \$92,206 - \$132,787
	1-RFT	Principal Human Resources Analyst	Open Range 17 \$87,859 - \$116,168	Open Range 18 \$92,206 - \$132,787
	1-RFT	Principal Risk Management Analyst	Open Range 15 \$79,685 - \$105,373	Open Range 17 \$87,859 - \$116,168
	0-FTE	Senior Risk Management Analyst ¹	Open Range 10 \$62,421 - \$82,534	Open Range 15 \$79,685 - \$105,373
	0-FTE	Risk Management Analyst ²	Open Range 07 \$53,893 - \$71,302	Open Range 09 \$59,446 - \$78,624
County Board	1-RFT	County Board Chief of Staff	Open Range 19 \$96,845 - \$139,464	Open Range 20 \$101,650 - \$146,411
County Executive	1-RFT	Chief of Staff	Open Range 19 \$96,845 - \$139,464	Open Range 20 \$101,650 - \$146,411
Circuit Court Services	1-RFT	Clerk of Juvenile Court	Open Range 12 \$68,806 - \$91,062	Open Range 15 \$79,685 - \$105,373
	1-RFT	Register in Probate	Open Range 16 \$83,658 - \$110,635	Open Range 18 \$92,206 - \$132,787
District Attorney	1-RFT	Victim Witness Coordinator	Open Range 15 \$79,685 - \$105,373	Open Range 17 \$87,859 - \$116,168

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¹ No positions are currently authorized for this classification.

² No positions are currently authorized for this classification, but 1-RFT Administrative Specialist is proposed to be reclassified to a Risk Management Analyst (see Table II).

TABLE III

**Equity Adjustments
Effective December 28, 2024**

Continued from page 5

Department	Status	Classification	2024 Current Annual Salary	2024 Proposed Annual Salary
Health & Human Services	1-RFT	Administrative Services Manager	Open Range 20 \$101,650 - \$146,411	Open Range 21 \$106,746 - \$153,754
Parks & Land Use	1-RFT	Environmental Health Specialist	Open Range 05 \$48,859 - \$64,667	Open Range 06 \$51,355 - \$67,912
	1-RFT	Exposition Center Superintendent	Open Range 07 \$53,893 - \$71,302	Open Range 08 \$56,597 - \$74,901
Public Works	1-RFT	Construction Project Supervisor	Open Range 16 \$83,658 - \$110,635	Open Range 17 \$87,859 - \$116,168
	1-RFT	Fleet Manager	Open Range 19 \$96,845 - \$139,464	Open Range 20 \$101,650 - \$146,411
	1-RFT	Shop Supervisor	Open Range 10 \$62,421 - \$82,534	Open Range 12 \$68,806 - \$91,062
Multiple (Administration, Corporation Counsel, Health & Human Services, and Sheriff)	6-RFT	Financial Analyst ¹	Open Range 08 \$56,597 - \$74,901	Open Range 09 \$59,446 - \$78,624
Multiple (Administration & Health & Human Services)	5-RFT	Principal Financial Analyst	Open Range 17 \$87,859 - \$116,168	Open Range 18 \$92,206 - \$132,787

¹ 6-RFT positions are currently authorized for this classification, but 1-RFT Financial Analyst is proposed to be reclassified to a Senior Financial Analyst (see Table II).

Table IV

**Title Changes
Effective December 28, 2024**

Department	Proposed Title	Current Title
Circuit Court Services	Circuit Court Commissioner	Court Commissioner

VOTE RESULTS

25 YES

0 NO

0 ABSTAIN

0 ABSENT

Ordinance 179-O-048

Ordinance 179-O-048: Approve 2025 Position Changes Through Creation, Abolishment, Reclassification, Equi

 **Passed By Majority Vote**

D1 - Styza	AYE	D10 - Thieme	AYE	D19 - Enriquez	AYE
D2 - Euclide	AYE	D11 - Howard	AYE	D20 - Schellinger	AYE
D3 - Morris	AYE	D12 - Wolff	AYE	D21 - Gaughan	AYE
D4 - Batzko	AYE	D13 - Leisemann	AYE	D22 - Szpara	AYE
D5 - Grant	AYE	D14 - Mommaerts	AYE	D23 - Hammitt	AYE
D6 - Walz	AYE	D15 - Kolb	AYE	D24 - Bangs	AYE
D7 - LaFontain	AYE	D16 - Crowley	S AYE	D25 - Johnson	AYE
D8 - Koremenos	AYE	D17 - Meier	AYE		
D9 - Heinrich	AYE	D18 - Nelson	M AYE		

7th Meeting, 179th Year of the County Board of Supervisors - October 22 2024 07:14:56 PM

October 22, 2024

