

ENROLLED ORDINANCE 176-70

APPROVE 2022 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT, AND TRANSFER

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2022 budget as necessary based on departmental operations; and

WHEREAS, the Department of Administration has reviewed approximately seventeen percent (17%) of the non-represented classifications in the six-year review cycle and found that reclassifications, title changes, equity adjustments, and transfer are appropriate; and

WHEREAS, the transfer of the Business Application Support (BAS) unit of the Health & Human Services Department to the Department of Administration – Information Technology Division will provide for the strategic technology needs, leverage talent, and provide for the efficient use of resources on a County-wide basis.

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


- I. Effective January 1, 2022, 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 January 1, 2022, the reclassifications listed in Table II attached and on file in the Department of Administration, Human Resources Division, are adopted.
- III. Effective January 1, 2022, the classification title changes for the positions listed in Table III attached and on file in the Department of Administration, Human Resources Division, be adopted.
- IV. Effective January 1, 2022, the equity adjustments listed in Table IV attached and on file in the Department of Administration, Human Resources Division, be adopted.
- V. Effective January 1, 2022, the positions listed in Table V attached and on file in the Department of Administration, Human Resources Division, to be transferred from the Department of Health and Human Services to the Department of Administration, be adopted.


BE IT FURTHER ORDAINED, that the classification specifications for Epidemiologist, Public Safety Systems Administrator and Medical Examiner Operations Supervisor, on file in the Division of Human Resources of the Department of Administration, be approved and adopted as of January 1, 2022.

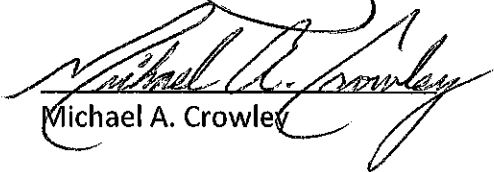
APPROVE 2022 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT, AND TRANSFER

Presented by:
Human Resources Committee

Approved by:
Finance Committee


David D. Zimmermann, Chair

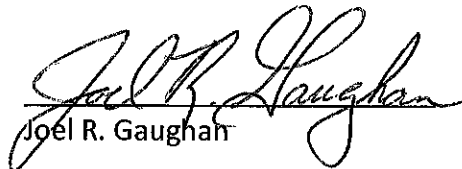

James A. Heinrich, Chair

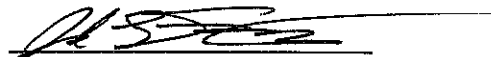

Michael A. Crowley



Tyler J. Foti

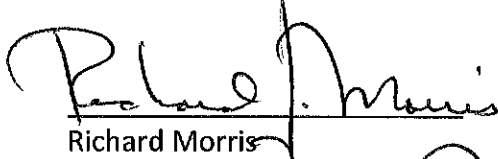
Absent

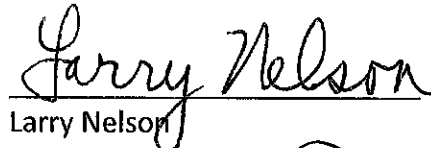
Kathleen M. Cummings

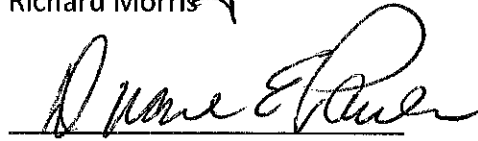

Joel R. Gaughan



Jacob LaFontain



Thomas A. Michalski



Richard Morris


Larry Nelson


Duane E. Paulson


Duane E. Paulson


Jeremy Walz


Ted Wysocki

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

Date: 11/1/2021, 
Margaret Wartman, County Clerk

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

Approved: X
Vetoed: _____

Date: 11/4/2021, 
Paul Farrow, County Executive

TABLE I

Create and Abolish Positions
Effective January 1, 2022

| Department | CREATE | | | ABOLISH | | |
|--|--------|---|--------------------------------------|---------|---|--------------------------------------|
| | Status | Classification | 2021 Annual Salary | Status | Classification | 2021 Annual Salary |
| Administration | 1-RFT | Collections Specialist | Open Range 06 \$47,445 - \$62,774 | | | |
| Bridges Library System | 1-RFT | Departmental Executive Assistant ¹ | Open Range 05 \$45,178 - \$59,758 | 1-RPT | Departmental Executive Assistant ¹ | Open Range 05 \$45,178 - \$59,758 |
| Circuit Court Services | | | | 1-RPT | Administrative Specialist ² | Step Range 06 \$36,296 - \$47,944 |
| County Board | | | | 1-RFT | Administrative Assistant ³ | Step Range 05 \$34,549 - \$45,614 |
| | | | | 1-RFT | Administrative Specialist ⁴ | Step Range 06 \$36,296 - \$47,944 |
| | | | | 1-RFT | Office Services Coordinator ⁵ | Open Range 08 \$52,312 - \$69,202 |
| Health & Human Services (Administrative Services Division) | 1-RFT | Public Communications Specialist | Open Range 06 \$47,445 - \$62,774 | 1-RFT | Administrative Specialist ⁶ | Step Range 06 \$36,296 - \$47,944 |
| | | | | 1-RFT | Office Services Coordinator ⁷ | Open Range 08 \$52,312 - \$69,202 |

¹ Sunset position; will be reduced or eliminated if grant funding or program fees are reduced or eliminated.
² Position was unfunded in the 2016 budget.
³ Position was unfunded in the 2018 budget.
⁴ Half of position was unfunded in the 2019 budget and half of position was unfunded in the 2020 budget.
⁵ Position was unfunded in the 2017 budget.
⁶ Position was unfunded in the 2021 budget.
⁷ Position was unfunded in the 2018 budget.

TABLE I

Create and Abolish Positions
Effective January 1, 2022

CONTINUED

| CREATE | | | | ABOLISH | | |
|---|--------|-------------------------------------|---------------------------------------|---------|---------------------------|---|
| Department | Status | Classification | 2021 Annual Salary | Status | Classification | 2021 Annual Salary |
| Health & Human Services (Adolescent & Family Division) | 1-RFT | Health & Human Services Coordinator | Open Range 18 \$85,218 - \$122,699 | 1-RFT | Human Services Manager | Open Range 20 \$93,954 - \$135,304 |
| | 1-RFT | Social Worker | Open Range 09 \$54,933 - \$72,654 | | | |
| | 1-RFT | Senior Mental Health Counselor | Open Range 09 \$54,933 - \$72,654 | | | |
| Health & Human Services (Aging & Disability Resource Center) | 1-RFT | Community Health Educator | Open Range 07 \$49,816 - \$65,894 | | | |
| | 1-RFT | Human Services Support Specialist | Step Range 05 \$34,549 - \$45,614 | | | |
| Health & Human Services (Children & Family Division) | 1-RFT | Health & Human Services Coordinator | Open Range 18 \$85,218 - \$122,699 | | | |
| | 3-RFT | Social Worker | Open Range 09 \$54,933 - \$72,654 | | | |
| Health & Human Services (Clinical Services Division - Crisis) | 1-RFT | Clinical Therapist | Open Range 12 \$63,586 - \$84,136 | | | |
| | 1-RFT | Human Services Supervisor | Open Range 15 \$73,632 - \$97,365 | | | |
| Health & Human Services (Clinical Services Division - Mental Health Center Inpatient) | 1-RFT | Nutrition Services Assistant | Step Range 04 \$32,926 - \$43,472 | 1-RFT | Psychiatric Technician | Step Range 06 \$36,296 - \$47,944 |
| | 1-RFT | Psychiatric Nurse Practitioner | Open Range 20 \$93,954 - \$135,304 | 1-RFT | Psychiatrist ⁸ | Medical Range 03 \$220,875-\$277,826 |
| | 1-RFT | Registered Nurse Supervisor | Open Range 17 \$81,203 - \$107,349 | 1-RFT | Registered Nurse | Step Range 17 \$62,130 - \$81,931 |

⁸ Position was unfunded in the 2019 budget.

TABLE I
Create and Abolish Positions
Effective January 1, 2022

CONTINUED

| Department | CREATE | | | ABOLISH | | |
|---|--------|-----------------------------|--------------------------------------|---------|---|--------------------------------------|
| | Status | Classification | 2021 Annual Salary | Status | Classification | 2021 Annual Salary |
| Health & Human Services (Clinical Services -- Outpatient - Intensive) | 3-RFT | Clinical Therapist | Open Range 12 \$63,586 - \$84,136 | 1-RFT | Senior Mental Health Counselor | Open Range 09 \$54,933 - \$72,654 |
| Health & Human Services (Economic Support) | 4-RFT | Economic Support Specialist | Open Range 05 \$45,178 - \$59,758 | | | |
| Health & Human Services (Public Health Division) | 1-RPT | Community Health Educator | Open Range 07 \$49,816 - \$65,894 | 1-RPT | Public Health Technician | Step Range 03 \$31,366 - \$41,371 |
| | 1-RFT | Epidemiologist | Open Range 15 \$73,632 - \$97,365 | | | |
| Parks & Land Use | 1-RFT | Public Health Supervisor | Open Range 15 \$73,632 - \$97,365 | 3-RFT | Public Health Nurse ⁹ | Open Range 12 \$63,586 - \$84,136 |
| Register of Deeds | 3-RFT | Correctional Officer | Step Range 12 \$48,630 - \$64,230 | 1-RFT | Golf Course Superintendent | Open Range 08 \$52,312 - \$69,202 |
| Sheriff | | | | 1-RFT | Administrative Specialist ¹⁰ | Step Range 06 \$36,296 - \$47,944 |

⁹ Two of three positions were unfunded in prior budget years. One in 2017 and one 2018.

¹⁰ Position was unfunded in the 2017 budget.

TABLE II

Reclassifications
Effective January 1, 2022

| Department | CREATE | | | ABOLISH | | |
|-------------------------|--------|--|---------------------------------------|---------|---|---------------------------------------|
| | Status | Classification | 2021 Annual Salary | Status | Classification | 2021 Annual Salary |
| Administration | 1-RFT | Public Safety Systems Administrator | Open Range 21 \$98,654 - \$142,085 | 1-RFT | Principal Information Technology Professional | Open Range 18 \$85,218 - \$122,699 |
| County Clerk | 1-RFT | Senior Administrative Specialist | Open Range 03 \$40,976 - \$54,205 | 1-RFT | Administrative Specialist | Step Range 06 \$36,296 - \$47,944 |
| Health & Human Services | 1-RFT | Information Technology Analyst | Open Range 10 \$57,699 - \$76,274 | 1-RFT | Information Technology Technician | Open Range 08 \$52,312 - \$69,202 |
| | 4-RFT | Senior Information Technology Professional | Open Range 15 \$73,632 - \$97,365 | 4-RFT | Information Technology Analyst | Open Range 10 \$57,699 - \$76,274 |
| Medical Examiner | 1-RFT | Medical Examiner Operations Supervisor | Open Range 15 \$73,632 - \$97,365 | 1-RFT | Deputy Medical Examiner Supervisor | Open Range 13 \$66,789 - \$88,296 |
| Register of Deeds | 3-RFT | Administrative Specialist | Step Range 06 \$36,296 - \$47,944 | 3-RFT | Administrative Assistant | Step Range 05 \$34,549 - \$45,614 |
| | 1-RFT | Senior Administrative Specialist | Open Range 03 \$40,976 - \$54,205 | 1-RFT | Administrative Specialist | Step Range 06 \$36,296 - \$47,944 |

TABLE III
Title Changes
Effective January 1, 2022

| Department | Current Title | Proposed Title |
|------------------------|--|----------------------------|
| Sheriff | Corrections Supervisor | Corrections Lieutenant |
| Sheriff | Correctional Facilities Manager | Corrections Captain |
| Emergency Preparedness | Operations & Training Manager | Operations Manager |
| Medical Examiner | Pathologist | Associate Medical Examiner |
| Sheriff | Senior Correctional Facilities Manager | Deputy Jail Administrator |

TABLE IV

**Equity Adjustments
Effective January 1, 2022**

| Department | Status | Classification | 2021 Current Annual Salary Range | 2021 Proposed Annual Salary Range |
|-------------------|---------------|--|--|--|
| Administration | 1-RFT | Business Application Support Administrator | Open Range 19 \$89,482 - \$128,877 | Open Range 21 \$98,654 - \$142,085 |
| Medical Examiner | 1-RFT | Pathologist (Associate Medical Examiner) | Medical Open Range 02 \$200,782 - \$253,490 | Medical Open Range 03 \$220,875 - \$277,826 |

TABLE V

**Position Department Transfer
Effective January 1, 2022**

| Status | Classification | Current Department | New Department |
|---------------|---|---------------------------|-----------------------|
| 1-RFT | Information Technology Technician | Health & Human Services | Administration |
| 4-RFT | Information Technology Analyst | Health & Human Services | Administration |
| 1-RFT | Senior Information Technology Professional | Health & Human Services | Administration |
| 2-RFT | Principal Information Technology Professional | Health & Human Services | Administration |
| 1-RFT | Business Application Support Administrator | Health & Human Services | Administration |

REVISED FISCAL NOTE

APPROVE 2022 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT, AND TRANSFER

Table I: Create & Abolish Positions:

The proposed ordinance creates 28.50 FTE positions and abolishes 16.50 FTE positions for a net increase of 12.00 authorized positions. The net levy impact associated with the creations and abolishments for 2022 is \$614,800.

Gross new position costs are offset with \$1,410,500 in revenue, as well as net cost reductions of \$569,700 associated with the abolishment of 7.00 FTE positions that had funding in the 2021 budget. The additional 9.50 FTE position abolishments were not funded in the 2021 budget (unfunded in prior years); therefore, they have no cost savings impact in the proposed 2022 budget, but they did have cost savings in prior budgets of over \$731,500.

The 28.50 new positions, along with associated abolishments and other position offsets are detailed below:

- a) 1.00 FTE Collections Specialist in the Department of Administration – Collections Fund.
- b) 1.00 FTE Departmental Executive Assistant (sunset) for the Bridges Library System is partially offset with the abolishment of a part-time Departmental Executive Assistant (sunset) and is funded with state Library System Aids revenue.
- c) Create 1.50 FTE in Department Health and Human Services (HHS) – Clinical Services – Mental Health Outpatient – Clinical (Crisis) to assist with after-hours mental health crisis support. These positions will be mostly funded with federal Medicaid revenues. These costs will be recouped through state funding provided through the Wisconsin Medicaid Cost Reporting (WIMCR) cost settlement process beginning in 2023, so one-time General Fund balance is used of \$134,000 in 2022.
 - o 1.00 FTE Human Services Supervisor.
 - o 0.50 FTE Clinical Therapist.
- d) 3.00 FTE Clinical Therapists in HHS – Clinical Services – Mental Health Outpatient – Intensive are offset with the abolishment of a Senior Mental Health Counselor and federal billable revenue.
- e) 1.00 FTE Community Health Educator in HHS – Aging and Disability Resource Center (ADRC) – Community Services will be funded with federal Older Americans Act revenue.
- f) Create 2.50 FTE positions in HHS to align staff for Level III Public Health certification. These positions will be funded in 2022 with American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). This funding is temporary through 2024, and department management will phase-in tax levy support for these positions through reductions in other costs for services that can be readily referred to community health care providers. These positions are budgeted in the HHS – ARPA Fund.
 - o 0.50 FTE Community Health Educator.
 - o 1.00 FTE Public Health Supervisor.
 - o 1.00 FTE Epidemiologist.
- g) Create 4.00 FTE Economic Support Specialists in HHS – Administrative Services – Economic Services Administration and Support program, which replace 4.00 FTE existing Economic Support Specialist positions (to meet continuing caseloads) that included sunset provisions tied to revenue received through the Affordable Care Act. Funding for the new positions continue through the department’s regular Income Maintenance revenue allocation, which supports other positions in this program, and is not tracked as a separate revenue source specifically for these four positions.
- h) Create 3.00 FTE as part of an initiative to expand mental health and substance use treatment to adolescents. These positions will be mostly funded with federal Medicaid revenues through the state’s Comprehensive Community Services (CCS) program. For new programs such as this, Medicaid only provides limited reimbursement in the first year, so the department is using \$219,400 in one-time General Fund balance until full reimbursement can be achieved in 2023. This fund balance use will also be recouped through state funding provided through the Wisconsin Medicaid Cost Reporting (WIMCR) cost settlement process in 2023.

- o 1.00 FTE Health & Human Services Coordinator in HHS – Adolescent & Family Services – Youth Intensive Services.
 - o 1.00 FTE Senior Mental Health Counselor in HHS – Adolescent & Family Services – Youth Intensive Services.
 - o 1.00 FTE Social Worker in HHS – Adolescent & Family Services – Juvenile Detention Services.
 - i) 1.00 FTE Health & Human Services Coordinator in HHS - Children & Family Services – In Home Safety and Out of Home Placement Services.
 - j) 0.50 (budgeted at 0.75 FTE) Human Services Support Specialist in HHS – ADRC – Adult Protective Services is offset with federal Older Americans Act revenue.
 - k) 1.00 FTE Nutrition Services Assistant in HHS – Clinical Services – Mental Health Center will be funded with the abolishment of one full-time Psychiatric Technician.
 - l) 1.00 FTE Psychiatric Nurse Practitioner in HHS – Clinical Services – Mental Health Center.
 - m) 1.00 FTE Public Communications Specialist in HHS – Administrative Services.
 - n) 1.00 FTE Registered Nurse Supervisor in HHS – Clinical Services – Mental Health Center is partially offset with the abolishment of a Registered Nurse.
 - o) 3.00 FTE Social Workers in HHS – Children and Family Services Division – Children with Special Needs will be mostly funded with Children’s Long Term Support (CLTS) revenue.
 - p) 3.00 FTE Correctional Officer positions in the Sheriff – Inmate Security and Services – Jail program.
- Other abolished positions that had funding in the 2022 budget include:
- q) 1.00 FTE Public Health Nurse in HHS – Public Health.
 - r) 0.50 Public Health Technician (previously budgeted at 0.75 FTE) in HHS – Public Health.
 - s) 1.00 FTE Human Services Manager previously budgeted in HHS – Intake and Shared Services.
 - t) 1.00 FTE Golf Course Superintendent in the Park and Land Use – Golf Course Naga Waukee Golf Course, which had been previously funded with Golf Course proceeds.

In addition to the positions in this ordinance, there are a net 4.33 FTE net positions that are proposed to be unfunded in the 2022 budget with an estimated cost saving of \$674,000, and related reductions in temporary extra help of \$161,100.

| | 2022 Est. Net Tax Levy Impacts |
|---|-----------------------------------|
| Total Table I: Create & Abolish Positions: | \$614,800 |
| Table II: Reclassifications: | \$60,900 |
| Table III: Title Change: | \$0 |
| Table IV: Equity Adjustment: | \$0 |
| Table V: Position Department Transfer: | \$0 |
| Total Estimated Net Tax Levy Impact | \$675,700 |

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2022 Budget.



Andrew Thelke
 Director of Administration
 10/25/2021
 CLD