

ENROLLED ORDINANCE 177-62

APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT; AND CHANGE ICE ARENA COORDINATOR CLASSIFICATION STATUS TO REGULAR FULL-TIME

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2023 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, title changes, and equity adjustments are appropriate; and

WHEREAS, the employment status of the Ice Arena Coordinator classification is currently a Limited Benefit Employee, which is defined as an employee who is in a classification where the duties and responsibilities dictate the hours of work required to perform the job, and who does not receive full employee benefits; and

WHEREAS, while at one point the ice arena facilities operated seasonally similar to the golf courses, however the ice arenas are now year-round facilities and it would be appropriate to change the Ice Arena Coordinator status to regular full-time with regular full-time employee benefits; and

WHEREAS, the Department of Health and Human Services is creating a new Assistant Veterans' Service Officer position to improve the quality, quantity, and timeliness of the work, resulting in fewer appeals and increased benefits for veterans.

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

I. Effective December 31, 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 December 31, 2022, the reclassifications listed in Table II, attached and on file in the Department of Administration, Human Resources Division, are adopted.

III. Effective December 31, 2022, the classification title changes for the positions listed in Table III, attached and on file in the Department of Administration, Human Resources Division, are adopted.

IV. Effective December 31, 2022, the equity adjustments listed in Table IV, attached and on file in the Department of Administration, Human Resources Division, are adopted.

BE IT FURTHER ORDAINED that the employment status of the Ice Arena Coordinator classification be changed to regular full-time and be eligible for regular full-time employee benefits.

BE IT FURTHER ORDAINED that the classification specification for Assistant Veterans' Services Officer, on file in the Division of Human Resources of the Department of Administration, is approved and adopted as of December 31, 2022.

TABLE I
Create and Abolish Positions
Effective December 31, 2022

CREATE				ABOLISH		
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary
Administration	3-RFT	Information Technology Technician	Open Range 08 \$53,352 - \$70,595			
	1-RFT	Senior Information Technology Professional	Open Range 15 \$75,109 - \$99,320			
Circuit Court Services				1-RFT	Administrative Assistant ¹	Step Range 05 \$35,235 - \$43,867
Medical Examiner	1-RFT	Administrative Assistant	Step Range 05 \$35,235 - \$43,867	1-RPT	Administrative Assistant	Step Range 05 \$35,235 - \$43,867
	1-RFT	Deputy Medical Examiner Supervisor	Open Range 13 \$68,120 - \$90,064			
Parks & Land Use	1-RPT	Conservation Specialist	Open Range 06 \$48,402 - \$64,022			
	1-RPT	Park Naturalist	Open Range 07 \$50,814 - \$67,205			
				1-RFT	Fiscal Specialist ²	Step Range 08 \$40,810 - \$50,752

(Continued on next page)

¹ Previously unfunded in 2021.

² Previously unfunded in 2021.

CONTINUED

TABLE I
Create and Abolish Positions
Effective December 31, 2022

CREATE				ABOLISH		
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary
Health & Human Services	3-RFT	Community Health Educator	Open Range 07 \$50,814 - \$67,205	3-RFT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821
	1-RFT	Fiscal Specialist	Step Range 08 \$40,810 - \$50,752	1-RFT	Fiscal Assistant	Step Range 06 \$37,024 - \$46,030
	2-RFT	Health & Human Services Coordinator	Open Range 18 \$86,923 - \$125,154	1-RFT	Human Services Supervisor	Open Range 15 \$75,109 - \$99,320
	2-RFT	Human Services Supervisor	Open Range 15 \$75,109 - \$99,320	1-RFT	Human Services Support Specialist	Step Range 05 \$35,235 - \$43,867
	3-RFT	Programs & Projects Analyst ¹	Open Range 10 \$57,699 - \$76,274			
	1-RPT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821	1-RFT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821
	1-RFT	Senior ADRC Specialist	Open Range 09 \$56,035 - \$74,110	1-RFT	Human Services Support Specialist	Step Range 05 \$35,235 - \$43,867
	1-RFT	Senior Fiscal Specialist	Open Range 05 \$46,072 - \$60,944			
	1-RFT	Assistant Veterans' Services Officer	Open Range 08 \$53,532 - \$70,595			
	1-RFT	Veterans' Services Specialist	Open Range 04 \$43,909 - \$58,053	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286
	1-RFT	Administrative Specialist ²	Step Range 06 \$37,024 - \$46,030	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030
					5-RFT	Psychiatric Technician
				1-RPT	Psychiatric Technician	Step Range 06 \$37,024 - \$46,030

¹ Sunset position (1-RFT).

² Sunset position.

TABLE II
Reclassifications
Effective December 31, 2022

CREATE				ABOLISH		
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary
Administration	1-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	1-RFT	Budget Management Specialist	Open Range 17 \$82,826 - \$109,491
	2-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	2-RFT	Principal Financial Projects Analyst	Open Range 17 \$82,826 - \$109,491
	1-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	1-RFT	Senior Financial Analyst	Open Range 14 \$70,117 - \$92,706
	3-RFT	Senior Financial Analyst ¹	Open Range 14 \$70,117 - \$92,706	3-RFT	Senior Financial Budget Analyst ¹	Open Range 15 \$75,109 - \$99,320
Corporation Counsel	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030
Health & Human Services	1-RFT	Public Communications Coordinator	Open Range 10 \$57,699 - \$76,274	1-RFT	Public Communications Specialist	Open Range 06 \$48,402 - \$64,022
	6-RFT	Senior Mental Health Counselor	Open Range 09 \$56,035 - \$74,110	6-RFT	Social Worker	Open Range 09 \$56,035 - \$74,110
Parks & Land Use	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030

¹ The 3.0 FTE Senior Financial Budget Analysts that are being reclassified to Senior Financial Analysts will also receive an equity adjustment to Open Range 15 along with existing Senior Financial Analysts (see Table IV).

TABLE III
Title Changes
Effective December 31, 2022

Department	Current Title	Proposed Title
Health & Human Services	Centralized Records Supervisor	Health Information Management Supervisor
Health & Human Services	Senior Substance Abuse Counselor	Senior Substance Use Counselor
Health & Human Services	Substance Abuse Counselor	Substance Use Counselor

TABLE IV
Equity Adjustments
Effective December 31, 2022

Department	Status	Classification	2022 Current Annual Salary Range	2022 Proposed Annual Salary Range
Health & Human Services	1-RFT	Epidemiologist	Open Range 15 \$75,109 - \$99,320	Open Range 13 \$68,120 - \$90,064
Health & Human Services	1-RFT	Licensed Practical Nurse	Step Range 09 \$42,869 - \$56,514	Step Range 13 \$52,104 - \$68,744
Health & Human Services	4-RFT	Psychiatric Nurse Practitioner	Open Range 20 \$95,826 - \$138,008	Open Range 24 \$116,501 - \$167,773
Administration (2), Health & Human Services (3), Register of Deeds (1)	6-RFT ¹	Senior Financial Analyst	Open Range 14 \$70,117 - \$92,706	Open Range 15 \$75,109 - \$99,320

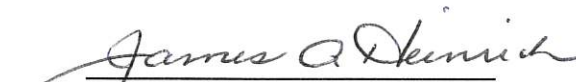
¹ The 6.0 RFT includes existing Senior Financial Analysts. An additional 3.0 FTE Senior Financial Budget Analysts that are being reclassified to Senior Financial Analysts (see Table II) will also receive an equity adjustment to Open Range 15.

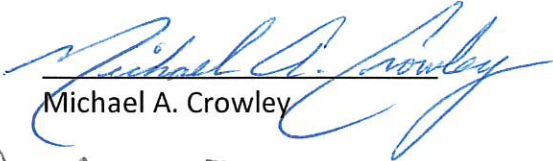
APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT; AND CHANGE ICE ARENA COORDINATOR CLASSIFICATION STATUS TO REGULAR FULL-TIME

Presented by:
Human Resources Committee


Approved by:
Finance Committee


Larry Nelson, Chair


James A. Heinrich, Chair


Michael A. Crowley


Larry Bangs
Absent


Darlene M. Johnson

Jim Batzko

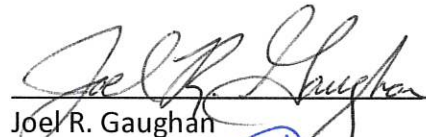

Brian Meier

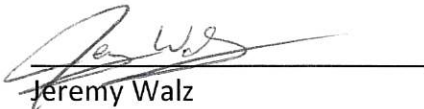

Darryl J. Enriquez
Absent

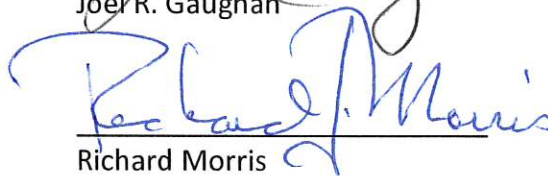

Chris Mommaerts

Tyler J. Foti


Terry Thieme


Joel R. Gaughan


Jeremy Walz


Richard Morris

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

Date: 10/28/2022, 
Margaret Wartman, County Clerk

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

Approved: X

Vetoed: _____

Date: 10/31/2022, 
Paul Farrow, County Executive

FISCAL NOTE

APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT; AND CHANGE ICE ARENA COORDINATOR CLASSIFICATION STATUS TO REGULAR FULL-TIME

Table I: Create & Abolish Positions:

The proposed ordinance creates 23.50 FTE positions and abolishes 18.00 FTE positions for a net increase of 5.50 FTE authorized positions. The net levy impact associated with the creations and abolishments for 2023 is \$597,800.

Gross new position costs are offset with \$393,900 in revenue, as well as net cost reductions of \$1,233,800 associated with the abolishment of 16.00 FTE positions that had funding in the 2022 budget. The additional 2.00 FTE position abolishments were not funded in the 2022 budget (unfunded in prior years); therefore, they have no cost savings impact in the proposed 2023 budget, but they did have cost savings in prior budgets of over \$163,900.

The 23.50 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) 2.00 FTE Information Technology Technicians in the IT Public Safety Systems, Business Applications Support (BAS), Project Management Office, and Operations program – End User Technology Fund (EUTF), which is offset by the elimination of contracted “help desk” positions that performed similar tasks.
 - b) 1.00 FTE Information Technology Technician and 1.00 FTE Senior Information Technology Professional in the IT Public Safety Systems, BAS, Project Management Office, and Operations program – EUTF, partially offset by the elimination of contracted positions in Health and Human Services (HHS) that performed similar tasks.
 - c) 1.00 FTE Fiscal Specialist in HHS – Administrative Services, mostly offset with the abolishment of a 1.00 FTE Fiscal Assistant.
 - d) 2.00 FTE Programs and Projects Analysts in HHS – Administrative Services, partially offset by a reduction in temporary extra help.
 - e) 1.00 FTE Senior Fiscal Specialist in HHS – Administrative Services.
 - f) 1.00 FTE Health and Human Services Coordinator in HHS – Adolescent & Family Services, partially offset with the abolishment of a 1.00 FTE Human Services Supervisor.
 - g) 1.00 FTE Health and Human Services Coordinator in the HHS – Aging and Disability Resource Center (ADRC) Division, partially offset with federal Older Americans Act and Aging Disability Resource Center grant revenue.
 - h) 1.00 FTE Senior ADRC Specialist in HHS – ADRC Adult Protective Services, mostly offset with the abolishment of a 1.00 FTE Human Services Support Specialist and a reduction in temporary extra help.
 - i) 1.00 FTE Human Services Supervisor in HHS – Child & Family Services - Children with Special Needs, offset with the abolishment of a 1.00 FTE Human Services Support Specialist and Children’s Long-Term Support (CLTS) revenue.
 - j) 1.00 FTE Human Services Supervisor in HHS – Mental Health Outpatient – Clinical and Intensive programs, partially funded with Regional Crisis Stabilization Facility grant revenues.
 - k) 0.50 FTE Public Health Nurse in HHS – Public Health, offset with the abolishment of a 1.00 FTE Public Health Nurse.
 - l) 3.00 FTE Community Health Educators in HHS – Public Health, offset with the abolishment of a 3.00 FTE Public Health Nurses.
 - m) 1.00 FTE Programs and Projects Analyst in the HHS – Special Purpose Grant Fund, funded with American Rescue Plan Act (ARPA) revenues.
 - n) 1.00 FTE Assistant Veterans' Services Officer in HHS – Veterans’ Services, funded with ARPA revenues.
 - o) 1.00 FTE Veterans' Services Specialist in HHS – Veterans’ Services, partially offset with the abolishment of a 1.00 FTE Senior Administrative Specialist.
 - p) 1.00 FTE Administrative Specialist (Sunset) in HHS – Veterans’ Services, offset with the abolishment of a 1.00 FTE Administrative Specialist.
 - q) 1.00 FTE Deputy Medical Examiner Supervisor in the Medical Examiner’s Office.
 - r) 1.00 FTE Administrative Assistant in the Medical Examiner’s Office, partially offset with the abolishment of a 0.50 FTE Administrative Assistant.
 - s) 0.50 FTE Conservation Specialist in Park and Land Use – Land & Water Conservation.
 - t) 0.50 FTE Park Naturalist in Park and Land Use – Retzer Nature Center, offset by a reduction in temporary extra help.
- Other abolished positions that had funding in the 2022 budget include:
- u) 5.50 FTE Psychiatric Technicians in HHS – Mental Health Center, partially offset by increased contracted security services.

In addition to the positions in this ordinance, there are 14.05 FTE net positions that are proposed to be unfunded in the 2023 budget with an estimated net levy saving of \$1,122,500 and related net reductions in temporary extra help and contract services of \$181,100.

The net levy impact of reclassifications (Table II) is estimated at \$7,500. The proposed equity adjustments (Table IV) result in some employees being placed in higher salary ranges, which could result in higher costs over time as staff progress toward the top of their range. However, all current affected employees are already compensated above the minimum level of their new ranges, so there is no net levy impact estimated for these changes in 2023.

Changing the employment status of the 2.00 FTE Ice Arena Coordinators from Limited Benefit Employees to regular full-time employees with full-time benefits will make these employees eligible for traditional vacation and holiday time off and is not expected to result in increased costs.

	2023 Est.
Total Table I: Create & Abolish Positions:	<u>\$597,800</u>
Table II: Reclassifications:	<u>\$7,500</u>
Table III: Title Change:	<u>\$0</u>
Table IV: Equity Adjustment:	<u>\$0</u>
Total Estimated Net Tax Levy Impact	<u>\$605,300</u>

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2023 Budget.



Andrew Thelke
Director of Administration
10/5/2022
CLD

VOTE RESULTS

24

YES

0

NO

0

ABSTAIN

1

ABSEN

Ordinance 177-O-068

Ordinance 177-O-068: Approve 2023 Position Changes Through Creation, Abolishment, Reclassification, Title Arena Coordinator Classification Status to Regular Full-Time



Passed By Majority Vote

D1 - Foti	AYE	D10 - Thieme	AYE	D19 - Enriquez	AYE
D2 - Weil	AYE	D11 - Howard	AYE	D20 - Schellinger	AYE
D3 - Morris	AYE	D12 - Wolff	AYE	D21 - Gaughan	AYE
D4 - Batzko	AYE	D13 - Decker	AYE	D22 - Vacant	ABSEN
D5 - Grant	AYE	D14 - Mommaerts	AYE	D23 - Hammitt	AYE
D6 - Walz	AYE	D15 - Kolb	AYE	D24 - Bangs	AYE
D7 - LaFontain	AYE	D16 - Crowley	AYE	D25 - Johnson	AYE
D8 - Michalski	AYE	D17 - Meier	AYE		
D9 - Heinrich	AYE	D18 - Nelson	AYE		

October 25 2022 - October 25 2022 07:17:33 PM

