

ENROLLED ORDINANCE 177-35

ABOLISH ONE REGULAR PART-TIME SENIOR ADMINISTRATIVE SPECIALIST AND
CREATE ONE REGULAR FULL-TIME PROGRAMS AND PROJECTS
ANALYST IN THE DEPARTMENT OF PARKS & LAND USE

WHEREAS, the Department of Parks and Land Use Community Development Division has had a part-time Senior Administrative Specialist position since 2014; and

WHEREAS, the Senior Administrative Specialist position was created to assist the Community Development Manager with the administrative tasks required by the federal Housing and Urban Development (HUD) HOME and Community Development Block Grant (CDBG) programs; and

WHEREAS, the position has evolved beyond the initial scope of work to managing many aspects of the CDBG program, including the contract writing process, the environmental review process for project approval and subgrantee monitoring, which require an extensive knowledge of complex federal regulations; and

WHEREAS, the position is responsible for grant outcome monitoring to ensure consistency with HUD policies and grant contract requirements, researches and analyzes program regulation changes, and makes required adjustments to procedures; and

WHEREAS, the Community Development Division has been awarded significant new programs to administer by HUD and the US Treasury Department, including the HOME-ARP program and the Emergency Rental Assistance Program (ERA), which have unique policies and procedures for program administration; and

WHEREAS, the Community Development Division has new administrative funding from both the HOME-ARP and the ERA programs to offset program administration cost; and

WHEREAS, abolishing the Senior Administrative Specialist position and replacing it with the Programs and Projects Analyst position aligns the skillsets required with the proper job classification; and

WHEREAS, the Programs and Project Analyst position is estimated to cost approximately \$14,500 more than the Senior Administrative Specialist position in 2022; and

WHEREAS, due to current year position vacancies, the additional personnel cost can be absorbed in the 2022 Adopted Budget without additional budget modification.

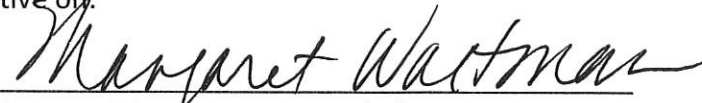
THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that, effective upon final approval of this ordinance, one regular part-time sunset Senior Administrative Specialist, Open Range 03 (\$20.09/hr minimum, \$23.34/hr mid-point, \$26.58/hr maximum) be abolished and one regular full-time sunset Program and Projects Analyst, Open Range 10

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 ANALYST IN THE DEPARTMENT OF PARKS & LAND USE

Presented by: Land Use, Parks & Environment Committee Human Resources Committee Finance Committee

 Thomas A. Michalski, Chair	 Larry Nelson, Chair	 James A. Heinrich, Chair
 Jennifer Grant	 Michael A. Crowley	 Larry Bangs
 Christine M. Howard	 Darlene M. Johnson	 Darryl J. Enriquez
 Robert L. Kolb	 Brian Meier	 Tyler J. Foti
 Brian Meier	 Chris Mommaerts	 Joel R. Gaughan
 Chris Mommaerts	 Terry Thieme	Absent Richard Morris
 Ted Wysocki	Absent Jeremy Walz	Absent Ted Wysocki

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

Date: August 1, 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: 8/1/2022 
 Paul Farrow, County Executive

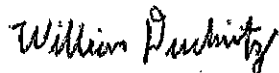
FISCAL NOTE

ABOLISH ONE REGULAR PART-TIME SENIOR ADMINISTRATIVE SPECIALIST AND
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ANALYST IN THE DEPARTMENT OF PARKS & LAND USE

The Department of Parks and Land Use - Community Development Fund budget currently includes one regular part-time Senior Administrative Specialist position (0.6 FTE or 1,248 hours), Open Range 03 (\$20.09/hr minimum, \$23.34/hr mid-point, \$26.58/hr maximum). This ordinance requests the abolishment of this part-time position and the creation of one regular, full-time Programs and Project Analyst (1.0 FTE), Open Range 10 (\$28.29/hr minimum, \$32.85/hr mid-point, \$37.40/hr maximum).

The partial-year impact of this position change is estimated at about \$14,500. Due to current year position vacancies, the additional personnel costs can be absorbed in the 2022 Budget without additional budget modification. The annualized impact of the position change (in 2022 dollars) is estimated at \$35,000, and will be built into the department's proposed 2023 budget.

Department management indicates that additional funding provided through recent grant awards (e.g., HOME-ARP) should be able to sustain the increased personnel costs through mid-year 2030. Both the position being abolished and the proposed position being created are sunset positions, with continuation subject to availability of outside revenue sources.




William Duckwitz
Budget Manager
7/5/2022
AK

VOTING RESULTS

AYE 24 NAY 0 ABSTAIN 1

Ordinance 177-O-036

Ordinance 177-O-036: Abolish One Regular Part-Time...

 **Passed By Majority Vote**

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

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