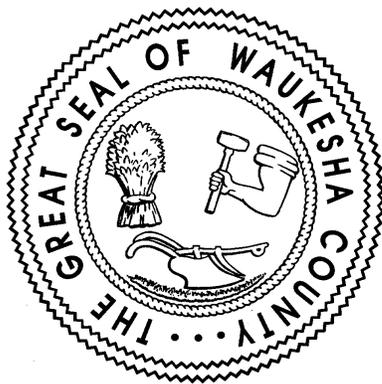


**Waukesha County**

**Position Listings  
and  
Organizational Charts**



**As of January 1, 2012**

**Organizational Charts appear in the Following Order:**

**Click on title to view a specific department chart**

[COUNTY WIDE CHART](#)

[ADMINISTRATION](#)

[CIRCUIT COURT SERVICES](#)

[CORPORATION COUNSEL'S OFFICE](#)

[COUNTY BOARD CHAIR'S OFFICE](#)

[COUNTY CLERK'S OFFICE](#)

[COUNTY EXECUTIVE'S OFFICE](#)

[DISTRICT ATTORNEY'S OFFICE](#)

[EMERGENCY PREPAREDNESS](#)

[FEDERATED LIBRARY SYSTEM](#)

[HEALTH AND HUMAN SERVICES](#)

[MEDICAL EXAMINER'S OFFICE](#)

[PARKS AND LAND USE](#)

[PUBLIC WORKS](#)

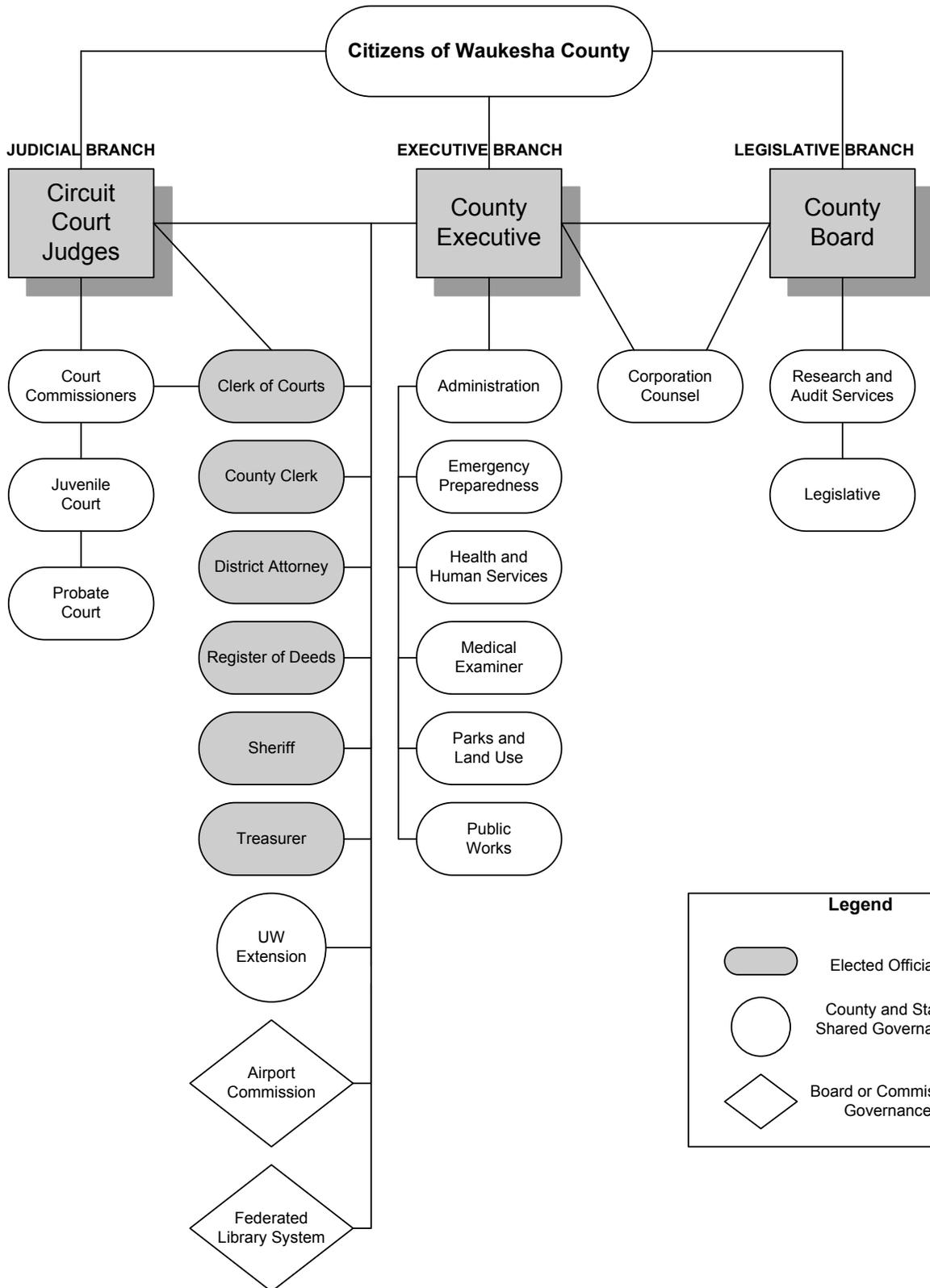
[REGISTER OF DEED'S OFFICE](#)

[SHERIFF'S DEPARTMENT](#)

[TREASURER'S OFFICE](#)

[UW EXTENSION OFFICE](#)

# Waukesha County Organizational Chart



# ADMINISTRATION

## Position Listing

1	Director Of Administration
5	Account Clerk I
1	Account Clerk II
1	Accounting Services Manager
2	Administrative Assistant I-Fiscal Management
1	Budget Management Specialist
1	Budget Manager
1	Business Services Administrator
1	Clerk II
2	Clerk Typist II (1 - Regular Part-Time)
2	Clerk Typist I-II
5	Clerk Typist III
1	Clerk Typist I-II (Confidential)
2	Clerk Typist III (Confidential)
1	Collections and Business Services Manager
1	Collections Specialist (underfill Sr Collections Specialist)
1	Community Services Representative
1	Delivery and Receiving Clerk
1	Employee Benefits Administrator
1	Human Resources Analyst
2	Human Resources Assistant
1	Human Resources Manager
1	Information Technology Infrastructure Administrator
1	Information Technology Manager
5	Information Technology Technician
1	Office Services Coordinator

# ADMINISTRATION

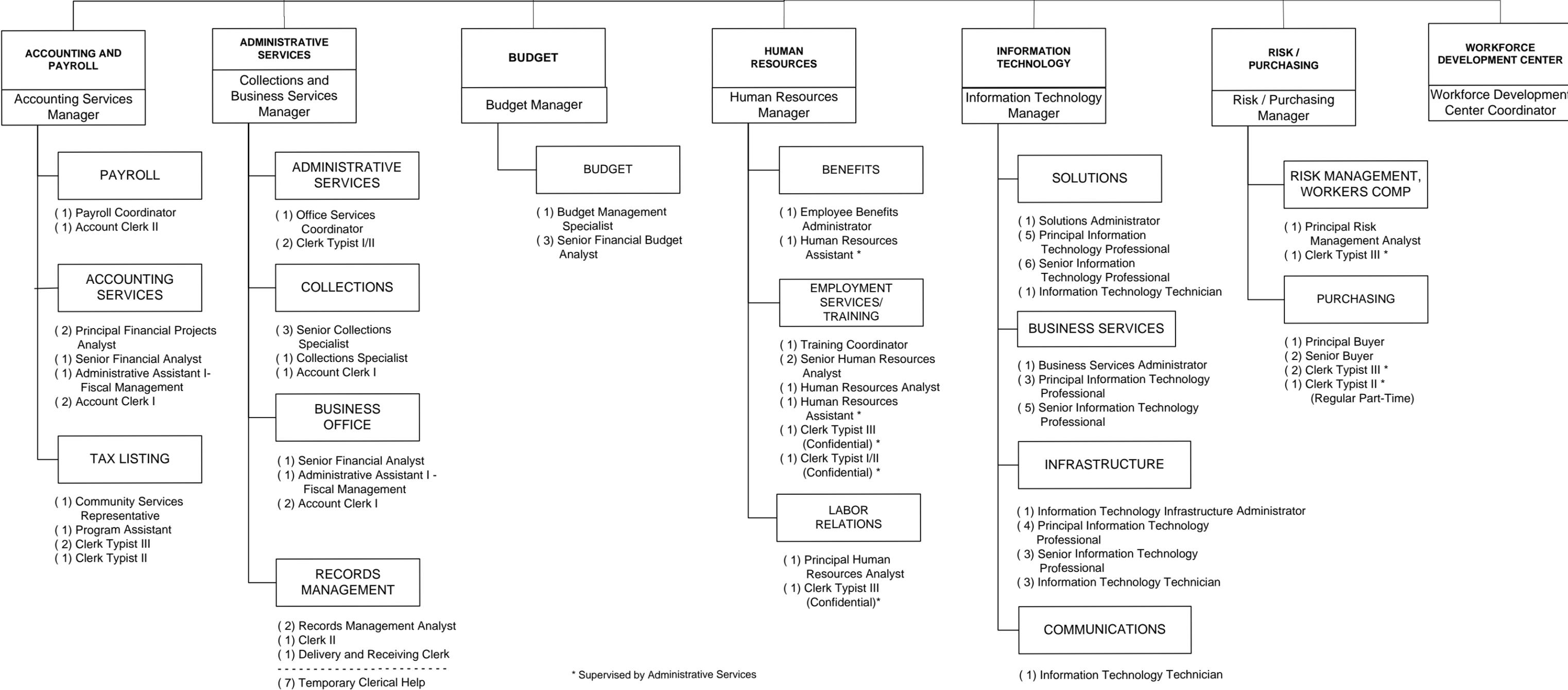
## Position Listing (Continued)

1	Payroll Coordinator
1	Principal Buyer
2	Principal Financial Projects Analyst
1	Principal Human Resource Analyst
12	Principal Information Technology Professional
1	Principal Risk Management Analyst
1	Program Assistant
2	Records Management Analyst
1	Risk/Purchasing Manager
2	Senior Buyer
3	Senior Collections Specialist
2	Senior Financial Analyst
3	Senior Financial Budget Analyst
2	Senior Human Resources Analyst
14	Senior Information Technology Professional
1	Solutions Administrator
1	Training Coordinator
1	Workforce Development Center Coordinator

**94 Total Positions**

# ADMINISTRATION

Director of Administration



# Circuit Court Services

## Position Listing

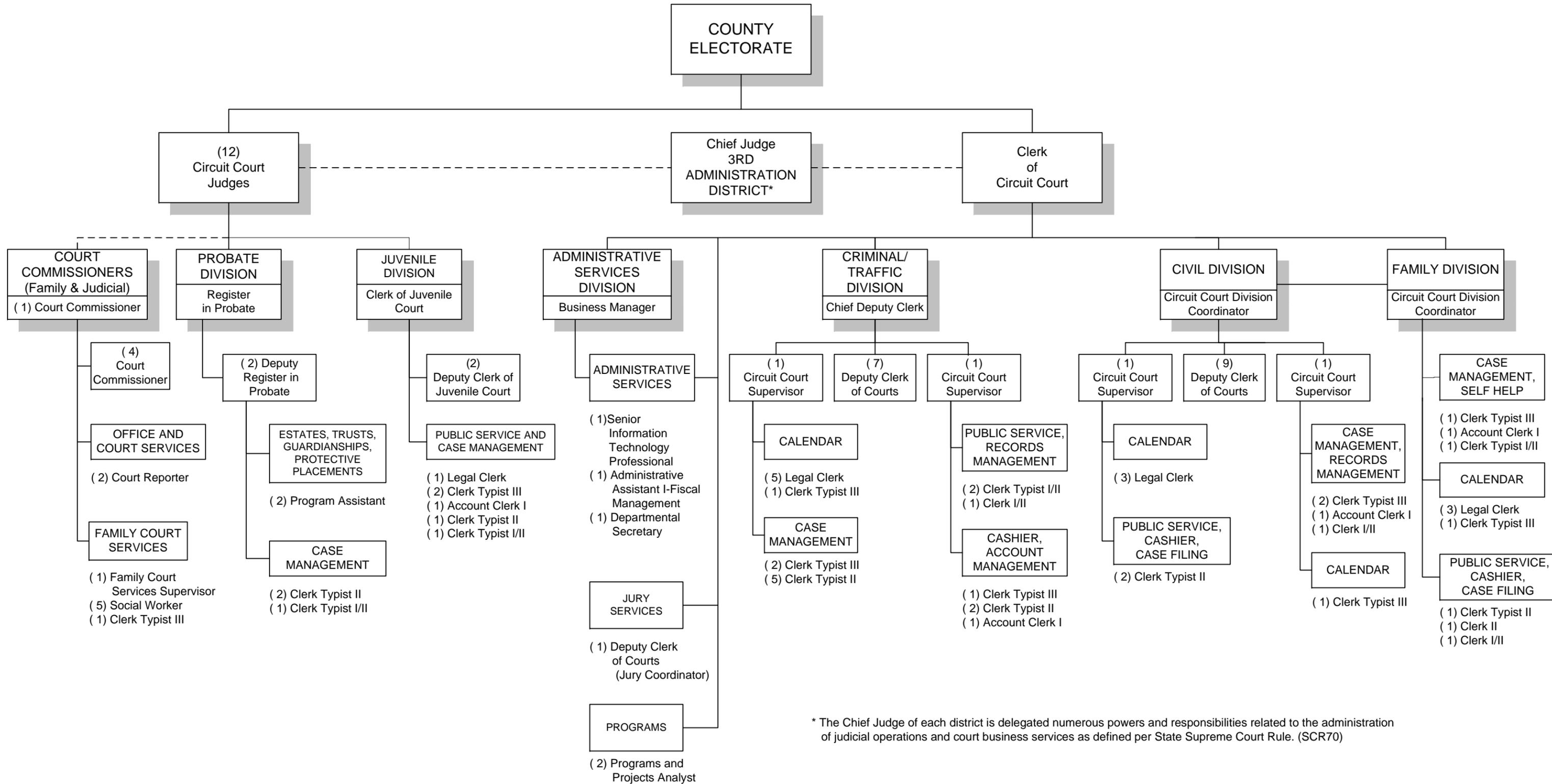
- 1 Clerk Of Circuit Courts
- 4 Account Clerk I
- 1 Administrative Assistant I - Fiscal Management
- 1 Business Manager
- 1 Chief Deputy Clerk
- 2 Circuit Court Division Coordinator  
(1-underfill Chief Deputy Clerk)
- 4 Circuit Court Supervisor
- 1 Clerk II
- 3 Clerk I-II
- 1 Clerk Of Juvenile Court
- 13 Clerk Typist II
- 5 Clerk Typist I-II
- 12 Clerk Typist III
- 5 Court Commissioner
- 2 Court Reporter
- 1 Departmental Secretary
- 17 Deputy Clerk of Courts
- 2 Deputy Clerk of Juvenile Court
- 2 Deputy Register In Probate
- 1 Family Court Services Supervisor
- 12 Legal Clerk
- 2 Program Assistant
- 2 Programs and Projects Analyst
- 1 Register In Probate
- 1 Senior Information Technology Professional  
(Underfilling Principal Information Technology Professional)
- 5 Social Worker

### **102 Total Positions**

Of the above listed positions, the following is unfunded in the 2012 budget:

- 1 Circuit Court Supervisor
- 1 Clerk II
- 3 Clerk Typist II
- 1 Clerk Typist I-II
- 1 Court Commissioner
- 1.5 Court Reporter
- 0.5 Program Assistant
- 1 Programs and Projects Analyst

# CIRCUIT COURT SERVICES



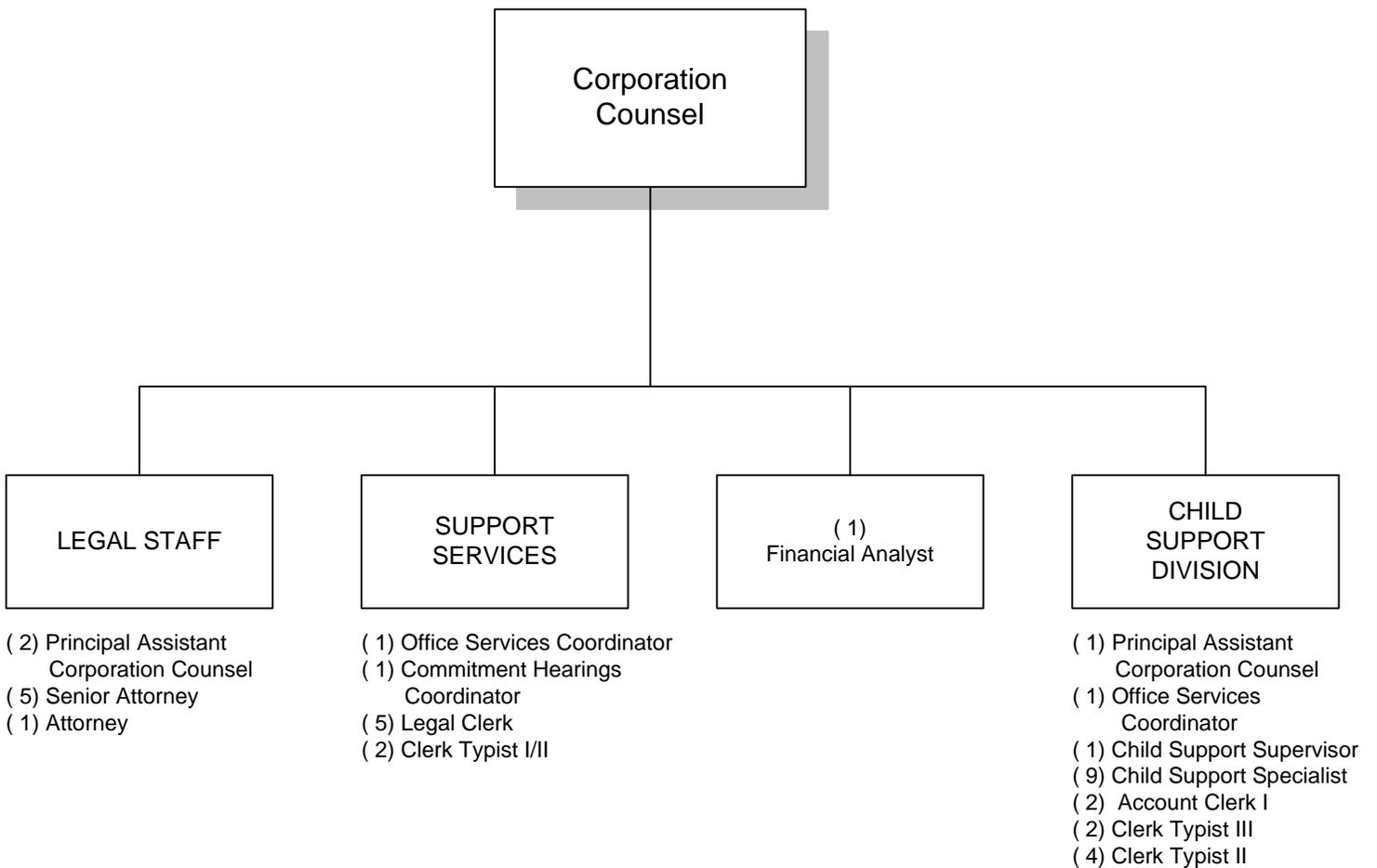
\* The Chief Judge of each district is delegated numerous powers and responsibilities related to the administration of judicial operations and court business services as defined per State Supreme Court Rule. (SCR70)

# CORPORATION COUNSEL'S OFFICE

## Position Listing

- 1 Corporation Counsel
- 2 Account Clerk I
- 1 Attorney  
(underfilling Principal Assistant Corporation Counsel)
- 9 Child Support Specialist
- 1 Child Support Supervisor
- 4 Clerk Typist II
- 2 Clerk Typist I-II
- 2 Clerk Typist III
- 1 Commitment Hearings Coordinator
- 1 Financial Analyst
- 5 Legal Clerk
- 2 Office Services Coordinator
- 3 Principal Assistant Corporation Counsel
- 5 Senior Attorney
  
- 39 Total Positions**

# CORPORATION COUNSEL'S OFFICE



# COUNTY BOARD CHAIR'S OFFICE

## Position Listing

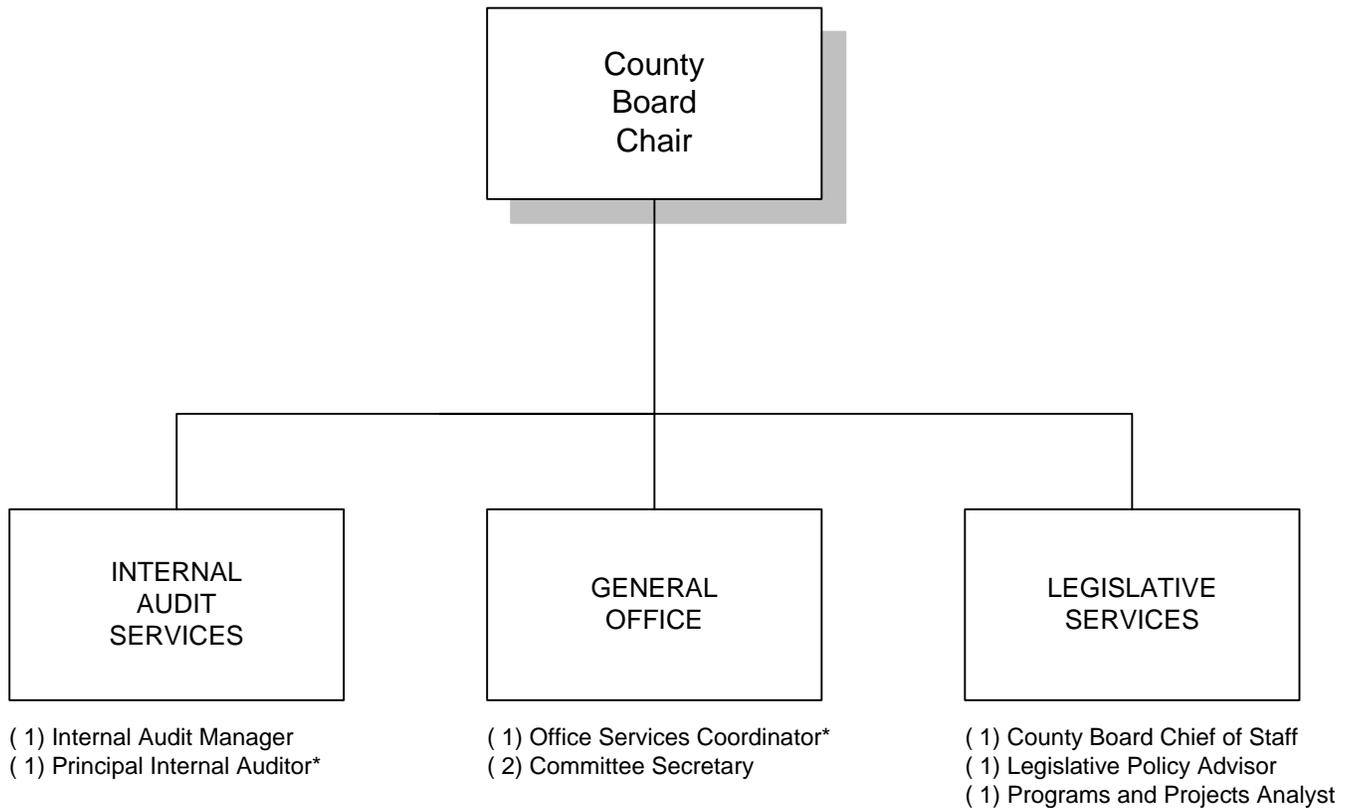
- 1 County Board Chair
- 2 Committee Secretary
- 1 County Board Chief Of Staff
- 1 Internal Audit Manager
- 1 Legislative Policy Advisor
- 1 Office Services Coordinator
- 1 Principal Internal Auditor
- 1 Programs and Projects Analyst  
(underfilling Legislative Policy Advisor)

### **9 Total Positions (7 funded positions)\***

\* Of the above listed positions, the following are unfunded in the 2012 budget:

- 1 Office Services Coordinator
- 1 Principal Internal Auditor

# COUNTY BOARD CHAIR'S OFFICE



\* Of the above listed positions, the following are unfunded in the 2012 budget:

- 1 Office Services Coordinator
- 1 Principal Internal Auditor

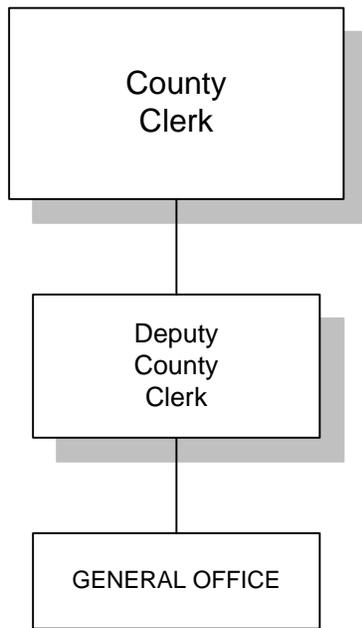
# COUNTY CLERK'S OFFICE

## Position Listing

- 1 County Clerk
- 1 Account Clerk I
- 1 Clerk Typist II
- 1 Deputy County Clerk

**4 Total Positions**

# COUNTY CLERK'S OFFICE



- ( 1) Account Clerk I
- ( 1) Clerk Typist II

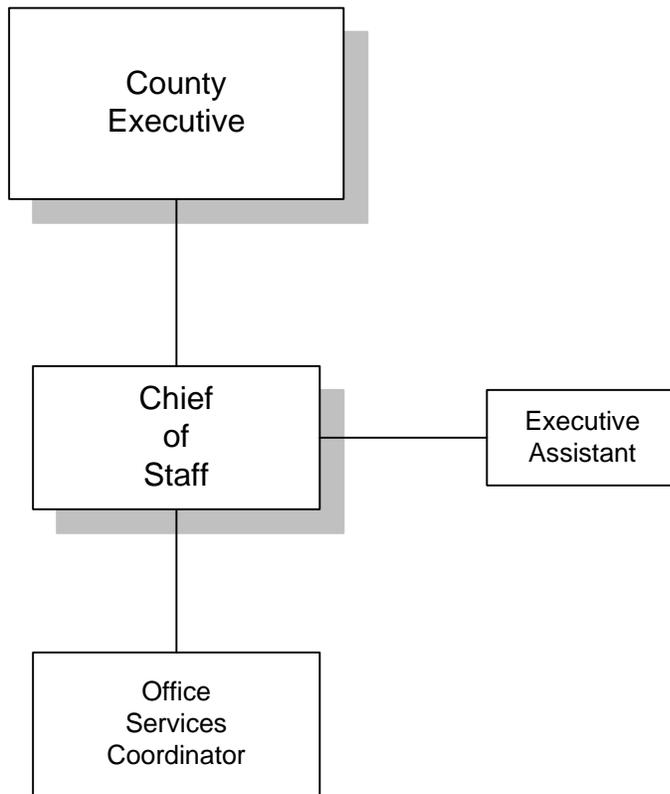
# COUNTY EXECUTIVE'S OFFICE

## Position Listing

- 1 County Executive
- 1 Chief Of Staff
- 1 Clerk Typist I-II
- 1 Executive Assistant
- 1 Office Services Coordinator

**5 Total Positions**

# COUNTY EXECUTIVE'S OFFICE



( 1) Clerk Typist I/II

# DISTRICT ATTORNEY'S OFFICE

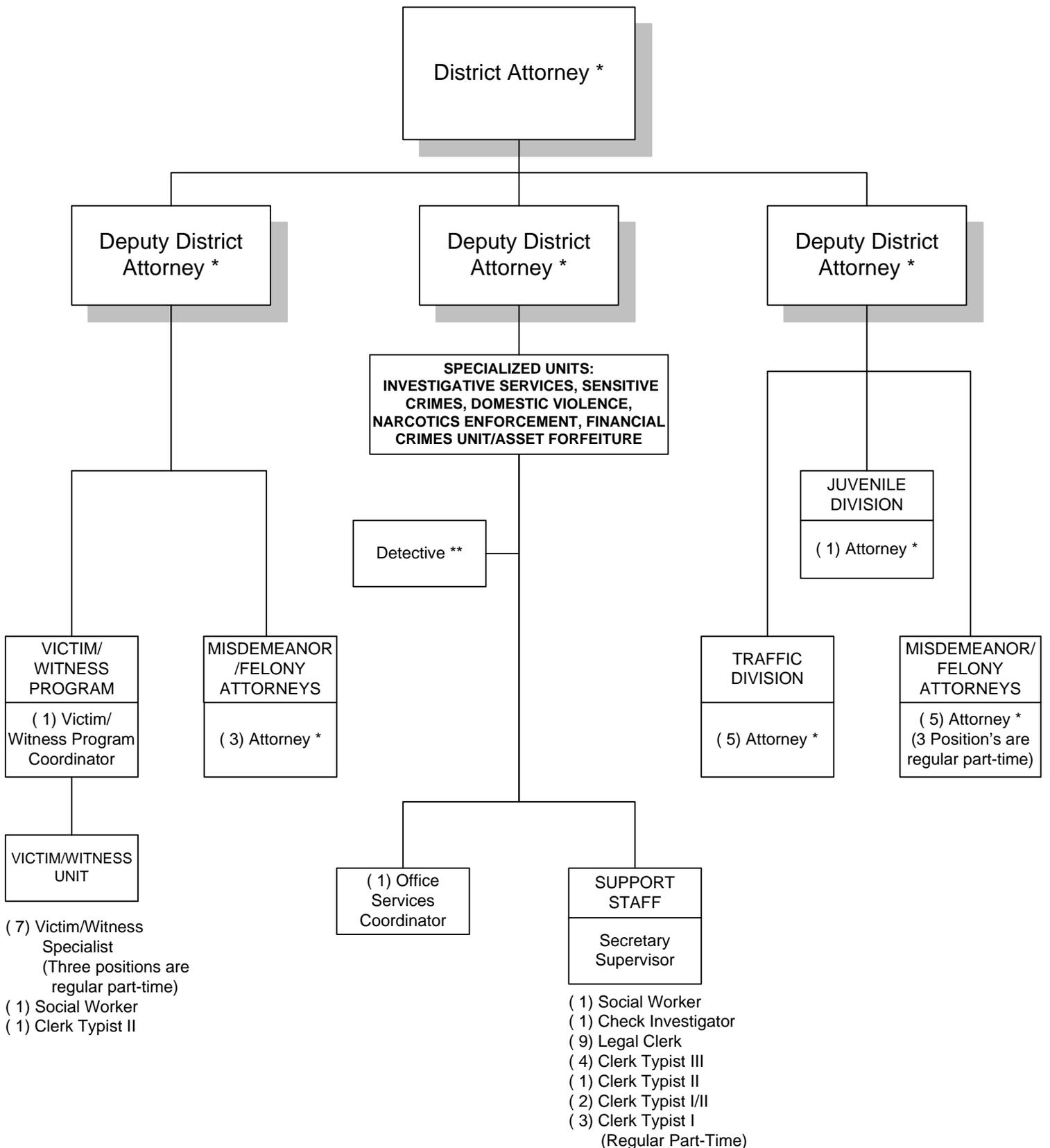
## Position Listing

- 1 District Attorney \*
- 14 Attorney \* (Three Positions are Regular Part-time)
- 1 Check Investigator
- 3 Clerk Typist I (All positions are Regular Part-Time)
- 2 Clerk Typist I-II
- 2 Clerk Typist II
- 4 Clerk Typist III
- 3 Deputy District Attorney \*
- 9 Legal Clerk
- 1 Office Services Coordinator
- 1 Secretary Supervisor
- 2 Social Worker
- 1 Victim Witness Program Coordinator
- 7 Victim Witness Specialist (Three Positions are Regular Part-Time)

**33 County Positions**

**18 \* State Positions**

# DISTRICT ATTORNEY'S OFFICE



\* State employees.

\*\* Sheriff's Department position assigned to the District Attorney's Office.

# EMERGENCY PREPAREDNESS

## Position Listing

- 1 Director of Emergency Preparedness
- 1 Account Clerk I
- 1 Clerk Typist III
- 1 Communications Center Specialist
- 6 Communications Center Supervisor
- 1 Emergency Management Coordinator
- 1 Operations and Training Manager
- 1 Program Assistant
- 1 Radio Communications Administrator
- 1 Radio Communications Specialist
- 2 Radio Communications Technician
- 1 Senior Financial Analyst \*
- 40 Telecommunicator  
(One position is being filled with 2 Regular Part-Time Employees)

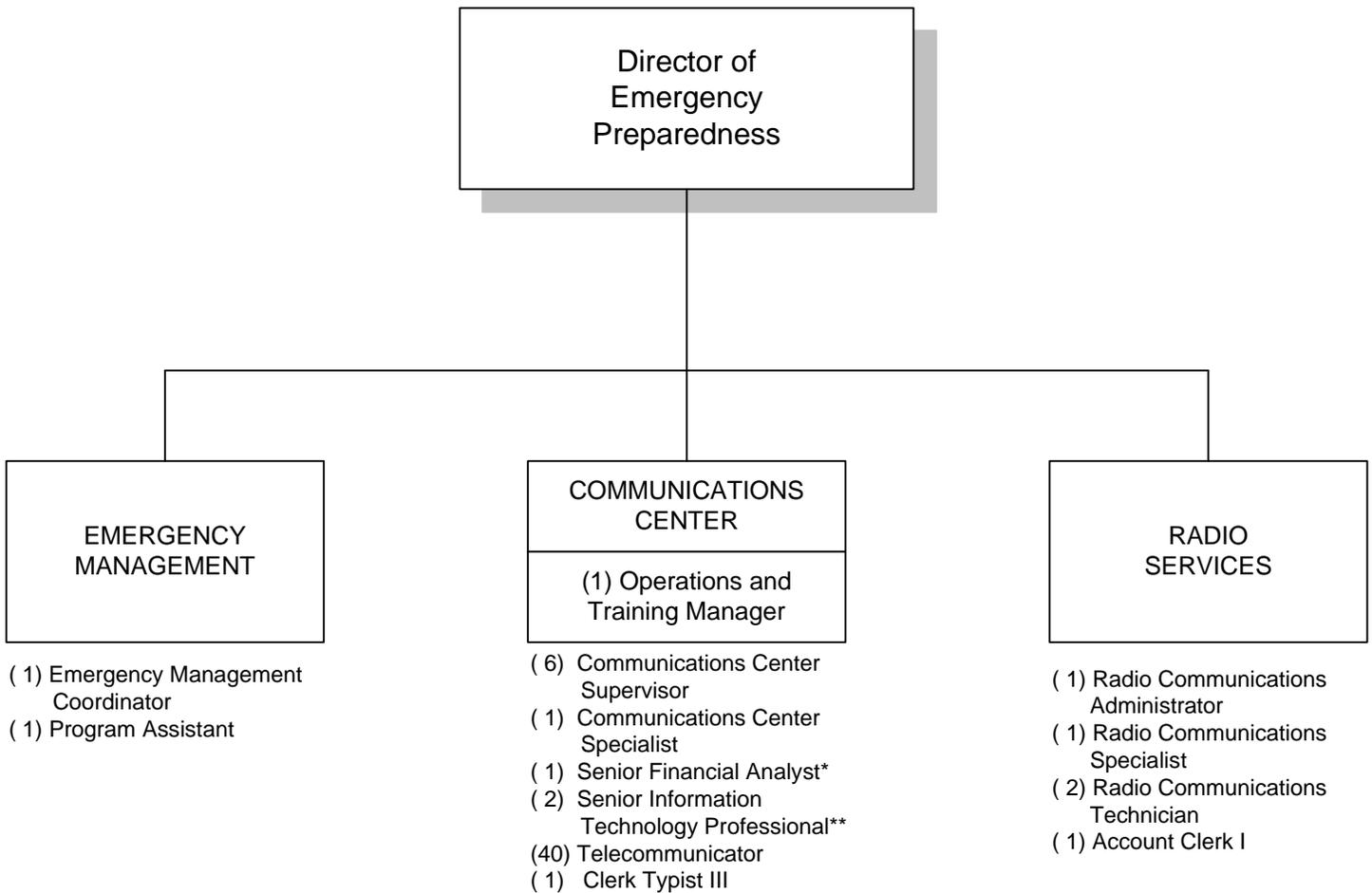
### **58 Total Positions**

\* Position is being shared with the Register of Deeds Office

In addition to the above positions, the department has the authority to overfill the following:

- 2 Telecommunicator

# DEPARTMENT OF EMERGENCY PREPAREDNESS



\* Position is being shared with the Register of Deeds Office

\*\* Department of Administration positions assigned to the Communications Center.

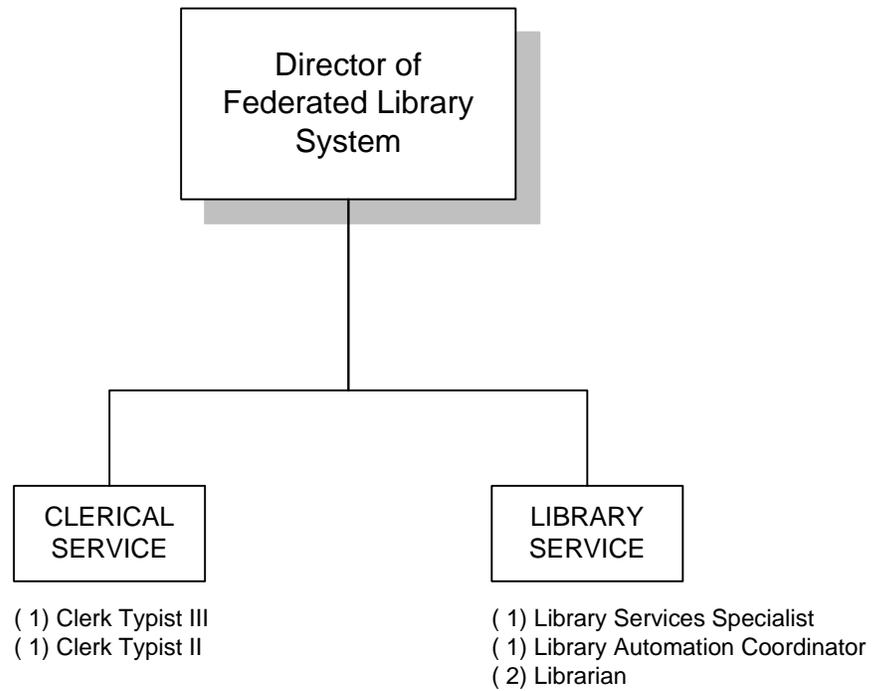
# FEDERATED LIBRARY SYSTEM

## Position Listing

- 1 Director of Federated Library System
- 1 Clerk Typist II
- 1 Clerk Typist III
- 2 Librarian
- 1 Library Automation Coordinator
- 1 Library Services Specialist

**7 Total Positions**

# FEDERATED LIBRARY SYSTEM



# HEALTH AND HUMAN SERVICES

## Position Listing

- 1 Director of Health and Human Services
- 10 Account Clerk I
- 4 Account Clerk II
- 1 Accounting Services Coordinator
- 1 Administrative Services Manager
- 1 Aging and Disability Resource Center Manager
- 1 Aging and Disability Resource Center Specialist  
(Underfilling Senior ADRC Specialist)
- 2 Benefits Specialist
- 1 Centralized Records Supervisor
- 2 Certified Occupational Therapy Assistant
- 1 Chief Psychiatrist
- 1 Clerk I
- 4 Clerk II
- 1 Clerk I-II
- 1 Clerk Typist I
- 23 Clerk Typist II
- 7 Clerk Typist I-II
- 2 Clerk Typist III
- 1 Clinical Director
- 1 Clinical Psychologist
- 1 Clinical Services Manager
- 19 Clinical Therapist (Two positions are Regular Part-time)
- 4 Community Health Educator (One position is Regular Part-Time)
- 1 Criminal Justice Collaboration Coordinator
- 1 Departmental Secretary-Confidential
- 1 Deputy Director of Health and Human Services
- 1 Economic Support Coordinator
- 31 Economic Support Specialist
- 4 Economic Support Supervisor
- 1 Epidemiologist
- 1 Financial Analyst
- 1 Food Service Specialist
- 1 Fraud Investigator
- 3 Health and Human Services Coordinator
- 3 Human Services Manager
- 19 Human Services Supervisor (Two positions are Regular Part-Time)
- 6 Human Services Support Specialist (One position is Regular Part-time)

# HEALTH AND HUMAN SERVICES (continued)

## Position Listing

- 1 Juvenile Center Coordinator
- 6 Juvenile Center Supervisor
- 15 Juvenile Center Worker (One position is Regular Part-Time) \*
- 2 Licensed Practical Nurse (One position is Regular Part-Time)
- 1 Mental Health Center Administrator
- 1 Nursing and Patient Services Coordinator
- 1 Nutrition and Aging Services Supervisor
- 1 Nutrition Services Assistant (Regular Part-Time)
- 1 Occupational Therapy Supervisor
- 3 Office Services Coordinator
- 1 Outpatient Services Coordinator
- 1 Principal Information Technology Professional
- 4 Program Assistant
- 4 Programs and Projects Analyst
- 1 Psychiatric Nurse Practitioner
- 17 Psychiatric Technician (One position is Regular Part-time) \*
- 3 Psychiatrist (One position is Regular Part-Time)
- 1 Public Health Manager
- 19 Public Health Nurse II (One position is Regular Part-time)
- 2 Public Health Supervisor
- 2 Public Health Technician (One position is Regular Part-Time)
- 1 Registered Dietetic Technician (One position is Regular Part-Time)
- 14 Registered Nurse (One positions are Regular Part-Time)
- 1 Registered Nurse Supervisor
- 2 Secretary Supervisor
- 18 Senior Aging and Disability Resource Center Specialist
- 3 Senior Clinical Psychologist
- 1 Senior Developmental Disabilities Counselor
- 6 Senior Dining Manager (Regular Part-Time)
- 3 Senior Financial Analyst
- 1 Senior Information Technology Professional
- 13 Senior Mental Health Counselor (One position is Regular Part-time)
- 9 Senior Substance Abuse Counselor
- 76 Social Worker (Two positions are Regular Part-Time and one position is job sharing)

# HEALTH AND HUMAN SERVICES (continued)

## Position Listing

- 1 Veteran Service Aide (Regular Part-Time)
- 1 Veterans Services Officer
- 2 Volunteer Program Specialist (One position is Regular Part-Time)
- 5 Weekend Registered Nurse (Part-Time)
- 1 WIC Program Supervisor

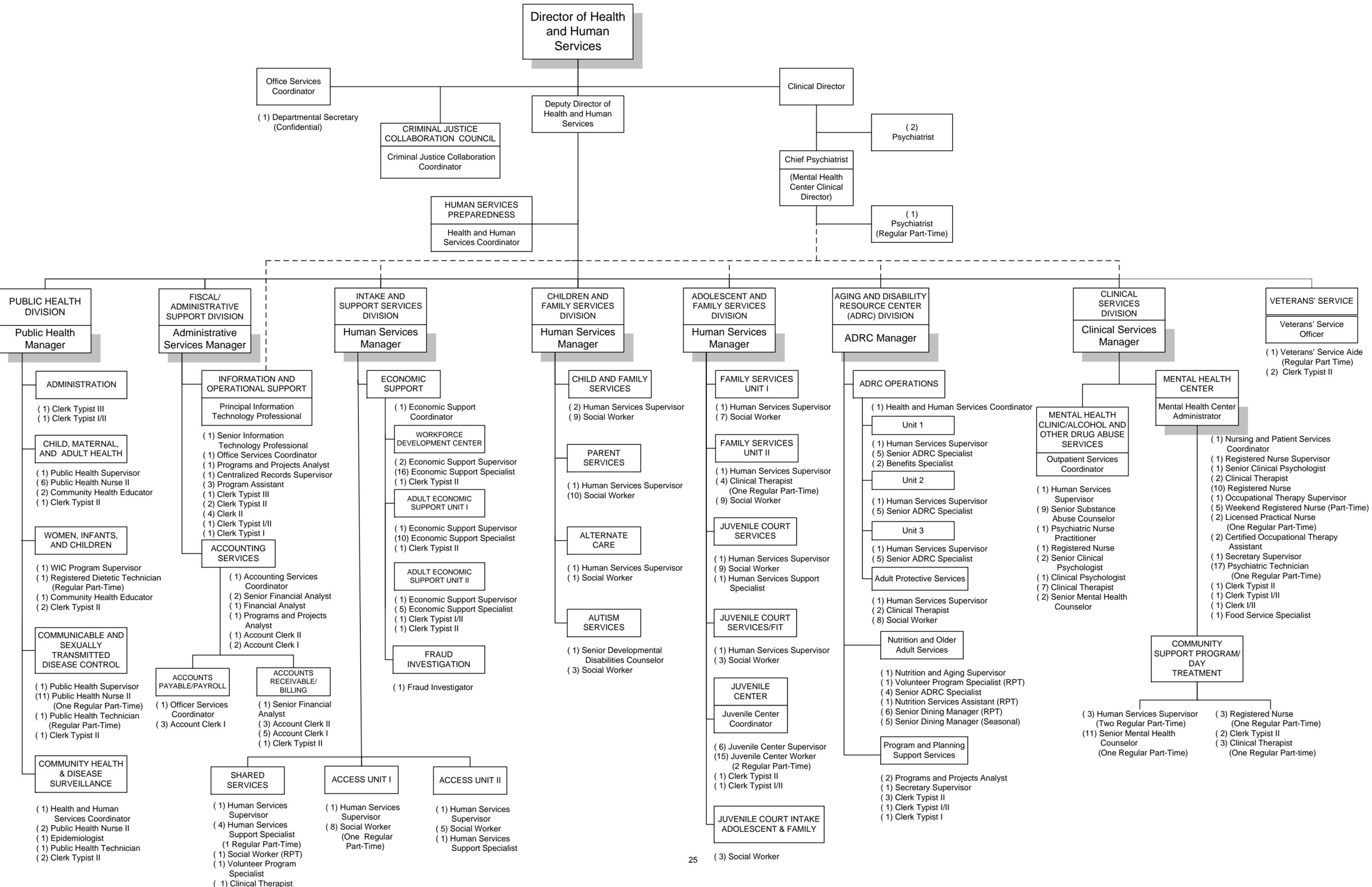
### **409 Total Positions**

Of the above listed positions, the following are unfunded in the 2012 budget:

- 2 Clinical Therapist (One position is Regular Part-Time)
- 1 Human Services Supervisor
- 1 Human Services Support Specialist
- 1 Juvenile Center Worker
- 1 Psychiatric Technician (Position is Regular Part-Time)
- 1 Senior Clinical Psychologist
- 1 Senior Substance Abuse Counselor

\* The department has the ability to fill one regular full-time position with two regular part-time positions as is the case with Juvenile Center Workers and Psychiatric Technicians.

# HEALTH AND HUMAN SERVICES



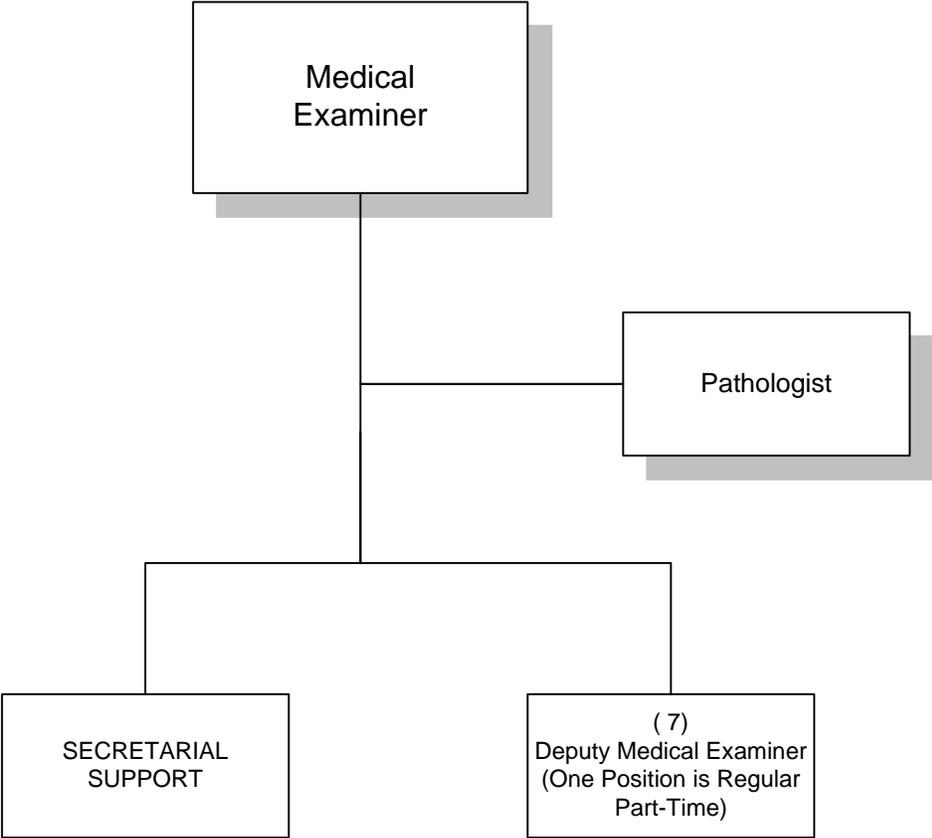
## **MEDICAL EXAMINER'S OFFICE**

### **Position Listing**

- 1 Medical Examiner
- 1 Clerk Typist I-II
- 7 Deputy Medical Examiner (One position is Regular Part-Time)
- 1 Office Services Coordinator
- 1 Pathologist

**11 Total Positions**

# MEDICAL EXAMINER'S OFFICE



( 1 ) Office Services Coordinator  
( 1 ) Clerk Typist I/II

# PARKS AND LAND USE

## Position Listing

- 1 Director of Parks and Land Use
- 1 Account Clerk I
- 3 Account Clerk II
- 1 Business Manager
- 2 Carpenter
- 2 Clerk I (Two Positions are Regular Part-Time)
- 4 Clerk Typist II
- 4 Clerk Typist I-II
- 4 Clerk Typist III
- 1 Community Development Coordinator
- 1 Conservation Biologist
- 1 Conservation Specialist (Job Sharing)
- 1 Enterprise Operations Manager
- 1 Environmental Health Manager
- 13 Environmental Health Sanitarian
- 1 Environmental Health Specialist
- 1 Environmental Health Supervisor
- 1 Exposition Center Manager
- 1 Exposition Center Worker
- 1 Food Service Coordinator
- 2 Golf Course Clubhouse Supervisor-18 Hole
- 1 Golf Course Clubhouse Supervisor-9 Hole
- 3 Golf Course Superintendent
- 1 Groundwater Program Coordinator
- 1 Hazardous Materials Coordinator
- 1 Humane Animal Officer
- 2 Ice Arena Coordinator
- 2 Ice Arena Supervisor
- 1 Land Conservation Supervisor
- 3 Land Information Systems Analyst
- 1 Land Information Systems Manager
- 1 Land Resources Manager
- 1 Land Use Specialist  
(underfilling Senior Land Use Specialist)

# PARKS AND LAND USE

## Position Listing (Continued)

1	Lead Environmental Health Sanitarian
1	Lead Exposition Center Worker
1	Nature Center Supervisor
1	Office Services Coordinator
9	Park Foreman
13	Park Maintenance Worker
1	Park Naturalist (Regular Part-Time)
2	Park Programs Specialist
2	Parks Supervisor
1	Parks Systems Manager
1	Planning And Zoning Manager
1	Program Assistant
2	Recycling Specialist
1	Secretary Supervisor
1	Senior Civil Engineer
2	Senior Conservation Specialist
4	Senior Land Use Specialist
3	Senior Landscape Architect
2	Senior Planner
1	Solid Waste Supervisor

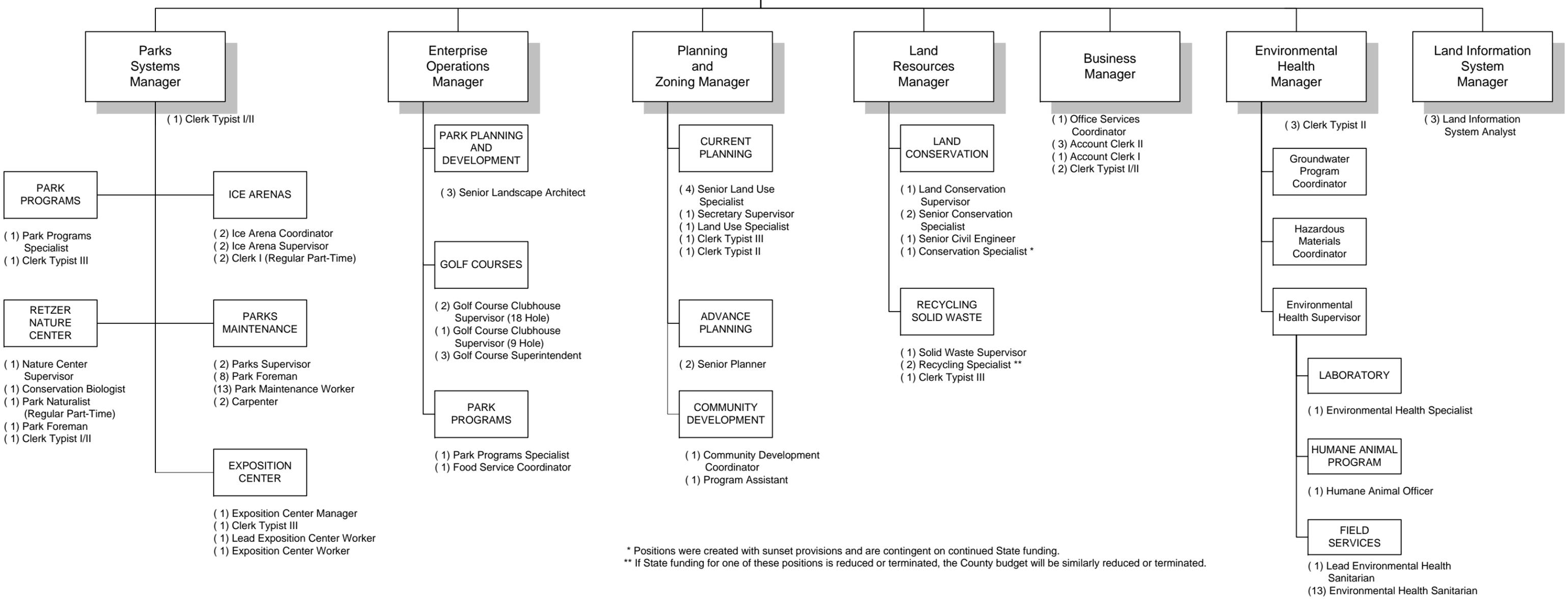
### 115 Total Positions

Of the above listed positions, the following are unfunded in the 2012 budget:

1	Clerk I (Regular Part-Time)
1	Clerk Typist II
3	Environmental Health Sanitarian
1	Land Conservation Supervisor
2	Park Maintenance Worker
1	Senior Land Use Specialist
1	Senior Planner

# PARKS AND LAND USE

Director of Parks and Land Use



\* Positions were created with sunset provisions and are contingent on continued State funding.  
 \*\* If State funding for one of these positions is reduced or terminated, the County budget will be similarly reduced or terminated.

# PUBLIC WORKS

## Position Listing

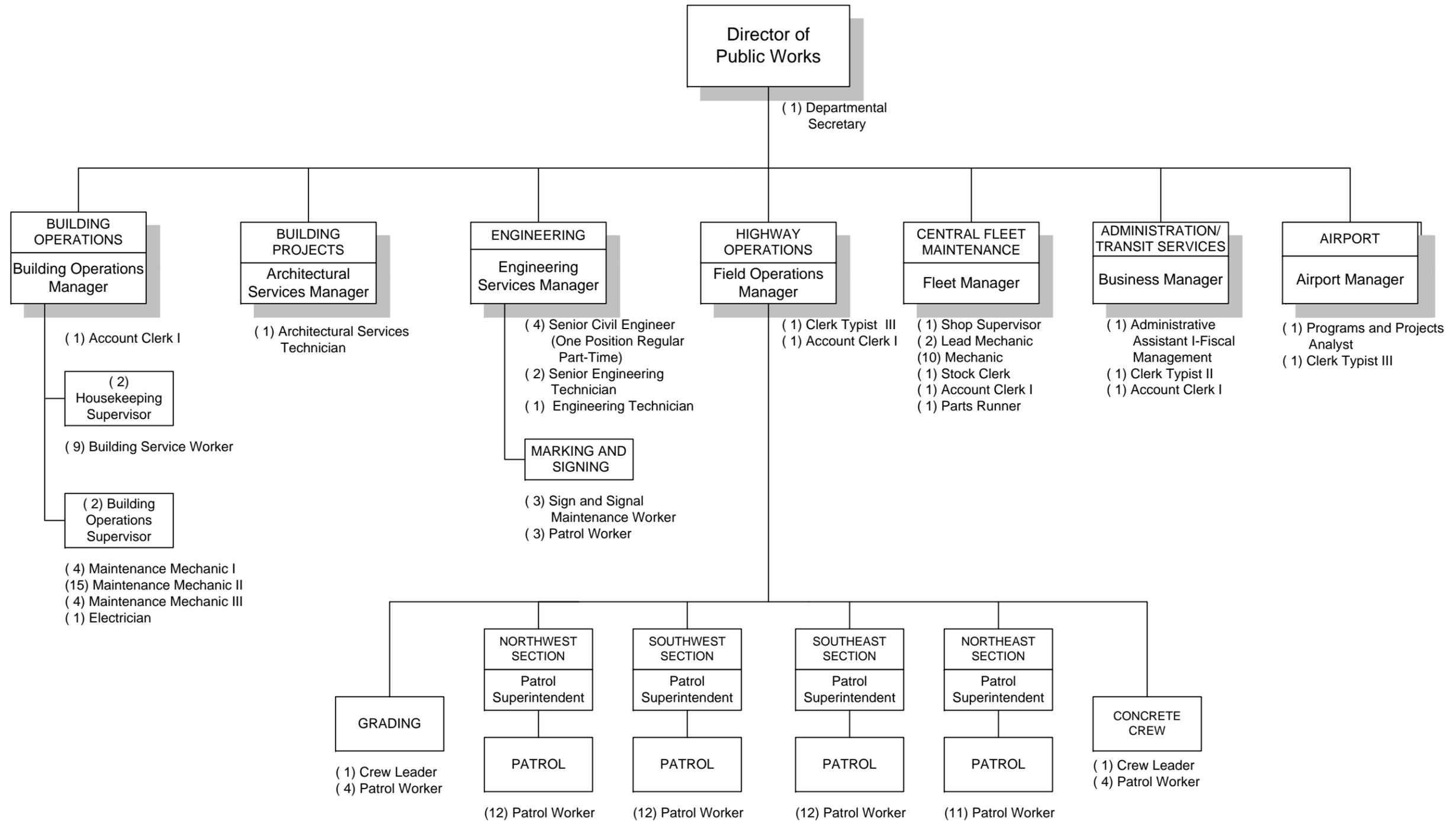
1	Director Of Public Works
4	Account Clerk I
1	Administrative Assistant I-Fiscal Management
1	Airport Manager
1	Architectural Services Manager
1	Architectural Services Technician
1	Building Operations Manager
2	Building Operations Supervisor
9	Building Service Worker
1	Business Manager
1	Clerk Typist II
2	Clerk Typist III
2	Crew Leader
1	Departmental Secretary
1	Electrician
1	Engineering Services Manager
1	Engineering Technician (underfilling Sr Engineering Technician)
1	Field Operations Manager
1	Fleet Manager
2	Housekeeping Supervisor
2	Lead Mechanic
4	Maintenance Mechanic I
15	Maintenance Mechanic II
4	Maintenance Mechanic III
10	Mechanic
1	Parts Runner
4	Patrol Superintendent
58	Patrol Worker
1	Programs and Projects Analyst
4	Senior Civil Engineer (One position is Regular Part-Time)
2	Senior Engineering Technician
1	Shop Supervisor
3	Sign and Signal Maintenance Worker
1	Stock Clerk

### **145 Total Positions**

Of the above listed positions, the following is unfunded in the 2012 budget:

1	Clerk Typist II
1	Mechanic
1	Parts Runner
5	Patrol Worker
1	Shop Supervisor

# PUBLIC WORKS



# REGISTER OF DEED'S OFFICE

## Position Listing

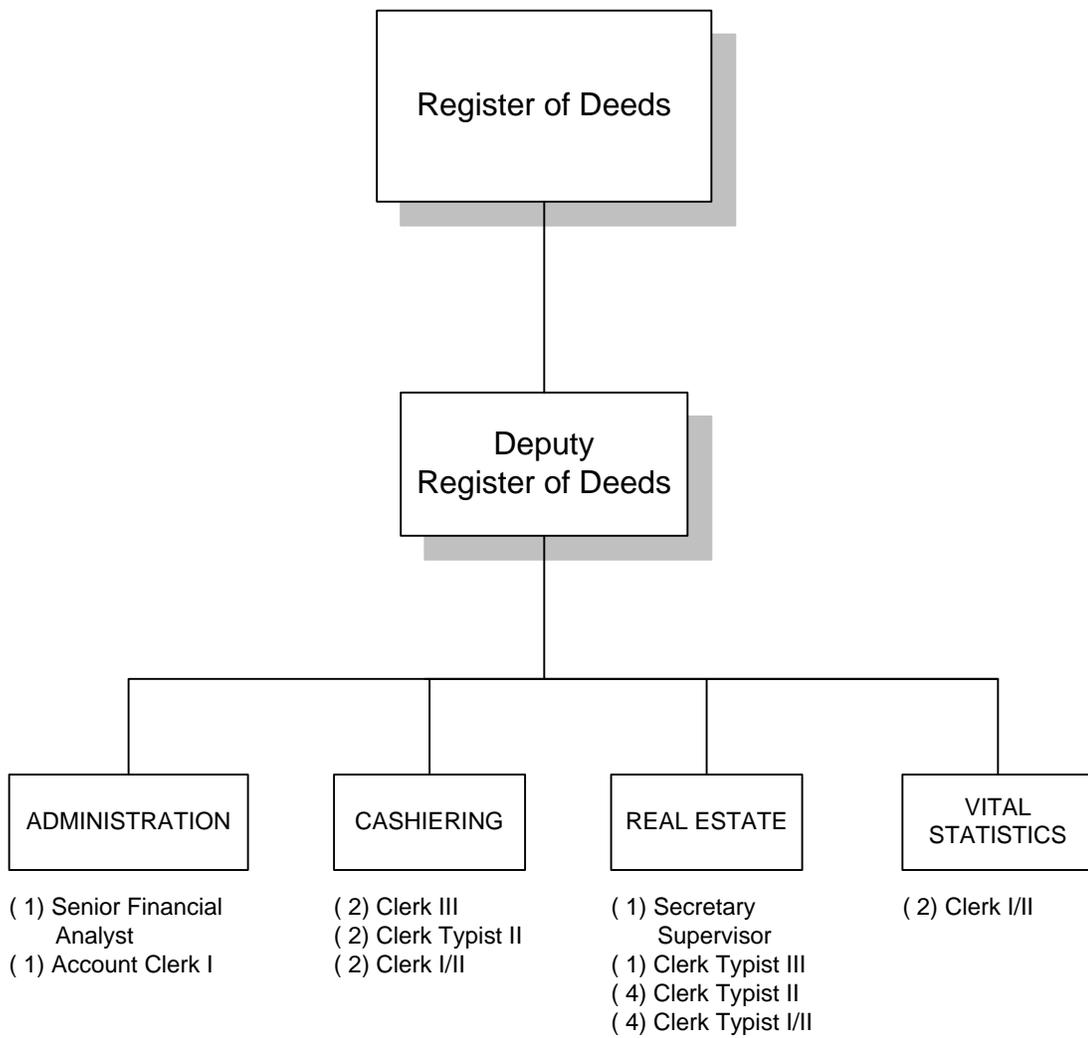
- 1 Register Of Deeds
- 1 Account Clerk I
- 4 Clerk I-II
- 2 Clerk III
- 4 Clerk Typist I-II
- 6 Clerk Typist II
- 1 Clerk Typist III
- 1 Deputy Register Of Deeds
- 1 Secretary Supervisor
- 1 Senior Financial Analyst

## 22 Total Positions

Of the above listed positions, the following is unfunded in the 2012 budget:

- 1 Clerk Typist I-II
- 2 Clerk Typist II

# REGISTER OF DEEDS OFFICE



# SHERIFF'S DEPARTMENT

## Position Listing

1	Sheriff
3	Account Clerk I
2	Account Clerk II
1	Business Manager
6	Captain
5	Clerk II
1	Clerk I-II
9	Clerk III (One Position is Regular Part-Time)
5	Clerk Typist II
1	Clerk Typist I-II
1	Clerk Typist III
3	Correctional Facilities Manager
120	Correctional Officer
2	Correctional Services Assistant
13	Corrections Supervisor
1	Departmental Secretary
1	Deputy Inspector
123	Deputy Sheriff
29	Detective
2	Identification Technician
10	Incident Report Typist
1	Inspector
1	Jail Administrator
13	Lieutenant
1	Office Services Coordinator
2	Senior Correctional Counselor
1	Senior Correctional Facilities Manager

### **358 Total Positions**

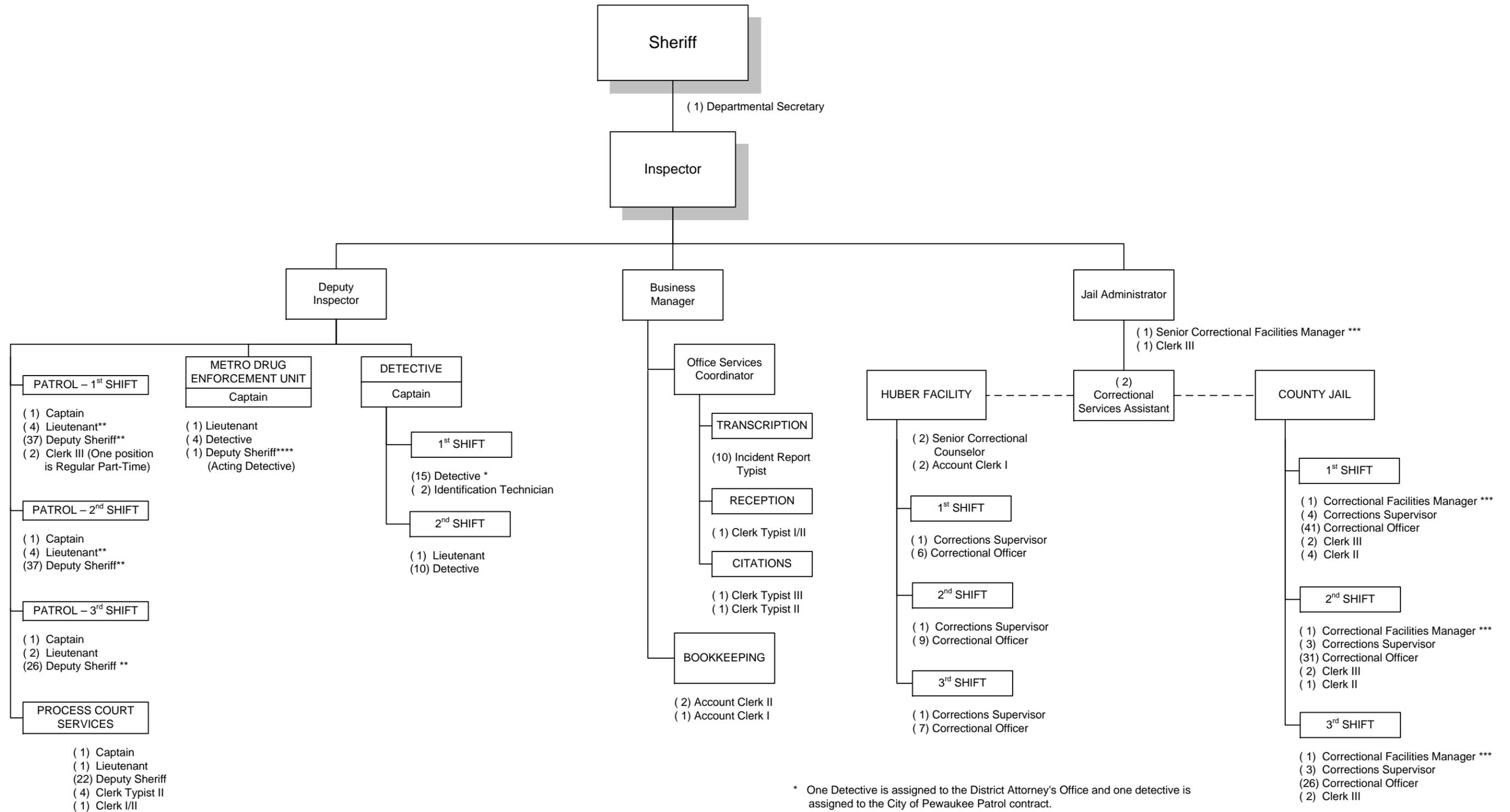
In addition to the above listed positions, the department has the authority to overfill the following:

- 4 Correctional Officer

Of the above listed positions, the following are unfunded in the 2012 budget:

- 1 Corrections Supervisor
- 1 Senior Correctional Counselor

# SHERIFF'S DEPARTMENT



\* One Detective is assigned to the District Attorney's Office and one detective is assigned to the City of Pewaukee Patrol contract.  
 \*\* The Sheriff's Department has 30 positions funded with municipal patrol contract revenue. If contract funding for these positions is reduced or terminated, the County budget for these positions will be similarly reduced or terminated.  
 \*\*\* Each shift has a Correctional Facilities Manager assigned. They are responsible for both facilities on their respective shift.  
 \*\*\*\* Acting Detective temporarily filled by Deputy Sheriff position.

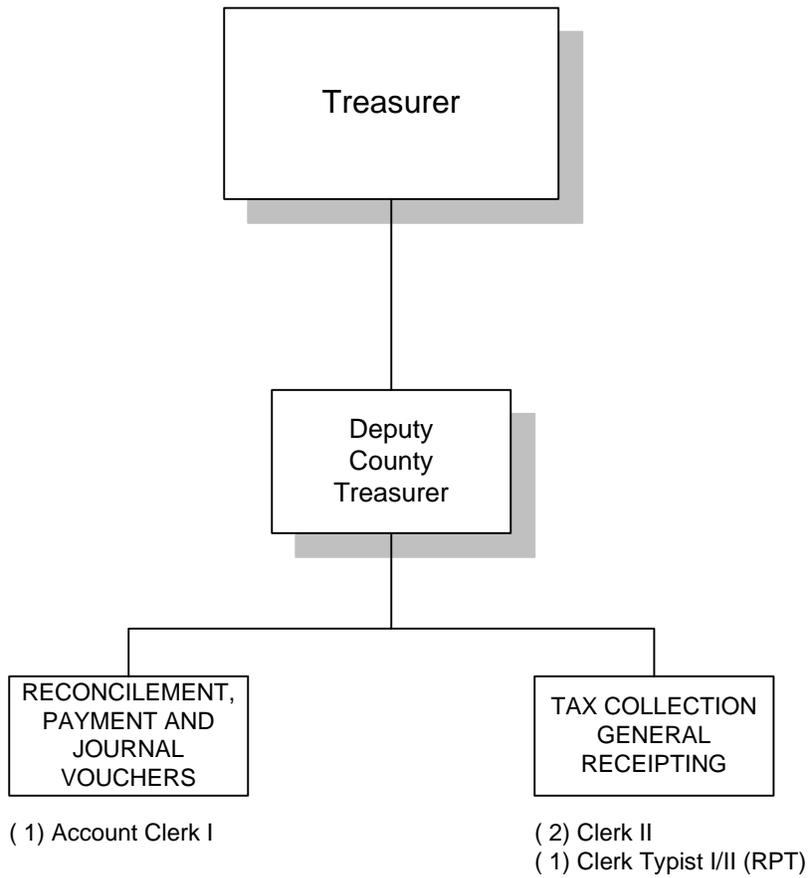
# TREASURER'S OFFICE

## Position Listing

- 1 Treasurer
- 1 Account Clerk I
- 2 Clerk II
- 1 Clerk Typist I-II (Regular Part-Time)
- 1 Deputy County Treasurer

**6 Total Positions**

# TREASURER'S OFFICE



# U. W. Cooperative Extension

## Position Listing

- 1 Co-Department Head
- 1 4-H Youth Development Educator\*
- 3 Clerk Typist II (Two Positions are Regular Part-Time)
- 1 Commercial Horticulture Educator\*
- 1 Community Development Educator\*
- 1 Consumer Horticulture Educator\*
- 1 Family Living Educator\*
- 1 Office Services Coordinator

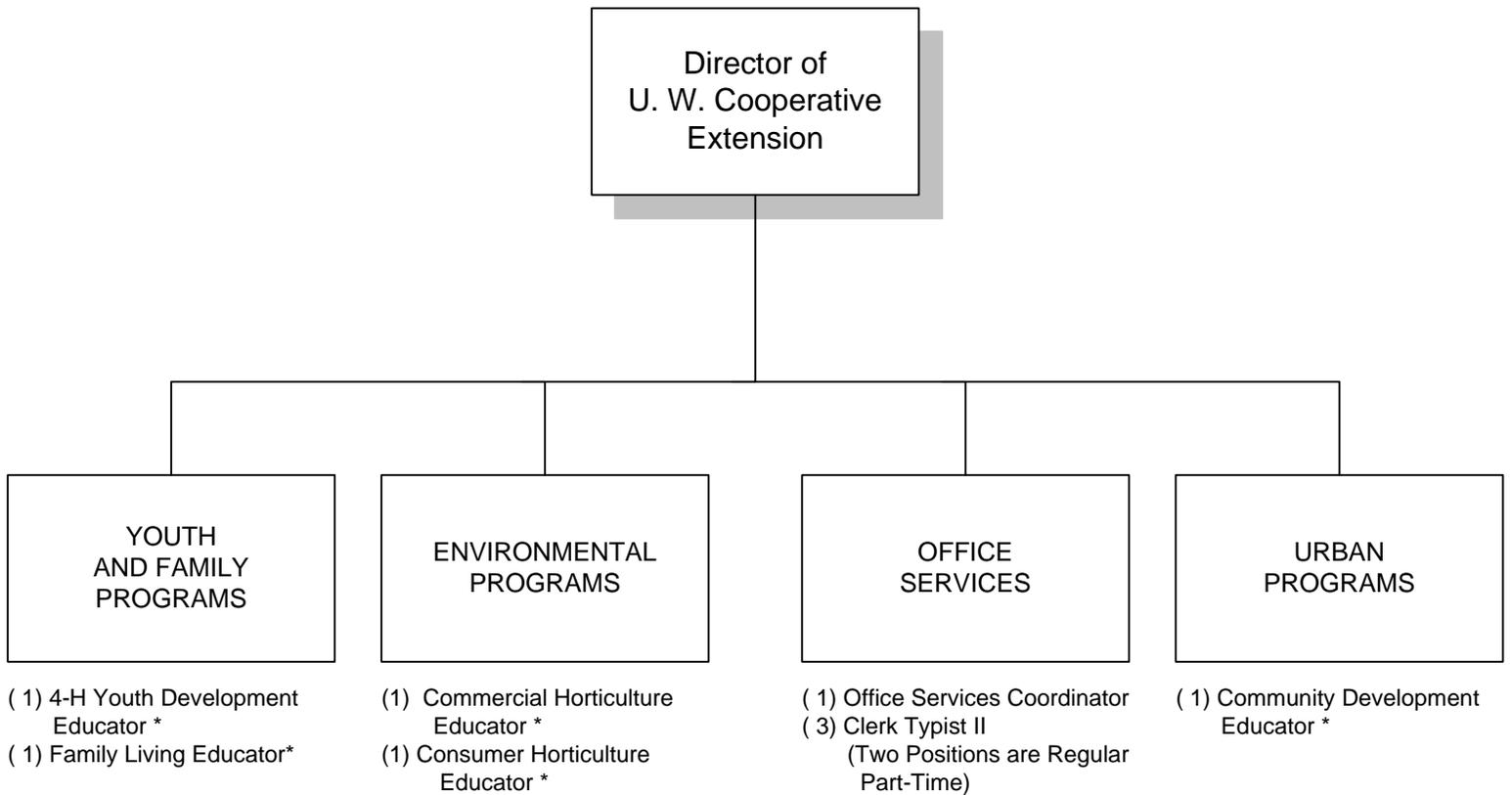
**4 Total County Positions**

**6 Total State Positions**

\* State Position

(The Director, Community Development Educator, and Family Living Educator are filled by the same employee)

# U. W. COOPERATIVE EXTENSION OFFICE



\* State Position