

ENROLLED ORDINANCE 175-48

APPROVE 2021 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,  
RECLASSIFICATION, TITLE CHANGE, AND EQUITY ADJUSTMENT

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2021 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, three title changes, and three equity adjustments are appropriate.

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


- I. Effective January 1, 2021, the regular full-time and regular part-time positions listed in Table I, on file in the Department of Administration, Human Resources Division, are created or abolished.
- II. Effective January 2, 2021, the reclassifications listed in Table II, on file in the Department of Administration, Human Resources Division, are adopted.
- III. Effective January 1, 2021, the classification title changes for the positions listed in Table III, on file in the Department of Administration, Human Resources Division, be adopted.
- IV. Effective January 2, 2021, the equity adjustments to salary ranges listed in Table IV, on file in the Department of Administration, Human Resources Division, be adopted.


BE IT FURTHER ORDAINED, that the classification specification for Psychometric Technician and Senior Child Support Specialist, on file in the County Clerk's Office and in the Department of Administration, Human Resources Division, are adopted, effective January 1, 2021.


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Presented by:  
Human Resources Committee

Approved by:  
Finance Committee


  
David D. Zimmermann, Chair

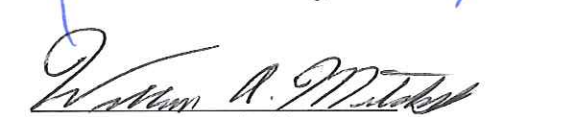
  
James A. Heinrich, Chair

  
Michael A. Crowley

  
Tyler J. Foti

  
Kathleen M. Cummings

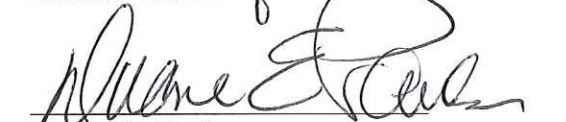
  
Joel R. Gaughan

  
William A. Mitchell

  
Thomas A. Michalski

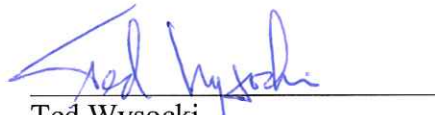
  
Richard Morris

  
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: 11/2/2020,   
Margaret Wartman, County Clerk

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

Approved: X  
Vetoed: \_\_\_\_\_

Date: 11/2/2020,   
Paul Farrow, County Executive

**TABLE I**  
**Create and Abolish Positions**  
**Effective January 1, 2021**

Department	CREATE			ABOLISH		
	Status	Classification	2020 Annual Salary	Status	Classification	2020 Annual Salary
Administration	1-RFT	Principal Information Technology Professional	Open Range 18 \$83,949 - \$120,890	1-RFT	Centralized Records Supervisor	Open Range 16 \$76,170 - \$100,734
District Attorney	1-RFT	Victim Witness Specialist	Open Range 03 \$40,373 - \$53,394	1-RFT	Victim Witness Counselor	Open Range 09 \$54,122 - \$71,573
Health & Human Services	1-RFT	Human Services Supervisor <sup>1</sup>	Open Range 15 \$72,550 - \$95,930			
	1-RFT	Human Services Support Specialist	Step Range 05 \$34,029 - \$44,949			
	1-RFT	Programs & Projects Analyst	Open Range 10 \$56,846 - \$75,150			
	1-RPT	Psychometric Technician	Open Range 07 \$49,088 - \$64,917			
	2-RFT	Registered Nurse	Step Range 17 \$61,214 - \$80,725			
	1-RPT	Senior ADRS Specialist <sup>1</sup>	Open Range 09 \$54,122 - \$71,573			
	1-RPT	Senior Clinical Psychologist	Open Range 18 \$83,949 - \$120,890	1-RFT	Senior Clinical Psychologist	Open Range 18 \$83,949 - \$120,890
	1-RFT	Social Worker	Open Range 09 \$54,122 - \$71,573			
	1-RFT	Support Staff Supervisor	Open Range 06 \$46,738 - \$61,838	1-RPT	Psychiatric Technician <sup>2</sup>	Step Range 06 \$35,755 - \$47,237

<sup>1</sup> Sunset position, will be reduced or eliminated if grant funding or program fees are reduced or eliminated.

<sup>2</sup> Position was unfunded in 2010 budget.

CONTINUED

TABLE I

Create and Abolish Positions  
Effective January 1, 2021

Department	CREATE			ABOLISH		
	Status	Classification	2020 Annual Salary	Status	Classification	2020 Annual Salary
Parks & Land Use	1-RFT	Golf Course Clubhouse Supervisor - 18 Hole		1-RFT	Golf Course Clubhouse Supervisor - 18 Hole	Open Range 12 \$62,650 - \$82,888
	1-RFT	Park Maintenance Worker		1-RFT	Park Maintenance Worker	Open Range 05 \$44,512 - \$58,885
	1-RFT	Senior Land Use Specialist <sup>1</sup>		1-RFT	Senior Land Use Specialist <sup>1</sup>	Open Range 12 \$62,650 - \$82,888
Public Works	1-RFT	Senior Civil Engineer	Open Range 17 \$79,997 - \$105,768	1-RFT	Senior Civil Engineer	Open Range 17 \$79,997 - \$105,768
Sheriff	2-RFT	Lieutenant	Open Range 17 \$79,997 - \$105,768	3-RFT	Building Service Worker <sup>2</sup>	Step Range 02 \$29,432 - \$38,854

<sup>1</sup> Position was unfunded in 2015 budget.

<sup>2</sup> One position was unfunded in 2017 budget and one position was unfunded in 2019 budget.

**TABLE II**

**Reclassifications  
Effective January 2, 2021**

CREATE			ABOLISH			
Department	Status	Classification	2020 Annual Salary	Status	Classification	2020 Annual Salary
Administration	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237	1-RFT	Administrative Assistant	Step Range 05 \$34,029 - \$44,949
Bridges Library System	1-RPT	Departmental Executive Assistant	Open Range 05 \$44,512 - \$58,885	1-RPT	Administrative Specialist	Step Range 06 \$35,755 - 47,237
Circuit Court Services	1-RFT	Senior Fiscal Specialist	Open Range 05 \$44,512 - \$58,885	1-RFT	Senior Administrative Specialist	Open Range 03 \$40,373 - \$53,394
Corporation Counsel	2-RFT	Senior Child Support Specialist	Open Range 07 \$49,088 - \$64,917	2-RFT	Child Support Specialist	Open Range 06 \$46,738 - \$61,838
District Attorney	1-RFT	Senior Administrative Specialist	Open Range 03 \$40,373 - \$53,394	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237
Emergency Preparedness	1-RFT	Departmental Executive Assistant	Open Range 05 \$44,512 - \$58,885	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237
Health & Human Services	1-RFT	Programs & Projects Analyst	Open Range 10 \$56,846 - \$75,150	1-RFT	Office Services Coordinator	Open Range 08 \$51,542 - \$68,182
Parks & Land Use	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237	1-RFT	Administrative Assistant	Step Range 05 \$34,029 - \$44,949
	1-RFT	Senior Planner	Open Range 15 \$72,550 - \$95,930	1-RFT	Senior Land Use Specialist	Open Range 12 \$62,650 - \$82,888
Public Works	1-RFT	Fiscal Assistant	Step Range 06 \$35,755 - \$47,237	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237
	1-RFT	Fiscal Specialist	Step Range 08 \$39,437 - \$52,062	1-RFT	Fiscal Assistant	Step Range 06 \$35,755 - \$47,237
Sheriff	1-RFT	Senior Administrative Specialist	Open Range 03 \$40,373 - \$53,394	1-RFT	Administrative Specialist	Step Range 06 \$35,755 - \$47,237

**TABLE III**

**Title Changes  
Effective January 1, 2021**

<u>Current Title</u>	<u>Proposed Title</u>
Director of Federated Library System	Director of Bridges Library System
Departmental Secretary	Departmental Executive Assistant
Veteran Service Aide	Veteran's Services Specialist

**TABLE IV**

**Equity Adjustments  
Effective January 2, 2021**

<b>Department</b>	<b>Classification</b>	<b>2020 Current Annual Salary Range</b>	<b>2020 Proposed Annual Salary Range</b>
Corporation Counsel	Child Support Supervisor	Open Range 09 (\$54,122 - \$71,573)	Open Range 10 (\$56,846 - \$75,150)
District Attorney	Victim Witness Specialist	Open Range 03 (\$40,373 - \$53,394)	Open Range 05 (\$44,512 - \$58,885)
Health & Human Services	Food Service Specialist	Step Range 09 (\$54,122 - \$71,573)	Step Range 08 (\$51,542 - \$68,182)

FISCAL NOTE  
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**Table I: Create & Abolish Positions:**

The proposed ordinance creates 13.50 FTE positions and abolishes 10.00 FTE positions for a net increase of 3.5 authorized positions. The net levy impact associated with the creations, and abolishments for 2021 is \$599,100.

Gross new position costs are offset with \$400,200 in revenue, as well as cost reductions of \$371,900 associated with the abolishment of 6.50 FTE positions that had funding in the 2020 budget. The additional 3.50 FTE position abolishments, were not funded in the 2020 budget (unfunded in prior years); therefore, they have no cost savings impact in the proposed 2021 budget, but they did have cost savings in prior budgets of over \$231,000.

The 13.5 new positions, along with associated abolishments and other position offsets are detailed below:

- a) 1.00 FTE Principal Information Technology Professional in the Department of Administration is offset with the abolishment of a 1.00 FTE Centralized Records Supervisor.
- b) 1.00 FTE Victim Witness Specialist in District Attorney is offset with the abolishment of a 1.00 FTE Victim Witness Counselor.
- c) 1.00 FTE sunset Human Services Supervisor in (HHS) – ADRC is offset with ADRC State and Federal revenue.
- d) 1.00 FTE Human Services Support Specialist in (HHS) - Children with Special Needs will be fully funded with revenue generated from case management coordination.
- e) 1.00 FTE Programs and Projects Analyst in Health and Human Services (HHS) – Administrative Services. This position is offset with the unfunding of 1.00 FTE Administrative Assistant.
- f) 0.50 FTE Psychometric Technician in (HHS) - Mental Health programs and a 0.50 FTE Senior Clinical Psychologist in (HHS) – Mental Health Center. Both positions are offset with the abolishment of a 1.00 FTE Senior Clinical Psychologist.
- g) 2.00 FTE Registered Nurses in (HHS) - Mental Health Center.
- h) 0.50 FTE sunset Senior ADRC Specialist in (HHS) – ADRC is offset with State Dementia Care revenue.
- i) 1.00 FTE Social Worker in Health and Human Services (HHS) – Children with Special Needs will be funded with revenue generated from case management coordination.
- j) 1.00 FTE Support Staff Supervisor in (HHS) – Administrative Services. This position is offset with the unfunding of a 1.00 FTE Administrative Specialist.
- k) 1.00 FTE Senior Civil Engineer in the Public Works – Transportation Fund Engineering Services is offset with the abolishment of a part time 0.50 FTE Senior Civil Engineer.
- l) 2.00 FTE Lieutenant positions in the Sheriff – General Patrol program is offset the unfunding of a 1.00 FTE Sheriff Deputy, 1.00 FTE Detective, and 1.00 FTE Program and Projects Analyst.

Other abolished positions that had funding in the 2020 budget include:

- m) 1.00 FTE Park Maintenance Worker in Park and Land Use – Wanaki Golf course.
- n) 1.00 FTE Golf Course Clubhouse Supervisor - 18 Hole in Park and Land Use – Wanaki Golf Course.
- o) 1.00 FTE Building Service Worker in the Department of Public Works - Housekeeping.

In addition to the positions in this ordinance, there are 10.00 FTE net positions that are proposed to be unfunded in the 2021 budget with an estimated cost saving of \$1,089,000.

	2021 Est. Net Tax Levy Impacts
<b>Total Table I: Create &amp; Abolish Positions:</b>	\$599,100
<b>Table II: Reclassifications:</b>	\$31,300
<b>Table III: Title Change:</b>	\$0
<b>Table IV: Equity Adjustment:</b>	\$0
<b>Total Estimated Net Tax Levy Impact</b>	<b>\$630,400</b>

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2021 Budget.



Andrew Thelke  
 Director of Administration