

ENROLLED ORDINANCE 178-57

APPROVE 2024 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,  
RECLASSIFICATION, AND TITLE CHANGE

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2024 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 and title changes are appropriate.

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

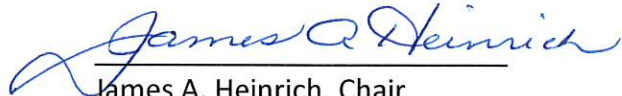
- I. Effective December 30, 2023, the regular full-time and regular part-time positions listed in Table I, attached and on file in the Department of Administration, Human Resources Division, are created or abolished.
- II. Effective December 30, 2023, the reclassifications listed in Table II, attached and on file in the Department of Administration, Human Resources Division, are adopted.
- III. Effective December 30, 2023, 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.


APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION & TITLE CHANGE

Presented by:  
Human Resources Committee

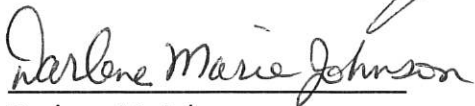
Approved by:  
Finance Committee


  
Larry Nelson, Chair

  
James A. Heinrich, Chair

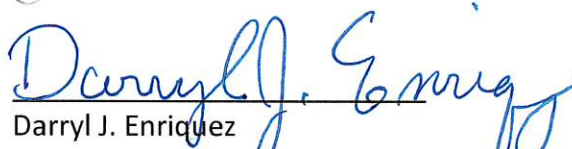
  
Michael A. Crowley

  
Larry Bangs

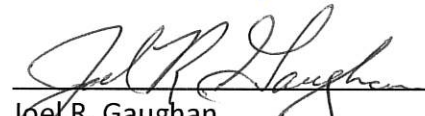
  
Darlene M. Johnson

  
Jim Batzko

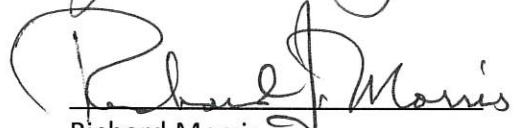
  
Brian Meier

  
Darryl J. Enriquez

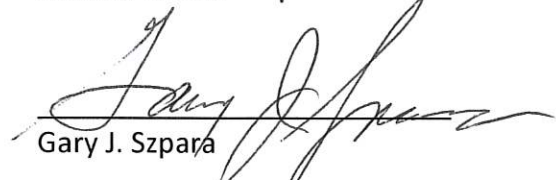
  
Chris Mommaerts

  
Joel R. Gaughan

  
Terry Thieme

  
Richard Morris

  
Jeremy Walz

  
Gary J. Szpara

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

Date: 10/27/23   
Margaret Wartman, County Clerk

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

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

Date: 10/27/2023   
Paul Farrow, County Executive

FISCAL NOTE  
APPROVE 2024 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,  
RECLASSIFICATION, AND TITLE CHANGE

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

The proposed ordinance creates 18.00 FTE positions and abolishes 15.00 FTE positions for a net increase of 3.00 FTE authorized positions. The net levy impact associated with the creations and abolishments for 2024 is estimated at \$202,800.

Gross new position costs are offset with \$1,074,400 in revenue, as well as net cost reductions of \$448,200 associated with the abolishment of 7.00 FTE positions that had funding in the 2023 budget. The additional 8.00 FTE position abolishments were not funded in the 2023 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 \$540,800.

The 18.00 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) 1.00 FTE Fiscal Specialist in the Department of Administration – Business Office, which is offset by the abolishment of 1.00 FTE Fiscal Assistant.
- (b) 1.00 FTE Senior Collections Specialist in the Department of Administration – Collections, which will be funded with collections revenues.
- (c) 1.00 FTE Senior Human Resources Analyst in the Department of Administration – Human Resources, which is a sunset position and will be funded with American Rescue Plan Act (ARPA) revenues.
- (d) 1.00 FTE Child Support Specialist in Corporation Counsel – Child Support, which will be funded with state revenues for the Child Support program.
- (e) 1.00 FTE Paralegal in Corporation Counsel – General Legal & Child Support programs, which will be partially funded with state revenues for the Child Support program.
- (f) 1.00 FTE Programs & Projects Analyst in Emergency Preparedness – Communication Center/General Radio Operations programs, which is partially funded with Radio Services Fund balance that will be phased out with interdepartmental and municipal charges for Radio Services in future years.
- (g) 1.00 FTE Community Health Educator in Health and Human Services (HHS) – Public Health, which is to be funded with state Public Health grants.
- (h) 1.00 FTE Economic Support Specialist in HHS – Economic Support Services, which is partially funded with 50% Income Maintenance Allocation funding.
- (i) 1.00 FTE Human Services Support Specialist in HHS – Aging and Disability Resource Center (ADRC), which is partially offset with the abolishment of a 0.50 FTE Human Services Support Specialist and partially funded with Older American Act funding.
- (j) 1.00 FTE Principal Financial Analyst in HHS – Administrative Services, which is a sunset position to be funded with General Fund balance.
- (k) 1.00 FTE Programs & Projects Analyst in HHS – Public Health, partially offset with the abolishment of a 0.50 FTE Community Health Educator and funded with state Public Health grants.

- (l) 1.00 FTE Senior Financial Analyst in HHS – Administrative Services, which is a sunset position to be funded with ARPA revenues.
- (m) 1.00 FTE Senior Mental Health Counselor in HHS – Clinical Services – Mental Health Outpatient Intensive, offset with the abolishment of two 0.50 FTE Registered Nurses in the HHS – Mental Health Outpatient Clinical and Intensive programs and partially funded with Community Support Program revenues.
- (n) 1.00 FTE Social Worker in HHS – Child Protective Services, which is offset with the abolishment of a 1.00 FTE Senior Mental Health Counselor.
- (o) 1.00 FTE Volunteer Program Specialist in HHS – ADRC, which is partially offset with the abolishment of a 0.50 FTE Volunteer Program Specialist.
- (p) 1.00 FTE Environmental Health Supervisor in Parks and Land Use – Environmental Health.
- (q) 1.00 FTE Programs & Projects Analyst in Parks and Land Use – Community Development Block Grant (CDBG) & HOME programs, offset with the abolishment of a 0.50 FTE Programs & Projects Analyst and funded with CDBG and HOME Revenues.
- (r) 1.00 FTE Financial Analyst in Public Works – Administrative Services, offset with the abolishment of a 1.00 FTE Senior Fiscal Specialist.

Other abolished position(s) that had funding in the 2023 budget include:


- (s) 1.00 FTE Building Service Worker in Public Works – Housekeeping.

In addition to the positions in this ordinance, there are 5.31 FTE net positions that are proposed to be unfunded in the 2024 budget with an estimated net levy saving of \$333,400.

The net levy impact of reclassifications (Table II) is estimated at \$17,200.

	2024 Est. Net Tax Levy Impacts
<b>Total Table I: Create &amp; Abolish Positions:</b>	\$202,800
<b>Table II: Reclassifications:</b>	\$17,200
<b>Table III: Title Change:</b>	\$0
<b>Total Estimated Net Tax Levy Impact</b>	<b>\$220,000</b>

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2024 Budget.

  
 Andrew Thelke  
 Director of Administration  
 10/4/2023  
 CLD

**TABLE I**

**Create and Abolish Positions  
Effective December 30, 2023**

CREATE				ABOLISH		
Department	Status	Classification	2023 Annual Salary	Status	Classification	2023 Annual Salary
Administration	1-RFT	Fiscal Specialist	Step Range 10 \$46,342 - \$61,194	1-RFT	Fiscal Assistant	Step Range 08 \$42,037 - \$55,536
	1-RFT	Senior Collections Specialist	Open Range 09 \$57,720 - \$76,336			
	1-RFT	Senior Human Resources Analyst (sunset on 12/31/26)	Open Range 15 \$77,355 - \$102,294			
Circuit Court Services				1-RPT	Administrative Specialist <sup>1</sup>	Step Range 08 \$42,037 - \$55,536
				3-RFT	Administrative Assistant <sup>2</sup>	Step Range 07 \$40,040 - \$52,832
				1-RPT	Court Reporter <sup>3</sup>	Open Range 06 \$49,858 - \$65,936
Corporation Counsel	1-RFT	Child Support Specialist	Open Range 06 \$49,858 - \$65,936			
	1-RFT	Paralegal	Open Range 07 \$52,333 - \$69,222			
Emergency Preparedness	1-RFT	Programs & Projects Analyst	Open Range 10 \$60,611 - \$80,122			

Continued on next page.

<sup>1</sup> Unfunded in 2021  
<sup>2</sup> Unfunded in 2021  
<sup>3</sup> Unfunded in 2021

Continued

**TABLE I**  
**Create and Abolish Positions**  
**Effective December 30, 2023**

Department	CREATE			ABOLISH			
	Status	Classification	2023 Annual Salary	Status	Classification	2023 Annual Salary	
Health & Human Services	1-RFT	Community Health Educator	Open Range 07 \$52,333 - \$69,222				
	1-RFT	Economic Support Specialist	Open Range 06 \$49,858 - \$65,936				
	1-RFT	Human Services Support Specialist	Step Range 08 \$42,037 - \$55,536	1-RPT	Human Services Support Specialist	Step Range 08 \$42,037 - \$55,536	
	1-RFT	Principal Financial Analyst (sunset on 12/31/26)	Open Range 17 \$85,301 - \$112,778				
	1-RFT	Programs & Projects Analyst	Open Range 10 \$60,611 - \$80,122	1-RPT	Community Health Educator	Open Range 07 \$52,333 - \$69,222	
	1-RFT	Senior Financial Analyst (sunset on 12/31/26)	Open Range 15 \$77,355 - \$102,294				
	1-RFT	Senior Mental Health Counselor	Open Range 09 \$57,720 - \$76,336	2-RPT	Registered Nurse	Step Range 18 \$68,515 - \$90,397	
	1-RFT	Social Worker	Open Range 09 \$57,720 - \$76,336	1-RFT	Senior Mental Health Counselor	Open Range 09 \$57,720 - \$76,336	
	1-RFT	Volunteer Program Specialist	Open Range 05 \$47,445 - \$62,774	1-RPT	Volunteer Program Specialist	Open Range 05 \$47,445 - \$62,774	
	Parks & Land Use	1-RFT	Environmental Health Supervisor	Open Range 16 \$81,224 - \$107,411			
		1-RFT	Programs & Projects Analyst	Open Range 10 \$60,611 - \$80,122	1-RPT	Programs & Projects Analyst	Open Range 10 \$60,611 - \$80,122
					1-RFT	Golf Course Clubhouse Supervisor -- 9 Hole <sup>1</sup>	Open Range 08 \$54,954 - \$72,717
	Public Works	1-RFT	Financial Analyst	Open Range 08 \$54,954 - \$72,717	1-RFT	Senior Fiscal Specialist	Open Range 07 \$52,333 - \$69,222
					3-RFT	Building Service Worker <sup>2</sup>	Step Range 02 \$31,387 - \$41,434
					1-RFT	Housekeeping Supervisor <sup>3</sup>	Open Range 05 \$47,445 - \$62,774

<sup>1</sup> Unfunded in 2016

<sup>2</sup>(1) Funded, (1) Unfunded in 2021, and (1) Unfunded in 2022

<sup>3</sup> Unfunded in 2016

Referred on: 10/04/23

File Number: 178-O-057

**TABLE II**

**Reclassifications  
Effective December 30, 2023**

CREATE				ABOLISH			
Department	Status	Classification	2023 Annual Salary	Status	Classification	2023 Annual Salary	
Administration	1-RFT	Senior Information Technology Professional	Open Range 15 \$77,355 - \$102,294	1-RFT	Information Technology Technician	Open Range 08 \$54,954 - \$72,717	
	1-RFT	Senior Information Technology Professional	Open Range 15 \$77,355 - \$102,294	1-RFT	Information Technology Analyst	Open Range 10 \$60,611 - \$80,122	
	4-RFT	Principal Information Technology Professional	Open Range 18 \$89,523 - \$128,918	4-RFT	Senior Information Technology Professional	Open Range 15 \$77,355 - \$102,294	
Bridges Library System	1-RFT	Public Communications Coordinator (sunset)	Open Range 11 \$63,627 - \$84,157	1-RFT	Librarian (sunset)	Open Range 10 \$60,611 - \$80,122	
Health & Human Services	1-RFT	Health & Human Services Coordinator	Open Range 18 \$89,523 - \$128,918	1-RFT	Senior Clinical Psychologist	Open Range 18 \$89,523 - \$128,918	
	1-RFT	Public Communications Coordinator (sunset)	Open Range 11 \$63,627 - \$84,157	1-RFT	Senior ADRC Specialist (sunset)	Open Range 09 \$57,720 - \$76,336	
Parks & Land Use	1-RFT	Senior Administrative Specialist	Open Range 05 \$47,445 - \$62,774	1-RFT	Administrative Specialist	Step Range 08 \$42,037 - \$55,536	
Sheriff	1-RFT	Senior Fiscal Specialist	Open Range 07 \$52,333 - \$69,222	1-RFT	Fiscal Specialist	Step Range 10 \$46,342 - \$61,194	

**TABLE III**

**Title Changes  
Effective December 30, 2023**

<b>Department</b>	<b>Proposed Title</b>	<b>Current Title</b>
Administration	Business Application Support Manager	Business Application Support Administrator
	Chief Information Officer	Information Technology Manager
	Human Resources Benefits Assistant	Human Resources Assistant
	Information Technology Operations Manager	Information Technology Infrastructure Administrator
	Information Technology Solutions Manager	Solutions Administrator
	Project Management Office Manager	Business Services Administrator
	Public Safety Systems Manager	Public Safety Systems Administrator
	Workforce System Coordinator	Workforce Development Center Coordinator



VOTE RESULTS >

25 YES 0 NO 0 ABSTAIN 0 ABSENT

**Ordinance 178-O-057**

Ordinance 178-O-057: Approve 2024 Position Changes through Creation, Abolishment, Reclassification, and

 **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 - Szpara	AYE
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 - Koremenos	AYE	D17 - Meier	AYE		
D9 - Heinrich	AYE	D18 - Nelson	AYE		

7th Meeting, 178th Year of the County Board of Supervisors - October 24 2023 07:45:00 PM

October 24, 2023

