

ENROLLED ORDINANCE 168-53

APPROVE 2014 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,  
RECLASSIFICATION, AND SALARY RANGE ADJUSTMENT

WHEREAS, it is appropriate to create new positions and abolish existing positions as reflected in the 2014 County Executive's proposed budget, and

WHEREAS, studies of two positions have shown that reclassifications are appropriate, and

WHEREAS, departments have effectively established lead worker assignments to supplement or replace supervisory positions, and

WHEREAS, the correct salary range placement for the Community Services Representative classification was not taken into account when the classification was placed into the newly adopted compensation system ranges, and

WHEREAS, the Epidemiologist has been designated as the County Health Officer which warrants an adjustment in salary range placement due to the added responsibilities.

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

- I. Effective December 28, 2013, the regular full-time and regular part-time positions, as listed in Table I, on file in the office of the Department of Administration, Human Resources Division, are created or abolished.
- II. Effective December 28, 2013, the reclassifications listed in Table II, on file in the office of the Department of Administration, Human Resources Division are adopted.
- III. Effective December 28, 2013, a salary adjustment of one dollar and fifty cents (\$1.50) per hour is established for employees assigned to function as a Lead Worker in the Corporation Counsel Child Support Division.
- IV. Effective December 28, 2013, adjust the salary range of Community Services Representative classification from Open Range 11 (2013 annual salary \$53,611 – 70,900) to Open Range 13 (2013 annual salary \$59,106 – 78,168).
- V. Effective December 28, 2013, the Epidemiologist classification is assigned to Open Range 18 (2013 annual salary \$75,436 – 108,627) when the incumbent is designated as the County Health Officer, otherwise the Epidemiologist classification is assigned to Open Range 15 (2013 annual salary \$65,164 - \$86,180).

**TABLE I  
Create and Abolish Positions**

CREATE				ABOLISH		
Department	Status	Classification	2013 Annual Salary	Status	Classification	2013 Annual Salary
Administration	1-RFT	Administrative Assistant I – Fiscal Management	\$40,009 - \$46,094	1-RFT	Account Clerk I	\$33,245 - \$37,440
	1-RFT	Centralized Records Supervisor	Open Range 16 \$68,422 - \$90,489	1-RFT	Records Management Analyst	Step Range 11 \$41,014 - \$54,117
Circuit Court Services				1-RFT	Clerk II <sup>1</sup>	\$31,293 - \$35,250
				1-RFT	Clerk Typist II <sup>1</sup>	\$31,293 - \$35,250
				1-RPT	Court Reporter <sup>2</sup>	Step Range 11 \$41,014 - \$54,117
District Attorney Office	1-RFT	Paralegal	Step Range 11 \$41,014 - \$54,117	1-RFT	Legal Clerk	\$33,814 - \$38,135
Health & Human Services				1-RFT	Sr. Substance Abuse Counselor <sup>3</sup>	Step Range 14 \$47,479 - \$62,648
Parks & Land Use	1-RPT	Program Assistant <sup>4</sup>	\$33,800 - \$39,465			
Public Works	1-RFT	Lead Mechanic	Open Range 8 \$46,311 - \$61,246	1-RFT	Mechanic	Open Range 7 \$44,106 - \$58,330
Sheriff's Department	1-RFT	Financial Analyst	Step Range 12 \$43,065 - \$56,823	1-RFT	Clerk III	\$33,245 - \$37,440
	1-RFT	Support Staff Supervisor	Open Range 6 \$42,005 - \$55,552			
Treasurer's Office				1-RPT	Clerk Typist I/II	\$28,890 - \$35,250

<sup>1</sup> Unfunded in 2010 budget

<sup>2</sup> Unfunded in 2009 budget

<sup>3</sup> Unfunded in 2008 budget

<sup>4</sup> Sunset position will be reduced or eliminated if grant funding is reduced or eliminated.

**TABLE II  
RECLASSIFICATIONS**

<b>Department</b>	<b>CREATE</b>			<b>ABOLISH</b>		
	<b>Status</b>	<b>Classification</b>	<b>2013 Annual Salary</b>	<b>Status</b>	<b>Classification</b>	<b>2013 Annual Salary</b>
Parks and Land Use	1-RFT	Park Programs Specialist	Step Range 15 \$49,853 - \$65,780	1-RFT	Food Service Coordinator	Open Range 5 \$40,005 - \$52,907
	1-RFT	Parks Systems Manager	Open Range 20 \$83,168 - \$119,762	1-RFT	Enterprise Operations Manager	Open Range 19 \$79,208 - \$114,059

**TABLE II  
RECLASSIFICATIONS**

Department	CREATE			ABOLISH		
	Status	Classification	2013 Annual Salary	Status	Classification	2013 Annual Salary
Parks and Land Use	1-RFT	Park Programs Specialist	Step Range 15 \$49,853 - \$65,780	1-RFT	Food Service Coordinator	Open Range 5 \$40,005 - \$52,907
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168-0-053

FISCAL NOTE  
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2014 Est.  
 Net Tax  
 Levy  
 Impacts

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

This proposed ordinance creates 6.50 Full Time Equivalent (FTE) positions and abolishes 9.0 FTE's, for a net overall reduction of 2.50 FTE positions. The funding of the 6.50 FTE new positions, including salaries and related employee benefit costs, are estimated to result in a net cost increase of \$260,385, after applying revenues of \$215,785 (grant revenues and internal service fund revenues, some of which may have levy sources). This net cost impact is partially offset by corresponding abolished position cost reductions estimated at \$203,578, net of applied revenue of \$161,056. This results in a net tax levy increase estimated at \$56,807.

\$56,807

Note: 3.50 FTE positions of the 9.00 FTE abolished positions mentioned above are not funded in the 2013 or prior year budgets. Therefore, they have no cost savings impact on the proposed 2014 budget.

**Table II: Reclassifications:**

This proposed ordinance reclassifies 2 positions in the Department of Parks and Land Use (PLU):

- 1.0 FTE Food Service Coordinator position to a Park Programs Specialist position in the Park program.
- 1.0 FTE Enterprise Operations Manager position to a Park's Systems Manager position in the Park's General Fund and Park's Golf Course fund.

The estimated net County tax levy impact of these proposed reclassifications, after applying related offsetting cost reductions and additional revenue reimbursements, is estimated to result in a no change to tax levy.

\$0

**Section III: Salary Adjustment for Lead Worker:**

The tax levy impact for this proposed change is estimated at \$1,800 (after factoring in Child Support reimbursement revenue) for two FTE. The impact of this change may be less since the positions are not expected to receive the higher rate at all times.

\$1,800

**Section IV: Salary Range Adjustment for Community Services Representative**

The change to this position range results in no additional net fiscal or budget impacts for 2014 since these are open ranges and the position will be placed at the same rate in the new range.

\$0

**Section V: Salary Range Adjustment for Epidemiologist**

The change to this position is expected to cost about \$4,600.

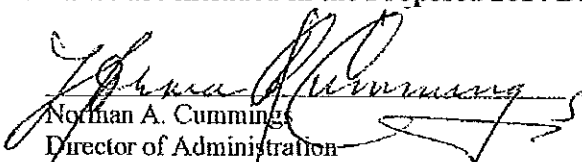
\$4,600

Total Estimated Net Tax Levy Impact\*

\$63,207

(\*Increases in net Tax Levy impact are included in the Departments' 2014 budget request.)

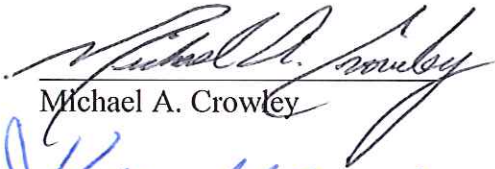
Position costs, related cost reductions and revenue funding offsets related to this proposed ordinance are included in the Proposed 2014 Budget.

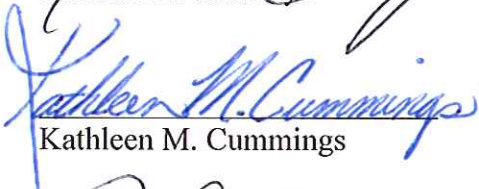
  
 Norman A. Cummings  
 Director of Administration  
 9/27/2013

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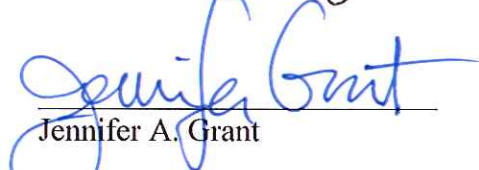
Presented by:  
Human Resources Committee

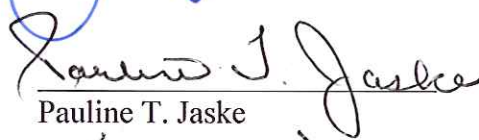
  
Duane E. Paulson, Chair

  
Michael A. Crowley

  
Kathleen M. Cummings

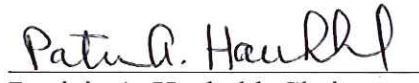
  
Daniel J. Draeger

  
Jennifer A. Grant

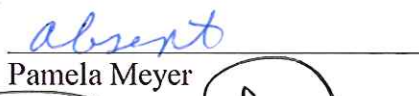
  
Pauline T. Jaske

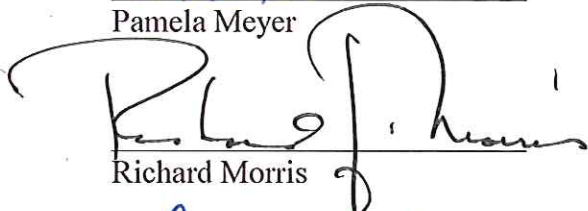
  
James Jeskewitz

Approved by:  
Finance Committee

  
Patricia A. Haukohl, Chair

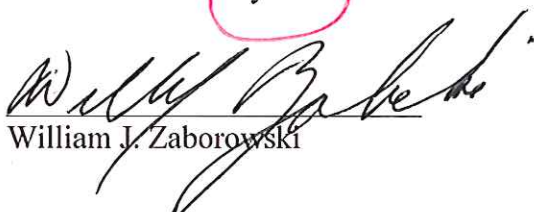
  
Daniel J. Draeger

  
Pamela Meyer


  
Richard Morris

  
Larry Nelson

  
Cathleén A. Slattery

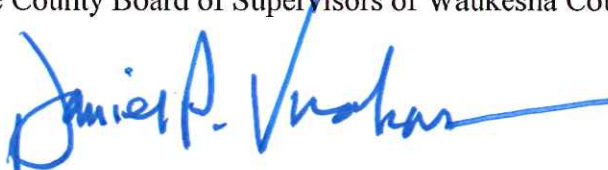
  
William J. Zaborowski

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

Date: 10/22/2013,   
Kathleen Novack, County Clerk

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

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

Date: 10-24-13,   
Daniel P. Vrakas, County Executive

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-10/22/13

(ORD) NUMBER-1680053

1 C. SLATTERY.....	AYE	2 D. Zimmermann.....	AYE
3 R. MORRIS.....	AYE	4 J. BATZKO.....	AYE
5 J. BRANDTJEN.....	NAY	6 J. JESKEWITZ.....	
7 J. GRANT.....	AYE	8 P. HAUKOHL.....	AYE
9 J. HEINRICH.....	AYE	10 D. SWAN.....	AYE
11 F. RUF.....	AYE	12 P. WOLFF.....	AYE
13 P. DECKER.....	AYE	14 P. MEYER.....	AYE
15 W. KOLB.....	AYE	16 M. CROWLEY.....	AYE
17 D. PAULSON.....	AYE	18 L. NELSON.....	AYE
19 C. CUMMINGS.....	AYE	20 T. SCHELLINGER....	AYE
21 W. ZABOROWSKI.....	AYE	22 P. JASKE.....	AYE
23 K. HAMMITT.....	AYE	24 D. DRAEGER.....	AYE
25 G. YERKE.....	AYE		

TOTAL AYES-23

TOTAL NAYS-01

CARRIED X

DEFEATED \_\_\_\_\_

UNANIMOUS \_\_\_\_\_

TOTAL VOTES-24