

ENROLLED ORDINANCE 180-47

APPROVE 2026 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, AND EQUITY ADJUSTMENT

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2026 budget as necessary based on departmental operations; and

WHEREAS, it is appropriate to reclassify positions reviewed by Human Resources that have changed or evolved over time; and

WHEREAS, the Department of Administration reviewed market salary data for certain classifications to ensure competitiveness in the labor market and found that equity adjustments are appropriate.

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

I. Effective December 27, 2025, 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 27, 2025, the reclassifications listed in Table II, attached and on file in the Department of Administration, Human Resources Division, are adopted.

III. Effective December 27, 2025, the equity adjustments listed in Table III, attached and on file in the Department of Administration, Human Resources Division, are adopted.

BE IT FURTHER ORDAINED that the classification specification for Workforce Development Specialist, on file in the Division of Human Resources of the Department of Administration, is approved and adopted as of December 27, 2025.

APPROVE 2026 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, AND EQUITY ADJUSTMENT

Presented by:
Human Resources Committee

Larry Nelson
Larry Nelson, Chair

Approved by:
Finance Committee

Gary J. Szpara
Gary J. Szpara, Chair

Michael A. Crowley
Michael A. Crowley

T.D. Dondlinger
Timothy Dondlinger

Darryl J. Enriquez
Darryl J. Enriquez

Darryl J. Enriquez
Darryl J. Enriquez

John G. Gscheidmeier
John G. Gscheidmeier

Wayne Euclide
Wayne Euclide

Darlene Marie Johnson
Darlene M. Johnson

Joel R. Gaughan
Joel R. Gaughan

Chris Mommaerts
Chris Mommaerts

Darlene Marie Johnson
Darlene M. Johnson

Jeremy Walz
Jeremy Walz

Brian Meier
Brian Meier

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

Date: 10-31-2025 Jennifer Moore, deputy
Margaret Wartman, County Clerk

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

Approved: X

Vetoed: _____

Date: 11/3/2025 Paul Farrow
Paul Farrow, County Executive

FISCAL NOTE
APPROVE 2026 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, AND EQUITY ADJUSTMENT

Table I: Create & Abolish Positions:

The proposed ordinance creates 7.50 FTE positions and abolishes 9.50 FTE positions for a net decrease of 2.00 FTE authorized positions. The net levy impact associated with the creations and abolishments for 2026 is estimated at a cost reduction of \$251,300.

Gross new position costs of \$965,600 are offset with \$617,600 in revenue and expense offsets, as well as net cost reductions of \$599,300 associated with the abolishment of 8.00 FTE positions that had funding in the 2025 budget. The additional 1.50 FTE position abolishments were not funded in the 2025 budget (unfunded in prior years but still authorized positions); therefore, they have no cost savings impact in the proposed 2026 budget, but they did have cost savings in prior budgets of over \$485,300.

The 7.50 FTE 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 Senior Buyer in the Department of Administration – Purchasing. This position is underfilled as a Buyer in the 2026 Budget. This is mostly offset by the abolishment of 1.00 FTE Administrative Specialist.
- b. 1.00 FTE Principal Financial Analyst in the Department of Administration – Accounting & Payroll Services, which is mostly offset by the abolishment of 1.00 FTE Senior Financial Analyst.
- c. 1.00 FTE Administrative Assistant in the County Clerk – Elections program, which is partially offset by the abolishment of a 0.50 FTE Administrative Assistant.
- d. 0.50 FTE Victim Witness Specialist in the District Attorney – Victim Witness program.
- e. 1.00 FTE Economic Support Specialist in Health and Human Services (HHS) – Economic Support. This position's costs are 50% reimbursable through Income Maintenance grant funding from the federal government.
- f. 1.00 FTE Associate Medical Examiner and 1.00 FTE Deputy Medical Examiner in the Medical Examiner's Office. This replaces two existing positions but removes sunset clauses. These positions will continue to be partially funded with contracted autopsy revenues, and there is no fiscal impact. The removal of the sunset clause allows the county to retain these positions to handle high caseloads even if contract revenues fluctuate.
- g. 1.00 FTE Workforce Development Specialist (sunset) in the Parks and Land Use – Workforce and Economic Development Fund. This position is funded with grant revenues and replaces a 1.00 FTE Workforce System Coordinator position that was partially sunset in the 2025 budget.

Other abolished position(s) that had funding in the 2025 budget include:

- h. 3.00 FTE Administrative Assistants in HHS – Administrative Services.
- i. 1.00 FTE Clinical Services Manager split between HHS – Mental Health Outpatient-Clinical and HHS – Psychiatric Hospital. This position was partially unfunded in the 2025 budget.
- j. 1.00 FTE Senior Fiscal Specialist in HHS – Administrative Services.

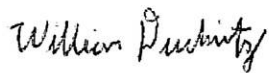
The net levy impact of reclassifications (Table II) is estimated at a reduction of \$2,900.

There is no net levy impact of equity adjustments (Table III). All employees affected already earn a salary above the minimum of their new salary range, so the immediate impact of this ordinance is limited, and will result in higher earning potential in the future.

	2026 Est. Net Tax Levy Impacts
Total Table I: Create & Abolish Positions:	<u>(\$251,300)</u>
Table II: Reclassifications:	<u>(\$2,900)</u>
Table III: Equity Adjustments	<u>\$0</u>
Total Estimated Net Tax Levy Impact	<u>(\$254,200)</u>

In addition to the positions in this ordinance, there is a net reduction of 6.8 FTE positions that are proposed to be unfunded in the 2026 budget or were created/abolished through current-year ordinances in 2025, with an estimated net levy saving of \$330,800.

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2026 Budget.



William Duckwitz
Budget Manager
10/6/2025
JS

TABLE I
Create and Abolish Positions
Effective December 27, 2025

CREATE				ABOLISH		
Department	Status	Classification	2025 Annual Salary	Status	Classification	2025 Annual Salary
Administration	1-RFT	Principal Financial Analyst	Open Range 18 \$94,973 - \$143,624	1-RFT	Senior Financial Analyst	Open Range 15 \$82,077 - \$113,963
	1-RFT	Senior Buyer	Open Range 13 \$74,422 - \$103,355	1-RFT	Administrative Specialist	Step Range 08 \$44,595 - \$58,926
County Clerk	1-RFT	Administrative Assistant	Step Range 07 \$42,474 - \$56,035	1-RPT	Administrative Assistant	Step Range 07 \$42,474 - \$56,035
District Attorney	1-RPT	Victim Witness Specialist	Open Range 06 \$52,894 - \$73,445			
Health & Human Services	1-RFT	Economic Support Specialist	Open Range 06 \$52,894 - \$73,445			
				3-RFT	Administrative Assistant	Step Range 07 \$42,474 - \$56,035
				1-RFT	Chief Psychiatrist ¹	Medical Range 04 \$305,115 - \$392,434
				1-RFT	Clinical Services Manager ²	Open Range 23 \$121,243 - \$183,269
				1-RFT	Senior Fiscal Specialist	Open Range 07 \$55,515 - \$77,126
Medical Examiner	1-RFT	Associate Medical Examiner (Pathologist) ³	Medical Range 03 \$277,930 - \$358,488			
	1-RFT	Deputy Medical Examiner ⁴	Open Range 08 \$58,302 - \$80,995			
Parks & Land Use	1-RFT	Workforce Development Specialist ⁵	Open Range 06 \$52,894 - \$73,445	1-RFT	Workforce System Coordinator ⁵	Open Range 17 \$90,501 - \$125,653

¹ Unfunded 2021.

² Partially Unfunded in 2025.

³ Existing position is sunseting. Creating non-sunset position.

⁴ Existing position is sunseting. Creating non-sunset position.

⁵ Both created and abolished positions have sunset provision.

TABLE II
Reclassifications
Effective December 27, 2025

CREATE				ABOLISH		
Department	Status	Classification	2025 Annual Salary	Status	Classification	2025 Annual Salary
Administration	1-RFT	Senior Financial Analyst	Open Range 15 \$82,077 - \$113,963	1-RFT	Financial Analyst	Open Range 09 \$61,235 - \$85,030
District Attorney	1-RFT	Paralegal	Open Range 07 \$55,515 - \$77,126	1-RFT	Victim/Witness Counselor	Open Range 09 \$61,235 - \$85,030
Health & Human Services	1-RFT	Human Services Manager	Open Range 20 \$104,707 - \$158,350	1-RFT	ADRC Manager	Open Range 20 \$104,707 - \$158,350
	1-RFT	Human Services Manager	Open Range 20 \$104,707 - \$158,350	1-RFT	Mental Health Center Administrator	Open Range 20 \$104,707 - \$158,350
	1-RFT	Human Services Manager	Open Range 20 \$104,707 - \$158,350	1-RFT	Outpatient Services Administrator	Open Range 20 \$104,707 - \$158,350
	1-RFT	Programs & Projects Analyst	Open Range 10 \$64,293 - \$89,253	1-RFT	Compliance Program Coordinator	Open Range 18 \$94,973 - \$143,624
	1-RPT	Senior Administrative Specialist	Open Range 05 \$50,315 - \$69,930	1-RPT	Nutrition Services Assistant	Step Range 04 \$36,691 - \$48,464
	2-RFT	Senior Mental Health Counselor	Open Range 09 \$61,235 - \$85,030	2-RFT	Clinical Therapist	Open Range 12 \$70,866 - \$98,467
Public Works	1-RFT	Senior Mental Health Counselor	Open Range 09 \$61,235 - \$85,030	1-RFT	Mental Health Counselor	Open Range 07 \$55,515 - \$77,126
	1-RFT	Senior Civil Engineer	Open Range 17 \$90,501 - \$125,653	1-RFT	Civil Engineer	Open Range 14 \$78,125 - \$108,472
Register of Deeds	1-RFT	Office Services Coordinator	Open Range 10 \$64,293 - \$89,253	1-RFT	Administrative Specialist	Step Range 08 \$44,595 - \$58,926
Sheriff	1-RFT	Office Services Coordinator	Open Range 10 \$64,293 - \$89,253	1-RFT	Support Staff Supervisor	Open Range 07 \$55,515 - \$77,126

TABLE III
Equity Adjustments
Effective December 27, 2025

Department	Status	Classification	2025 Current Annual Salary	2025 Proposed Annual Salary
Administration	1-RFT	Collections Supervisor	Open Range 10 \$64,293 - \$89,253	Open Range 12 \$70,866 - \$98,467
Corporation Counsel	3-RFT	Attorney	Open Range 16 \$86,174 - \$119,662	Open Range 18 \$94,973 - \$143,624

VOTE RESULTS

Consent Agenda

23 AYE 0 NAY 0 ABSTAIN 2 ABSENT

17 Yes Votes Needed

 **Passed**

D1 - Styza	AYE	D10 - Thieme	AYE	D19 - Enriquez	AYE
D2 - Euclide	AYE	D11 - Howard	AYE	D20 - Schellinger	AYE
D3 - Gscheidmeier	AYE	D12 - Wolff	S AYE	D21 - Gaughan	AYE
D4 - Batzko	M AYE	D13 - Leisemann	AYE	D22 - Szpara	AYE
D5 - Dondlinger	AYE	D14 - Mommaerts	AYE	D23 - Hammitt	AYE
D6 - Walz	AYE	D15 - Kolb	AYE	D24 - Schroeder	ABSENT
D7 - LaFontain	AYE	D16 - Crowley	AYE	D25 - Johnson	AYE
D8 - Koremenos	AYE	D17 - Meier	ABSENT		
D9 - Heinrich	AYE	D18 - Nelson	AYE		

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25 file in the Department of Administration, Human Resources Division, are adopted.
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27 BE IT FURTHER ORDAINED that the classification specification for Workforce Development
28 Specialist, on file in the Division of Human Resources of the Department of Administration, is
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