

ENROLLED ORDINANCE 165-56

APPROVE 2011 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,  
RECLASSIFICATION, AND EQUITY ADJUSTMENTS

WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2011 budget, and

WHEREAS, the Department of Administration has reviewed approximately twenty percent (20%) of non-represented classifications and found that salary adjustments are appropriate for two (2) classifications, and

WHEREAS, the County Executive is proposing to merge the Airport into the Department of Public Works, and

WHEREAS, departments are proposing to establish pilot programs which will result in efficiencies through the sharing of a position between the Register of Deeds and the Department of Emergency Preparedness and through the establishment of a lead worker concept in lieu of funding a supervisory position in the Department of Health and Human Services, and

WHEREAS, title changes for some classifications are appropriate.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS as follows:

- I. 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 effective January 1, 2011.
- II. Effective January 1, 2011, the reclassifications listed in Table II, on file in the office of the Department of Administration, Human Resources Division, are adopted.
- III. Effective January 1, 2011, the equity adjustments listed in Table III, on file in the office of the Department of Administration, Human Resources Division, are adopted.
- IV. Effective January 1, 2011, the classification title changes of the positions listed in Table IV, on file in the office of the Department of Administration, Human Resources Division, are adopted.
- V. Effective January 1, 2011 a salary adjustment of \$1.50 per hour is established for employees assigned to function as a Lead Social Worker in the Health and Human Services lead worker pilot program.
- VI. Effective January 1, 2011 positions of Airport Manager, Programs and Projects Analyst and Clerk Typist III are transferred from the Airport to the Department of Public Works.

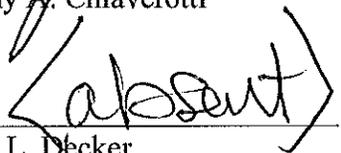
BE IT FURTHER ORDAINED that the classification specifications created or updated as noted in Tables I, III and IV are adopted.

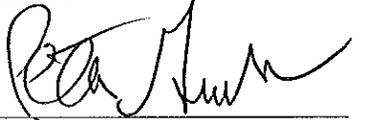
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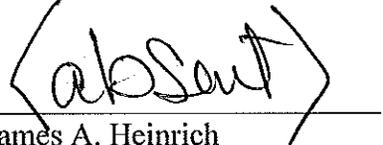
Presented by:  
Personnel Committee

  
Duane E. Paulson, Chair

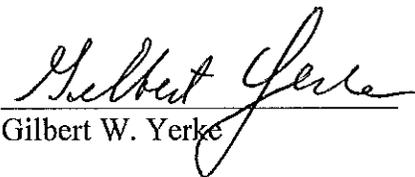
  
Kathy A. Chiaverotti

  
Paul L. Decker

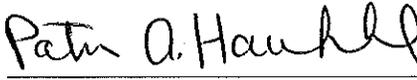
  
Peter Gundrum

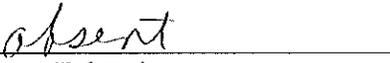
  
James A. Heinrich

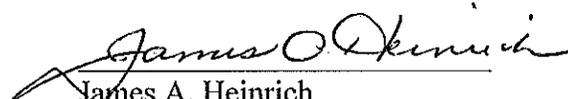
  
Steven C. Wimmer

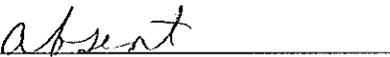
  
Gilbert W. Yerke

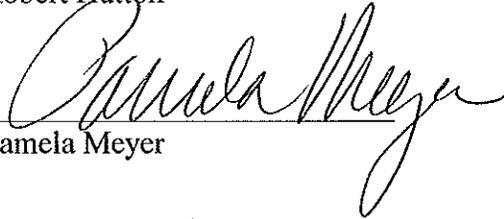
Approved by:  
Finance Committee

  
Patricia A. Haukohl, Chair

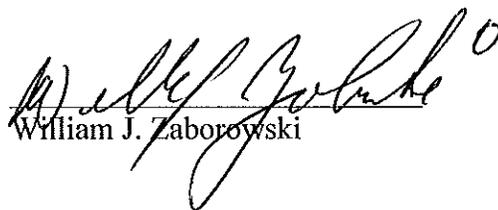
  
Dave Falstad

  
James A. Heinrich

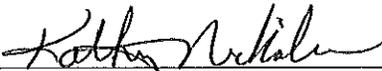
  
Robert Hutton

  
Pamela Meyer

  
Ted Rolfs

  
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: Oct 27, 2010,   
Kathy Nickolaus, County Clerk

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

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

Date: 10-27-10,   
Daniel P. Vrakas, County Executive

**TABLE I**  
**Create and Abolish Positions**

CREATE			ABOLISH			
Department	Status	Classification	2011 Hourly Salary	Status	Classification	2011 Hourly Salary
District Attorney	2-RPT	Clerk Typist I	\$13,4425 - \$14,8232	1-RFT	Clerk Typist I/II	\$14,5604 - \$16,4015
Health & Human Services	1-RFT	Secretary Supervisor	2010 Rate S-06 \$18,4845 - \$23,5794	1-RFT	Clerk Typist II	\$14,5604 - \$16,4015
	1-RFT	Community Health Educator <sup>1</sup>	2010 Rate \$20,5655 - \$26,2040	1-RPT	Community Health Educator	2010 Rate \$20,5655 - \$26,2040
	1-RFT	Programs & Projects Analyst	2010 Rate S-09 \$23,3146 - \$29,7815	1-RFT	Account Clerk II	\$15,7269 - \$18,3629
	1-RFT	Sr. Information Technology Professional	2010 Rate IS-02 \$26.13 - \$39.14	1-RFT	Administrative Assistant I - Fiscal Management	\$18,6160 - \$21,4474
Parks & Land Use	1-RFT	Lead Environmental Health Sanitarian	\$25,5984-\$27,1732	1-RFT	Environmental Health Supervisor <sup>2</sup>	2010 Rate O-11 \$31.38 - \$38.58
Public Works	3-RFT	Maintenance Mechanic I	\$17,1441 - \$18,9224	3-RFT	Maintenance Mechanic II	\$18,6160 - \$21,7721
				4-RFT	Building Service Worker II <sup>3</sup>	\$15,4688 - \$17,4204
				1-RFT	Building Service Worker I	\$13,2238 - \$14,6266
Sheriff	1-RFT	Deputy Sheriff <sup>4</sup>	2010 Rate \$20,2910 - \$29,1802	1-RFT	Programs and Projects Analyst <sup>5</sup>	2010 Rate S-09 \$23,3146 - \$29,7815
				1-RFT	Computer Services Coordinator <sup>6</sup>	2010 Rate O-11 \$31.38 - \$38.58

<sup>1</sup> Sunset position will be funded by at least 90% grant revenue, with the remaining portion funded with other revenues and/or tax levy. If grant funding is reduced below 90% of direct position costs, this position will be reduced or terminated.

<sup>2</sup> Position unfunded in the 2009 and 2010 adopted budget.

<sup>3</sup> One (1) position unfunded in the 2010 adopted budget.

<sup>4</sup> Contract funded sunset position will be reduced or terminated if contract funding is reduced or terminated.

<sup>5</sup> Position unfunded in the 2009 and 2010 adopted budget.

<sup>6</sup> Position unfunded in the 2009 and 2010 adopted budget.

**TABLE II  
Reclassifications**

Department	CREATE			ABOLISH		
	Status	Classification	2011 Hourly Salary	Status	Classification	2011 Hourly Salary
Health & Human Services	1-RFT	Programs and Projects Analyst	2010 Rate S-09 \$23,3146-\$29,7815	1 - RFT	Sr. Financial Analyst	2010 Rate O-10 \$28,09-\$34,45
	1-RFT	Clerk II	\$14,5604 - \$16,4015	1-RFT	Clerk Typist II	\$14,5604 - \$16,4015
	1-RFT	Program Assistant	\$15,7369-\$18,3629	1-RFT	Clerk Typist II	\$14,5604 - \$16,4015
	5-RFT	Clerk II	\$14,5604 - \$16,4015	5-RFT	Clerk Typist II	\$14,5604 - \$16,4015
Sheriff	1-RFT	Sr. Financial Analyst	2010 Rate O-10 \$28,09 - \$34,45	1-RFT	Programs and Projects Analyst	Rate 2010 S-09 \$23,3146 - \$29,7815

<sup>1</sup> This reclassification is created for 2011 as part of a pilot program where the Register of Deeds and Department of Emergency Preparedness will share a position. Continuation of the reclassification will be subject to review with the 2012 budget

**TABLE III  
Equity Adjustments**

<b>Department</b>	<b>Status</b>	<b>Classification</b>	<b>2010 Current Hourly Salary</b>	<b>2010 Proposed Hourly Salary</b>
Administration	3-RFT	Sr. Financial Budget Analyst <sup>1</sup>	O-10 \$28.09-\$34.45	O-11 \$31.38-\$38.58
Health & Human Services	4-RFT	Economic Support Supervisor	S-10 \$26.0743 - \$33.3153	S-11 \$29.1468 - \$37.3025

165-0-057

<sup>1</sup> Retitle 3 Sr. Financial Analyst in the Department of Administration Budget Division to 3 Sr. Financial Budget Analysts

TABLE IV  
Title Changes

CURRENT		PROPOSED	
Department	Classification	Department	Classification
Health & Human Services	Sr. AODA Counselor	Health and Human Services	Sr. Substance Abuse Counselor
	AODA Counselor		Substance Abuse Counselor
	Health & Nutrition Supervisor		Nutrition and Aging Services Supervisor
	Human Services Coordinator		Health and Human Services Coordinator
	Sr. Dining Center Manager		Sr. Dining Manager

165-0-057

FISCAL NOTE

APPROVE 2011 POSITION CHANGES THROUGH CREATION, ABOLISHMENT, RECLASSIFICATION, AND EQUITY ADJUSTMENTS

2011 Est.  
Net Tax Levy  
Impacts

**Table I: Create & Abolish Positions:** This proposed ordinance creates 10.0 Full Time Equivalent (FTE) positions and abolishes 15.80 FTE's, for a net overall reduction of 5.80 FTE. These actions are included in the 2011 proposed budget. Funding of the 10.0 FTE positions, including salaries and related employee benefit costs, are estimated to result in a net cost increase (after direct revenue reimbursements) of \$416,000, which is more than offset by net corresponding position cost reductions of \$533,700. This results in an estimated net Tax Levy reduction of \$117,700.

**Note:** 4.0 FTE positions of the 15.80 FTE positions mentioned above that are proposed for abolishment were not funded in prior year budgets and have no estimated direct fiscal impact on the proposed 2011 budget.

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(\$117,700)

**Table II: Reclassifications:** This proposed ordinance reclassifies 9 positions. This includes one Senior Financial Analyst in Health and Human Services being reclassified to a Programs and Projects Analyst, which is estimated to reduce personnel costs by \$10,700. This is partially offset by a proposed reclassification of a Clerk Typist II in Health and Human Services to a Program Assistant, estimated to increase personnel costs \$3,200. In addition, one Programs and Projects Analyst in the Register of Deeds Office is proposed to be reclassified to a Senior Financial Analyst for 2011, with the increased costs estimated to be offset with a position vacancy during 2011, resulting in cost savings.

The remaining 6 proposed reclassifications consist of 5 Clerk Typists II in the Sheriff's Department and 1 Clerk Typist II in Health & Human Services that are proposed to be reclassified as Clerk II positions. There is no estimated fiscal impact for these reclassifications since both current and proposed classifications use the same pay range.

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(\$7,500)

**Table III: Equity Adjustments:** This ordinance proposes salary equity (market based) adjustments for two sets of positions. This includes 3 Senior Financial Analysts in the Department of Administration Budget Division being adjusted from an Open-10 range to and Open-11 range, estimated to result in a net tax levy impact of \$5,990 in 2011. (This ordinance also proposes to re-title these three positions as Senior Financial Budget Analysts.) In addition, this ordinance proposes to adjust 3 Economic Support Supervisors in Health and Human Services from a Step-10 range to a Step-11 range, estimated to result in a net tax levy impact of \$3,690.

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\$9,680

**Section V: Salary Adjustment:** This ordinance proposes a salary adjustment of \$1.50 per hour for Social Workers functioning as Lead Social Workers, which is estimated to increase personnel costs \$6,700 in 2011.

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\$6,700

Sections IV & VI are estimated to result in no additional net fiscal or budget impact for 2011.

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\$0

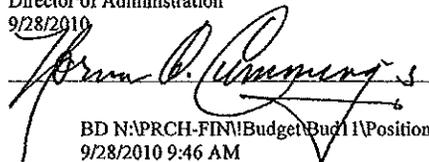
Total Estimated Net Tax Levy Impact\*

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(\$108,820)

Position costs, related cost reductions and revenue funding offsets related to this proposed ordinance are included in the Proposed 2011 Budget.

\*Reductions in net Tax Levy impact are used to partially fund Departments' cost to continue and meet their tax levy targets for 2011.

Norman A. Cummings  
Director of Administration  
9/28/2010



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WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-10/26/10

(ORD) NUMBER-1650057

- 1 D. FALSTAD.....
- 3 R. HUTTON.....AYE
- 5 J. JESKEWITZ.....
- 7 P. HAUKOHL.....AYE
- 9 J. HEINRICH.....AYE
- 11 F. RUF.....AYE
- 13 P. DECKER.....AYE
- 15 P. MEYERS.....AYE
- 17 J. TORTOMASI.....AYE
- 19 S. WIMMER.....AYE
- 21 W. ZABOROWSKI.....AYE
- 23 K. CHIAVEROTTI....AYE
- 25 G. YERKE.....AYE

- 2 T. ROLFS.....
- 4 J. DWYER.....AYE
- 6 J. BRANDTJEN.....AYE
- 8 T. SCHELLINGER....AYE
- 10 D. SWAN.....AYE
- 12 P. WOLFF.....AYE
- 14 M. INDA.....AYE
- 16 D. PAULSON.....AYE
- 18 K. CUMMINGS.....AYE
- 20 P. JASKE.....AYE
- 22 P. GUNDRUM.....AYE
- 24 W. KOLB.....AYE

TOTAL AYES-22

TOTAL NAYS-00

CARRIED\_\_\_\_\_

DEFEATED\_\_\_\_\_

UNANIMOUS X

TOTAL VOTES-22