

## ADMINISTRATOR TRANSITION COMMITTEE

April 19<sup>th</sup>, 2021

The Administrator Transition Meeting Committee met on Monday, April 19<sup>th</sup>, 2021 at 11:00am on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, Marty Brewer, Bob Frank, Ingrid Glasbrenner, David Turk

Absent:

Others in attendance: Administrator Langreck, several department heads, employees and members of the community

Committee Chair Luck called the meeting to order.

The Administrator verified the meeting was properly noticed. Copies of the agenda were emailed to all Administrator Transition Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was emailed to The Richland Observer, WRCO and Valley Sentinel;

**Agenda Approval:** Motion by Brewer, seconded by Glasbrenner to approve the agenda. All Ayes. Motion Carried.

**Minute from April 19<sup>th</sup>, 2021:** Motion by Glasbrenner second by Brewer for approval of the Minutes, as presented. All Ayes. Motion carried.

**5. Review/approve changes to Employee Handbook and addenda** — Discussion regarding amendments to Richland County Handbook Addendums for Health and Human Services, Highway, Sheriff, and Pine Valley were discussed and consensus on proposed changes was reached by the committee. Motion by Frank, seconded by Glasbrenner to release the draft revisions to the handbook addendum to departments for review. All Ayes. Motion Carried.

**6. Review/approve changes to Committee Structure document** — Discussion regarding changes in context of change to an Administrator was had and consensus on proposed changes was reached. Motion Turk, seconded by Brewer to send proposed Committee Structure revisions on to the Rules and Resolutions Committee.

**7. Discussion with Administrator Langreck on Administrative Support Staff.** —No action taken.

**9. Future Agenda Items:** Funding availability for a new position. Administrative Support Position.

11. Motion Frank, seconded by Glasbrenner: to adjourn to May 7<sup>th</sup> 2021 at 1:00pm

Clinton Langreck, County Administrator

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name: Discussion with Administrator Langreck on Administrative Support Staff**

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	9 April 2021	<b>Action Needed:</b>	Discussion // no action
<b>Disclosure:</b>	Open	<b>Authority:</b>	Resolution 20-126
<b>Date submitted:</b>	9 April 2021	<b>Referred by:</b>	

**Recommendation and/or action language:**

No Action. Discussion only. Individual supervisors may request future items based off discussion.

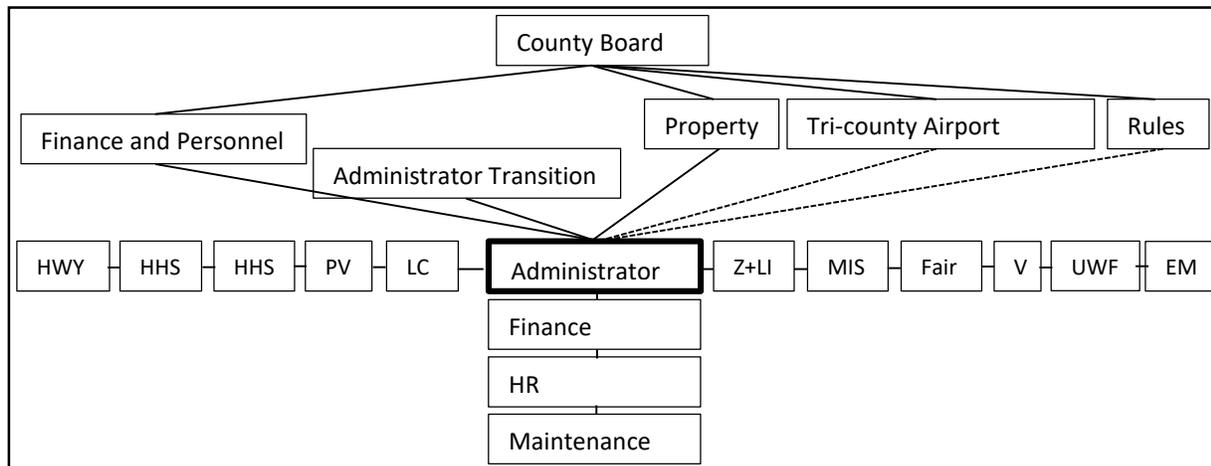
**Background:** *(preferred one page or less with focus on options and decision points)*

By Resolution No. 20-126 — the Committee is tasked to, “evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator’s office.” As such, I have been asked to share with the committee my thoughts on the current workload facing the Administrator position and proposed solutions in adjusting staffing to help manage communications, coordination, decision points, production, etc. Like most organizational situations, there are many complexities and variables that impact the situation.

**Organizational Structure**

Richland County administration is currently organized with an Administrator position description that encompasses **administrative duties**: 1) administrative supervision over departments, 2) policy development, 3) operations and project management, 4) reviewing contracts 5) budget preparation, 6) expectations of Capital Planning etc. The position description also includes duties often associated with **Financial Manager / Control** position duties: 1) monitoring expenditures, 2) regular financial reporting to Board and Committees, 3) coordination of county finance functions, 4) oversight on accounts management, 5) assistance with grant application and procurement, managing bonding and borrowing, etc. The position description also includes duties often associated with an **HR / Personnel Director** position duties: 1) administering handbook policy, 2) administering/oversight on benefits programs, 3) reviewing disciplinary action and discharges, 4) monitoring hiring practices, etc. The position description also includes duties often associated with **Building Manager/ Maintenance Engineer** duties: 1) monitors care of grounds and property, 2) plans and manages construction and alterations, 3) manages space needs and assignments, etc. The administrator position currently responds more heavily to the following committees: Finance and Personnel Committee, Property Committee, Administrator Transition Committee, Tri-County Airport and Rules.

Illustration of position based on current structure, duties, production, and communications/responses.



## Richland County Committee

### Agenda Item Cover

The current structure of the administrator position, combined with duties, production needs, and communications impact the following: the ability to get more involved in department operations as the organizational administrative leader; the time to dedicate to the evaluation and supervision of department heads, and ability to support department projects and provide timely counsel; the ability to fully serve as a department head to the daily finance functions, daily HR/payroll functions, and daily maintenances functions; the ability to keep up with committee items and requests; the ability to plan and manage the annual budget process and develop a capital planning process; the ability to keep up with daily inquiries from departments, supervisors, partners and citizens; the ability to keep focus on the strategic goals adopted by the Board; the ability to plan and implement structural changes and improvements; the ability to coordinate and prepare materials for meetings, the ability to report and communicate to the public through media.

#### **Existing Staff and Functions:**

Accounting Supervisor – Can we add more Financial Manager / Control duties to this position? —The position is heavily involved in many of the functions involving balancing past transitions, entries and producing present-time fund reports for departments. The position is balancing several months of backlog in preparation for the 2020 audit. The desire for more real-time financial assessments and forecasting may be a future possibility; but at present the position is at full capacity in addressing our past transactions, and present entries.

Payroll and Benefits Specialist — Can we add more HR and Benefits Functions to this position? — The position is heavily involved in many of the functions involving multiple payrolls each week, responding to employee handbook policy inquiries, responding to benefits inquiries, and providing new employee orientations. Capacity for extensive policy review, changes in timekeeping systems, changes in payroll systems are a challenge because of volume of time dedicated to production of payrolls and personnel file changes in a given week.

Maintenance Supervisor — Can we add more Building Manager Functions to this position? — The position is heavily involved in many of the functions of providing maintenance service and planning, custodial support, and coordination of project management. Capacity for extensive forecasting, committee support, and capital planning is time taken away from the daily and routine maintenance and custodial needs.

Adding Administrative Support Staff —Would adding administrative support staff help? — The discussions on adding additional staff to the administrator and/or County Clerk has previously been discussed and consensus of the Administrator Transition Committee has been that sharing staff is more desirable than adding staff at this time. Recommendation of the committee was to explore sharing highway staff with the addition of hours, or explore sharing the deputy register of probate. Both of these options have not yet been explored at the fault of the Administrator in making time to connect with the Highway Commissioner and Register of Probate. Support in coordination of meetings and schedules, reviewing agenda summaries, drafting agendas and minutes, assisting in correspondences and learning and performing back up to the Accounting Supervisor and Payroll and Benefits Specialist would all be of value.

#### **Concerns:**

Without a dedicated Finance Director/department, HR Director/Department, Building Manager, we have a de facto administration department with the administrator position as department head. The challenges of an administrator tasked with direct responsibility over the daily financials, payroll and human resourcing functions, building management functions, etc. is that the position is going to have a bias view (or at a minimum, a perceived biased view) on personnel and funding allocations to support the operations directly tasked to the administrator. As said directly, “It benefits me to reappropriate from other departments to support my operational needs and tasks assigned to me.” With this arrangement the administrator position is less of an objective oversight administrator, directing resources with an organizational perspective, and more of a department head competing for appropriations with other departments tasked with delivering services to the community. These challenges and perceptions may be surmountable, but they need to be recognized as the structure has impacts.

# Richland County Committee

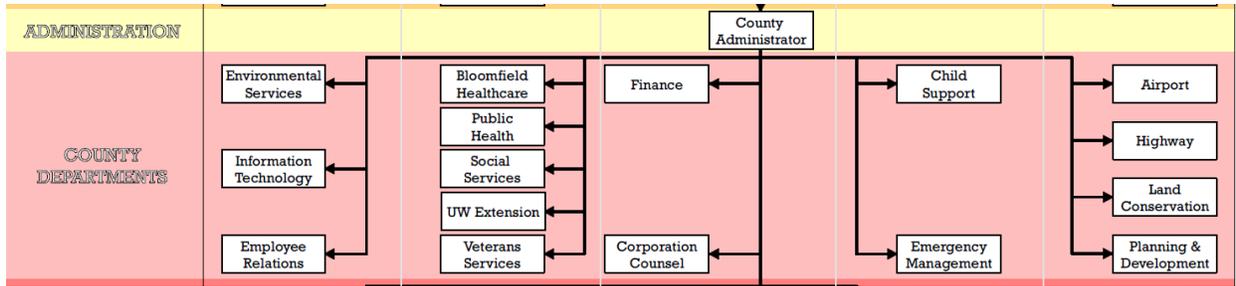
## Agenda Item Cover

**Financial Challenges:**

Richland County has just increased its investment into administration by over \$90,000 in the last year. Is there a desire from the Board to invest more into administration when funding current services is a challenge?

**Recommended Solution:**

Solution #1: I recommend the County steer towards an Iowa County model with a Finance Director (+1 FTE) / Department and HR Director (+1 FTE) / Department as a long term solution:



Solution #2: Add an administrative support position. ~May consider future administrators with alternating skill sets in Finance and HR.

Solution #3: Status quo, with consideration for prioritization of efforts.

**Proposed Process:**

Recommendation:

1. Future Agenda Items —There is a future agenda item request for position description(s)
2. Budget Process — Future action to recommend through Finance and Personnel that the Administrator incorporate additional position description(s) and/or department(s) into future budget process for consideration.

**Attachments and References:**

Richland County Administrator Position Description	
Iowa County Position Descriptions	

**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

*Clinton Langreck*

**Richland County Committee**

**Agenda Item Cover**

Department Head

Administrator, or Elected Office (if applicable)

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**Richland County Committee**

**Agenda Item Cover**

## **Richland County Administrator duties**

### **1. Meeting Attendance & County Board Relations.**

- A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.
- B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.
- C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.
- D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.
- E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.
- F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.

### **2. Administrative Duties.**

- A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.
- B. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training Department Heads (who are not elected by the people); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- C. Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- D. Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.
- E. Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.

F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.

G. Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board's consideration in anticipation of future needs.

H. Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.

I. Manages a wide variety of major projects and coordinates the roles of staff in the process.

### **3. Strategic Planning & Organizational Improvement.**

A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.

B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.

C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.

D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

### **4. Budget Preparation and Execution.**

A. Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.

B. Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.

C. Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel Committee, and the board as necessary

### **5. Financial Reports and Planning.** *In cooperation with the Finance and Personnel Committee*

A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.

B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.

C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.

D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.

## **6. Human Resources**

A. Administers the County's Handbook of Personnel Policies and Work Rules

B. Administers the County's employee fringe benefits programs

C. Reviews all recommendations for disciplinary suspensions or discharges

D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.

## **7. Property Management.**

A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.

B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.

C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

## **8. Community & Intergovernmental Relations.**

A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.

B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.

D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.

E. Maintains positive, professional, and business-like working relationships with the community and other units of government. *It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.*

## Iowa County Wisconsin Job Description



**Job Title:** County Administrator  
**Department:** Administration  
**Reports To:** Committee on Committees  
**Approved By:** County Board  
**Approved Date:** August 18, 2015  
**FLSA Status:** Exempt

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### **SUMMARY**

This position acts as the chief administrative officer of the County and performs highly responsible executive and managerial work. The duties and powers of the County Administrator shall be to coordinate and direct all administrative and management functions of county government. Work is performed independently subject to oversight by the Committee on Committees and County Board as provide for in Chapter 59.18 of Wisconsin State Statutes.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the County Board.

### **Administrative Duties/Responsibilities:**

1. Assures compliance and enforcement of County ordinances as well as State and Federal laws and regulations administered by Iowa County and sets administrative policy to that effect.
2. Executes the policies, resolutions and motions of the County Board and supervises compliance thereof.
3. Provides coordination of all County functions within the framework of a single, efficient, governmental unit. Recommends to the County Board reorganization, development of new functions or abandonment of old to improve coordination in County functions.
4. Directs all administrative and management functions of County Government through effective management skills, administrative order or otherwise, except those functions vested in Boards, Commissions or elected officers.
5. Exercises vision and creativity in approaches to County planning including the long range planning process and property management; coordination and problem solving in conjunction with County Board members and Department Heads.

### **Personnel:**

6. Appoints, in accordance with County ordinances, all department heads of the County, except those elected by the people. All such appointments are subject to confirmation by County Board.
7. Supervises, evaluates performances as needed but at least annually and administers discipline to all appointed department heads.
8. Collaborates with the Employee Relations Director and legal counsel in the labor negotiations process with all county bargaining units.
9. Serves as a positive role model and creates an atmosphere that builds positive, professional and business-like relationships.

**Budgetary/Fiscal:**

10. Collaborates and coordinates with the County Finance Department to prepare, submit and administer an annual County Budget based on priorities established by and directives of the County Board and a 5-year Capital Improvement Plan.
11. Provides budget and Capital Improvement recommendations to the County Board. Approves appropriate budgeted department financial requests as delegated by the County Board.

**Public Relations and Monitoring of Legislation:**

12. Acts as the chief administrative spokesperson for the County and coordinates this role with the County Board Chairperson.
13. Coordinates the transaction of all County administrative business with Federal, State and local officials.
14. Builds trust and a positive image of Iowa County with other units of government.

**County Board and Committees:**

15. Coordinates, prepares and researches information and reports to the County Board and committees as necessary or requested. Assists with the preparation of County Board agendas.
16. Attends all meeting of the County Board, Committee on Committees and Standing Committee meetings, except when excused. Attends other meetings including committee meetings as necessary or requested.
17. Drafts resolutions pursuant to County Ordinance for consideration by the Board and instructs Corporation Counsel to draft necessary ordinances for the Board's consideration.
18. Proposes recommendations to the County Board such actions that will contribute to efficiency, productivity, and overall improvement of County operations.
19. Follows statute when appointing the members of all boards and commissions and presents recommended candidates for appointment to the County Board for confirmation.
20. Communicates monthly and annually, and when otherwise advisable, to the County Board on the condition and activities of the County and recommends such matters to them for their consideration as deemed necessary or advisable for expedient administration and coordination of County functions.

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**QUALIFICATIONS**

- Bachelor's degree in Public Administration, Business Administration, or closely related field required, Master's degree preferred.
- Minimum of three years of executive level administrative experience in business, industry or government required; financial management experience in a large organization required; experience in county or municipal government preferred.
- Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Experience in public sector management in a unionized work environment preferred.

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**OTHER SKILLS AND ABILITIES**

- Considerable knowledge of State and Federal law, rules and regulations pertaining to County Government and the operation of County Government.
- Demonstrated grant writing and fund raising experience in the public/non-profit sector.
- Demonstrated competency in leadership and team building.
- Demonstrated effective oral, written and interpersonal communication skills.
- Demonstrated ability to plan, coordinate and lead others in the accomplishment of work.
- Demonstrated initiative for coordination of organizational functions and dedication to administrative teamwork and leadership.
- Demonstrated ability to prepare and edit concise, accurate fiscal and administrative reports.

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**CONDITIONS OF EMPLOYMENT**

Ability to transport self to required meeting or appointments that occur outside of Iowa County Courthouse and typically is available at worksite within 45 minutes of callback.

Ability to work in office setting, using appropriate office equipment (computers, business software such as Microsoft Office, fax machines, copiers, scanners, smartphones, etc.)

Ability to sit, stand, walk for periods of time, lift and carry ten pounds often, occasionally move boxes of files 20-30 pounds.

Large percentage of time talking, hearing, problem-solving, using judgement, and near vision performing work inside. The noise level in the work environment is usually moderate.



## IOWA COUNTY POSITION DESCRIPTION

<b>JOB TITLE:</b> Director of Finance			
<b>DEPARTMENT / SECTION:</b> Finance – General Government		<b>DATE REVIEWED:</b> 03/2020	
<b>TITLE OF IMMEDIATE SUPERVISOR:</b> County Administrator		<b>GRADE:</b> R	
<p><b>JOB SUMMARY:</b>            The Finance Director is responsible for performing technical work with accounting services in accordance with Wisconsin Statute 59.23. This includes but is not limited to the development, implementation, and administration of a fund based accounting and financial reporting system. Exercises supervision over departmental accounting and reporting methods for all departments in Iowa County and serves, as the department head of the Finance Department The Finance Director is a key member of the management team who manages overall agency finances. This individual assists with structuring new program budgets and establishing reporting mechanisms to comply with funding source regulations. The Finance Director identifies potential problems, formulates solutions and makes recommendations to the County Administrator and County Board regarding County finances.</p>			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/G RADE
1	Serve as head of the Finance Department, develop a budget for the department, and present it to the County Administrator for approval.		
2	Oversee and supervise the work of accountant specialist(s), and/or other finance related staff including the Bloomfield Healthcare Business Manager; evaluate their work and make recommendations for promotion or discipline.		
3	Assist in hiring business managers and/ or finance related staff to work in Highway, Social Services, Bloomfield HealthCare, and any other departments as needed; hire and direct employees in the Finance Department. Coordinate all Business managers in a Finance team conducting regular team meetings.		
4	Responsible for creating, updating, and coordinating the implementation of financial procedures, fiscal reporting and accounting methods; monthly and periodic reconciliation of account and financial statement balances, assist in budget preparation and budget management with the County Administrator.		
5	Accept grievances of employees in the Finance Department and attempt to resolve them as the first step of the grievance procedure.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
6	Maintain the County's general ledger, recording receipts and disbursements.		
7	Assist in pre-auditing of bills and other county expenditures.		
8	Make recommendations to the Executive Committee and County Board for the need to change accounting methods and systems in order to conform to reporting and auditing standards as required by rules or law and the General Accounting Standards Board (GASB).		
9	Prepare pre-audit support schedules for annual review by the independent auditor to reduce the time and cost of the annual audit. Work with and respond to the auditors while they are conducting the audit.		
10	Quarterly provide balance sheet and financial statements for County Board and relevant standing committees.		
11	Responsible for supervising the opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.		
12	Assist the County Administrator, Executive Committee and the County Board in preparing statistical data in support of financial goals.		
13	Responsible to plan, organize and assist the County Administrator in preparation and adoption of annual budget.		
14	Confer with the County Administrator and the Employee Relations Department on the fiscal impact of proposals regarding wages and benefits and provide costing information with proposals for labor negotiations.		
15	Audits grant reports and schedules for a variety of programs. Oversee and monitor grant requests and reports prepared by County departments.		
16	Collect and prepare information/data for the County's Central Services Cost Allocation Plan.		
17	Conduct training of county staff on accounting and reporting procedures and internal controls pertaining thereto.		
18	Oversee preparation and entering of general and appropriation journal entries.		
19	Oversee reconciling payroll withholding accounts, preparing the monthly and quarterly required payroll reports and annual payroll reports as required.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
20	Timely preparation and completion of annual W-2's, 1099, and any other annual payroll and financial related forms for the County.		
21	Oversee/review department cash and bank reconciliations, including balancing Treasurer's Cash in the general ledger with the County Treasurer monthly.		
22	Run monthly activity statements for departments. Train staff to understand the financial reports.		
23	Inform the County Administrator of discrepancies in department time reporting, budget, grants and financial related information.		
24	Prepare quarterly sales tax report.		
25	Oversee payroll and general voucher computer input.		
26	Oversee the maintenance of the vendor master file, and W-9 collection.		
27	Prepare annual Financial Report Form to the Department of Revenue for Iowa County as required by Section 73.10(2) of Wisconsin Statutes.		
28	Attend trainings in finance and management related topics.		
29	Perform such other related administrative duties as may be required.		
30	Must demonstrate regular and dependable attendance.		

**Minimum Qualifications**

1. Bachelor's degree from an accredited college or university in Accounting or Business Administration with emphasis in accounting.
2. Registration as a certified public accountant preferred.
3. Four years' experience of professional auditing or accounting.
4. Three years' of progressive supervisory experience.

**Demonstrated Required Experience and Skills –**

1. Considerable ability to analyze, summarize, and present financial information clearly and concisely.
2. Ability to maintain confidentiality of information.
3. Considerable ability to establish and maintain effective working relationships with the public and

- governmental officials, department heads, employees and the public.
4. Ability to prepare and analyze complex reports, financial statements and relevant data pertinent to the single audit and required reporting to other governmental agencies.
  5. Knowledge of governmental accounting, cost analysis and a concise appraisal of administrative fiscal management.
  6. Knowledge of laws, regulations, and administrative rules governing municipal financial management.
  7. Knowledge of data processing applications, with hands-on ability to produce meaningful and useful information data

**Demonstrated Preferred Experience and Skills –**

1. Extensive knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board and knowledge of Governmental Accounting and Financial Reporting (GAAFR).
2. Experience in budget management and systems analysis work desirable.
3. Experience in governmental auditing and accounting preferred.

**Conditions of Employment**

Must possess a valid driver’s license, or the ability to possess one within 6 weeks or have means to arrive at work or meetings

Must treat all information with the utmost of confidentiality.

The individual will be exposed to staff and public contacts, travel, sitting, keyboarding and moderate lifting.

DATE: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

DATE: \_\_\_\_\_ Employee Relations Approval: \_\_\_\_\_

DATE: \_\_\_\_\_ County Administrator Approval: \_\_\_\_\_



## IOWA COUNTY POSITION DESCRIPTION

<b>JOB TITLE:</b> Employee Relations Director			
<b>DEPARTMENT / SECTION:</b> Administration		<b>DATE REVIEWED:</b> March 2020	
<b>TITLE OF IMMEDIATE SUPERVISOR:</b> County Administrator		<b>GRADE:</b> P	
<p><b>JOB SUMMARY:</b>            The purpose of this position is to plan, direct, and coordinate all personnel and labor relations function activities of the Iowa County Employee Relations Office, including planning, development and implementation of all policies and procedures which affect employees and their working conditions.</p>			
TASK NO.	DESCRIPTION	FREQUENCY	GRADE
1	Recruitment functions to comply with Equal Employment Opportunity Commission (EEOC, Affirmative Action Plan (AAP requirements), American Disability Act (ADA) and union contracts. The recruitment process includes job positions, maintenance of EEOC applicant logs, screening and selection of applications or applicants, performs interviews, checks references and extends the employment offer.		
2	Researches and develops personnel policies and procedures as appropriate including those mandated by law. Updates and revises existing personnel related polices.		
3	Administers and maintains the administration of County benefit programs. Maintenance of the statistical employee/benefit information in the compilation and preparation of monthly insurance reports such as dental, health, life and loss of time. Coordination of annual health insurance enrollment period for all eligible employees and retirees. Preparation of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) notices to eligible employee(s) and their qualifying dependents. Maintains a secured confidential filing system. Protecting information consistent with Health Insurance Portability and Accountability Act (HIPAA) legal standards and County Policy.		
4	Administers orientation of new employees of the County on county policies and procedures regarding human resource and payroll reporting requirements; explains and answers questions regarding available employment and benefits; assists the employee in completing various enrollment forms; instructs departments in proper procedures for completing time sheets, retirement forms, work injury reports, leave of absence requests, and other human resource related documents.		

TASK NO.	DESCRIPTION	FREQUENCY	GRADE
5	Assists in the development and revisions of job descriptions; evaluate positions using appropriate classification studies to assure that proper classifications are assigned to County positions; make recommendations regarding reclassification or adjustments in salary grades.		
6	Composes and mails general correspondence, non-hire notices and other materials; may develop new departmental employee relations forms and procedures to improve efficiency and/or comply with new human resource policies and regulations; conducts exit interviews.		
7	Maintains departmental wage records and alerts Departments to annual performance review schedules and step or performance pay increases		
8	Administers and coordinates all employment Law for the County.		
9	Works with confidential matters and materials relating to employee grievances or complaints.		
10	Provides resources and advice to County Administrator, Department Heads, General Government Committee and County Board regarding employment practices, policies and procedures and any settlements/contracts.		
11	Administers and maintains employee drug testing program including all collections and test result records. Comply with Department of Transportations (DOT) regulations for positions that require a Commercial Driver's License (CDL).		
12	Prepares employment information for the General Government Committee meeting agenda. Attends and records personnel action items at each General Government Committee meeting and notifies appropriate departments.		
13	Create and maintain all employees' personnel and medical files, departmental positions staffing charts, other personnel records; compiles data and prepares routine statistical and narrative reports relating to the departmental work force profile for affirmative action reporting, employee turnover trends, staff utilization patterns, responsible for responding to Open Records requests, outside party legal claims, internal employee access requests and other employee related matters.		
	Prepare and monitors the department's budget and make necessary adjustments as required to carry out the department's programs.		
	Review, approve and process invoices of Employee Relations Services to be paid by respective department.		
	Provides training sessions to Department Heads, Managers and employees on employment law, policies and procedures, and workplace notices.		
14	Updating and revising human resource and payroll forms as needed.		
15	Must demonstrate regular and dependable attendance.		

**Demonstrated Experience and Skills Required –**

Knowledge of appropriate safeguards for confidential information and ability to main confidentiality.  
 Knowledge of laws, regulations and procedures which govern public human resources and administration;  
 and, knowledge of labor agreement language.  
 General knowledge of bookkeeping and accounting procedures.  
 Ability and skill to multi-task efficiently and accurately under pressure.  
 Ability to make effective decisions using independent judgment  
 Demonstrated knowledge of current office practices and procedures, grammar, spelling, punctuation and contemporary English usage.

Ability to work independently; and the ability to work in a team environment.  
Ability and skill in the maintenance of human resource, general records and to prepare reports and answer questions from records.  
Ability and skill to collect and analyze data, to perform research and prepare technical reports.  
Ability to effectively communicate orally and in writing.  
Skill in addressing human contact situations with tact, understanding and clarity.  
Ability in maintaining an effective working relationship with County Board members, Administration, Elected Officials, employees and the public.  
Ability and skill to type, with hands-on working knowledge of software systems and equipment.  
Ability to operate office equipment such as a computer terminal (for an extended time), calculator, photocopier, multi-function telephone, etc.  
Ability to exert moderate physical effort, typically involving a combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

**Minimum Qualifications –**

Bachelor's degree in Human Resource Management, Public Administration, Business Administration or closely related field required.

Minimum of five years of Human Resources experience required; experience in county or municipal government preferred.

Minimum of three years of management or supervisory experience, required.

**Conditions of Employment –**

Valid Driver's License to transport self to and from required meetings or appointments that occur outside of the assigned workplace.

Must treat all information with the utmost of confidentiality.

The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.

**DATE:** \_\_\_\_\_ **EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **EMPLOYEE RELATIONS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **COUNTY ADMINISTRATOR:** \_\_\_\_\_

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Assistant to County Administrator  
**Department:** County Administrator

**Reports to:** County Administrator

**Pay Grade:** Grade H

**Date:** 01 JUNE, 2021

**Hours Per Week:** [ TBD]

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## PURPOSE OF POSITION

The purpose of this position is perform confidential and highly responsible administrative, secretarial and varied support work for the County Administrator involving complex work problems and situations requiring thorough familiarity with the operations of the County.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Acts as confidential assistant on matters pertaining to personnel and administrative matters.
- Attends meetings as requested by the County Administrator.
- Makes recommendations and assists in the preparation of Departmental and County regulations and procedures.
- Explains policies, procedures, interpretation of administrative decisions, and instructions in response to telephone or personal inquiries from Department Heads, employees, and the public. Informs Department Heads and employees of County Board, Committee and County Administrator decisions that may affect them. Coordinates group employee meetings and training sessions.
- Performs administrative duties relating to the County Board including assembling orientation materials for the County Board Supervisors; assists with various appointments; assists with the preparation of resolutions and ordinances; assists with the preparation of the County Administrator's Report for County Board Meetings; and assists with preparation of reports, studies, and research as directed by the County Administrator concerning operation of the County. Attends County Board meetings as necessary.
- Composes, edits, transcribes, and disseminates confidential and technical material which may consist of agendas, minutes of meetings, letters, articles, memoranda, forms, reports, and PowerPoint presentations in accordance with standard policies.
- Performs clerical duties including, but not limited to: coordinates travel and meeting arrangements, prepares facilities for meetings, telephone reception, files confidential and sensitive information, processes and routes mail, maintains office supplies, processes printing requisitions, and photocopies documents.
- Acts as liaison to and for the County Administrator in dealings with County Departments, employees, other units of Government, community organizations, and the general public.
- Coordinates requests for sealed bids by performing or assisting with placing advertisements, preparing and disseminating informational material, and preparing and distributing letters.

- Analyzes and reviews procedures and workflow of the Department and makes recommendations on improving efficiency and effectiveness.
- Performs miscellaneous administrative duties as assigned including assisting in coordinating special projects as requested by the County Administrator.
- Assists with policy analyses of County programs and services.
- Assists the County Administrator in the evaluation of Department Heads.
- Assists in the annual County budget process by preparing and disseminating informational material, scheduling meetings, and monitoring items in progress.
- Processes purchase orders for the Department and approves purchase requisitions at the County Administrator/County Board level.
- Interacts with other governmental and private agencies.
- Acts as Records Retention Representative for the Department.
- Maintains office and signs documents in the absence of the County Administrator.
- It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in administrative support, or related field.
- Preference for knowledge experience in performing administrative, secretarial, and general office work of a progressively responsible nature in a multi-department organization
- Must be proficient in Microsoft Excel, Microsoft Word, Power Point and Outlook

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to communicate professionally and effectively with County Administrator, co-workers, all county employees, Department Heads, the general public and County Supervisors.

#### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

To: Derek Kalish, Richland County Clerk

Subject: MOU of Extra Duties — Response to Resolution No. 21-57

7-May-21

Clerk Kalish,

This Memorandum of Understanding (MOU) is in response to Resolution No.21-57 adopted by the Richland County Board in the April 20<sup>th</sup>, 2021 meeting.

**Scope and Term** — The term of this employment is intended to meet the following objectives and criteria:

1. Under RESOLUTION NO. 21 – 57 the additional salaries associated with the Richland County Clerk position were intended with the historic assignment of Administrative Coordinator additional duties. Because these duties were displaced with the change to the Administrator model of government, it has been proposed and adopted by the County Board to have these additional compensations removed from the Clerk position entering the 2025-2028 term.
2. With these additional compensations in place for the 2021-2024 term, the Richland County Board has proposed additional duties, both statutory and non-statutory, be established with a memorandum of understanding developed between the Administrator and incoming Clerk. Details of the extra duties assigned to the Clerk for the remainder of the 2021- 24 term are to be approved by the County Board with first review by the Finance & Personnel Committee.

**Duties, Authorities and Goals** — This memorandum of understanding establishes the following extra duties and authorities of the Clerk position for the remainder of the 2021-24 term.

3. The duties, responsibilities and authorities defined by the Financial Officer Job Description [Attached]
4. Assistance with Strategic Goals of Resolution No. 21-107:
  - III. Make resolutions and ordinance available and organized on the internet
  - VII. Develop finance and purchasing policy (increase admin authority on purchasing)
5. Begin preliminary assessment and planning for possible next generation finance and payroll system.

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

**Legal Recognition** — This memorandum of understanding is an agreement containing additional duties, responsibilities and authorities which may not be statutory by Wisconsin Statute 59.23(2)(c). These extensions of duties beyond statutory are performed at the discretion of Clerk Derek Kalish and with his consent. If performance concerns arise as related to these extra duties which extend the beyond the scope of Wisconsin Statute 59.23(2)(c) it is recognized that they may not constitute “for cause” as defined through Wisconsin Statutes 17.001 and 17.09(1).

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### Acknowledgement and Consent:

Derek Kalish: \_\_\_\_\_  
(Clerk)

Date \_\_\_\_\_

Marty Brewer: \_\_\_\_\_  
(Board Chair)

Date \_\_\_\_\_

Clinton Langreck: \_\_\_\_\_  
(Administrator)

Date \_\_\_\_\_

Attachments:

1. Res. No 21-57 (Below)
2. Financial Officer – Job Description (Attached)

Clinton Langreck  
Richland County — Administrator

Cc: Marty Brewer, Richland County Board — Chair  
Shaun Murphey-Lopez, Finance and Personnel — Chair  
P-file

## RESOLUTION NO. 21 - 57

A Resolution Reducing the County Clerk Salary for the 2025-28 Term.

WHEREAS the County Board passed Resolution 20-44 in March of 2020 adopting the following salaries for the 2021-24 term:

### County Clerk

1. \$78,952.62 for 2021, that being a 2.5% increase over the 2020 salary of \$77,026.95;
2. \$80,926.44 for 2022, that being a 2.5% increase over the 2021 salary of \$78,952.62;
3. \$82,126.44 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$83,326.44 for 2024, that being a \$1,200 increase over the 2023 salary.

### County Treasurer and Register of Deeds

1. \$63,885.80 for 2021, that being a 2.5% increase over the 2020 salary of \$62,327.61;
2. \$65,482.95 for 2022, that being a 2.5% increase over the 2021 salary of \$63,885.80;
3. \$66,682.95 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$67,882.95 for 2024, that being a \$1,200 increase over the 2023 salary.

WHEREAS Wisconsin Statute 59.22 does not allow increases or decreases in salary for elective offices during a term but allows changes in later terms, and

WHEREAS a review of County Clerk salaries in 13 similar counties (with a population of 15,000 to 24,000 and/or neighbors) found that the average County Clerk salary for 2021 is \$64,246, with a range of \$54,621 - \$73,502, and

WHEREAS the decrease is appropriate because the County Clerk no longer carries out duties of the Administrative Coordinator, and

WHEREAS the additional ~\$15,000 in annual County Clerk salary for the remainder of the 2021-24 term may be allocated toward non-statutory duties and to fulfill certain strategic plan and administrative priorities adopted through Resolution 20-107,

NOW THEREFORE BE IT RESOLVED when elected official salaries are set for the 2025-28 term, the salary of the County Clerk shall be reduced to equal the salary of the Register of Deeds and Treasurer, and

BE IT FURTHER RESOLVED this reduction should not be interpreted as a reflection of the performance of the person holding the office of County Clerk, and

BE IT FURTHER RESOLVED that a memorandum of understanding be developed between the Administrator and incoming Clerk to detail the extra duties assigned to the Clerk for the remainder of the 2021 - 24 term, and

BE IT FURTHER RESOLVED that this memorandum of understanding be approved by the County Board with first review by the Finance & Personnel Committee, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage and publication.

# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Finance Officer (+ duty of Clerk)     **Department:** Clerk/Administrator  
**Reports to:** County Board (F+P Committee)     **Pay Grade:** Salary (By Resolution)  
**Date:** June 16, 2021     **Hours Per Week:** as needed/available

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## PURPOSE OF POSITION

The Finance Officer is responsible for performing technical work with accounting services in accordance with Wisconsin Statute 59.23. This position helps provide guidance, direction and support to the administrator, treasurer, accounting supervisor and county board regarding the financial management and practices of the County. This position assists with structuring financial programs, budgets and establishing reporting mechanisms to comply with funding source regulations. The Finance Officer identifies potential problems, formulates solutions and makes recommendations to the County Administrator and County Board regarding County finances.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists the administrator, accounting supervisor and departments with creating, updating, and coordinating the implementation of financial: policy, procedures, reporting and accounting methods; monthly and periodic reconciliation of account and financial statement balances, and budget management with the County Administrator.
- Reviews and evaluates County's general ledger configuration, accounts receivable and payable practices and disbursements and makes recommendations to the County Administrator and County Board for improvements of changes in accounting methods and systems in order to conform to reporting and auditing standards as required by rules or law and the General Accounting Standards Board (GASB)
- Assist in pre-auditing of bills and other county expenditures.
- Assists the administrator and accounting supervisor with pre-audit support schedules for annual review by the independent auditor to reduce the time and cost of the annual audit. Work with and respond to the auditors while they are conducting the audit.
- Reviews opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.
- Assist the County Administrator, Finance and Personnel Committee and the County Board in preparing statistical data in support of financial goals.
- Assist the County Administrator, Finance and Personnel Committee and the County Board in developing bonding projects.
- Responsible to plan, organize and assist the County Administrator in preparation and adoption of annual budget.

- Confer with the County Administrator and the Employee Relations Department on the fiscal impact of proposals regarding wages and benefits and provide costing information with proposals for labor negotiations.
- Audits grant reports and schedules for a variety of programs. Oversee and monitor grant requests and reports prepared by County departments.
- Conducts financial training of county staff on budgeting, purchasing, accounting and reporting procedures and internal controls pertaining thereto.
- Participates in employee interviews and trains new employees.
- May be required to perform backup to Accounting Supervisor, Payroll & Benefits Specialist and accounts payable duties.
- Performs other necessary duties as required to include assisting with election functions as directed.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Bachelor's degree from accredited college or university in Accounting or Business Administration with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Preference for a 2-year or 4-year degree in Accounting or Government/Business Finance
- Preference for knowledge of working with an IBM I-Series, AS400 system
- Preference for registration as a certified public accountant
- Must be proficient with Microsoft Word and Excel

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe date and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to use advisory data and information such as financial statements, census
- Ability to use advisory data and information such as financial statements, census

reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

**Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to run and evaluate financial forecasting formulas

**Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

**Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisors Signature

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Date