

Richland County Administration Transition Committee

Agenda Item Cover

Agenda Item Name: Reduction in Highway Clerk position, creation of Administrative Assistant Position

Department	Administration	Presented By:	Melissa Luck
Date of Meeting:	June 18, 2021	Action Needed:	Motion
Disclosure:	Open	Authority:	
Date submitted:	June 18, 2021	Refer to:	County Board

Recommendation and/or action language:

Motion to reduce the position of Clerk in the Highway Department from 35 hrs/wk to 20 hrs/wk and create the position of Administrative Assistant for the County Administrator for 20 hrs/wk.

Background:

At the November 6, 2020 meeting of the Administrator Transition Committee a motion was passed acknowledging the County Administrator's need for staff. On December 16, 2020 the Administrator Transition Committee passed a motion to eliminate the Accounting Supervisor and Payroll & Benefits positions from the County Clerk's office and create those positions in the County Administrator's office, modifying the job descriptions to remove County Clerk statutory duties. On January 19, 2021 the County Board voted to officially transfer those positions to the County Administrator's office. In February and March the Administrator Transition Committee spoke with Department Heads about financial and administrative positions within their department to determine if there was possible consolidation of functions to eliminate a position in order to create one for the Administrator or capacity for additional duties to assist the County Administrator. After those discussions and other conversations with Department Heads, the Administrator Transition Committee passed a motion on May 7, 2021 to recommend that the Clerk position in the Highway Department be reduced from 35 hrs/wk to 20 hrs/wk and the Administrative Assistant position for the County Administrator be created at 20 hrs/wk. The job description for the Administrative Assistant has been reviewed by Carlson/Dettmann and was placed at Grade H Step 2 at a rate of \$20.68 (need to verify this rate). The Clerk position is currently at \$17.31 (need to verify this rate). Fringe benefits are not included in following calculations.

Current Highway Clerk position: 35 hrs/wk x \$17.31 x 52 wks = **\$31,504.2 (amount in budget)**

Proposed Highway Clerk position: 20 hrs/wk x \$17.31 x 52 wks = \$18,002.4 (31504-18002= **\$13,501.80 savings**)

Proposed Admin. Assist. position: 20 hrs/wk x \$20.68 x 52 wks = **\$21,507.2 (still need to come up with \$8,005)**

***vacant accounting supervisor and accounts payable specialist positions during parts of 2020 and 2021 should leave quite a bit of unspent funds that could be used to cover the \$8005, potentially enough to make the position 40 hrs/wk?**

Attachments and References:

07A- Administrative Assistant Job Description

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		

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

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(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)
