

RICHLAND COUNTY

Finance & Personnel Standing Committee



December 2, 2022

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene on **December 6th, 2022 at 5:00 p.m.** in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous Minutes

Reports:

5. Report — 2021 Audited Financial Statement

Financial:

6. Discussion and Possible Action on ARPA Daycare Grant Extension

Directive Resolutions and Ad Hoc Committee:

7. Discussion and possible action on Finance and Human Resources Staffing Report
8. Discussion and possible action on response to Resolution 22-96
9. Discussion and possible action regarding correspondence and guidance with the Referendum Ad Hoc Committee

Personnel:

10. Discussion and possible action on Classification, Compensation and Authorization Policy
11. Closed Session pursuant of Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. - Regarding MOU requests to attach to the WPPA collective bargaining agreement.
12. Return to Open Session
13. Discussion and possible action from items of closed session.

Closing:

14. Future agenda items
15. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

Richland County

Finance & Personnel Standing Committee

November 14th, 2022

The Richland County Finance and Personnel Standing Committee convened on Monday, November 14th in person and teleconference.

Committee members present included County Board Supervisors Marty Brewer, Steve Williamson, Steve Carrow, Gary Manning, Tim Gottschall with Melissa Luck, David Turk and Shaun Murphy-Lopez by Web Ex.

Also present was Administrator Clinton Langreck, Assistant to the Administrator Cheryl Dull taking minutes, several department heads, county employees and general public. John Couey was present from MIS running the teleconferencing.

Not present: Marc Couey

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:02 p.m.
2. **Proof of Notification:** Chair Brewer verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, County Board members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Brewer asked for approval of the agenda as presented. Moved by Supervisor Gottschall to approve the agenda, 2nd by Supervisor Carrow. All voting aye, motion carried.
4. **Previous minutes:** Hearing no changes, Chair Brewer declared them approved as presented.
5. **Report — Updates to the Financial Planning Decision Worksheet:** Administrator Langreck reviewed 05 and 05b including the changes to raises, several other changes and what those changes did to the running totals through 2027. He reviewed the changes of the need for ARPA funds in 2023, 2024 and 2025.
11. **Discussion and possible action on next meeting:** Discussion was held on what times work for committee members. Moved by Supervisor Williamson to move the meeting to 5:00 p.m. starting in December, 2nd by Supervisor Manning. All voting aye, motion carried.
6. **Discussion and possible action on Classification, Compensation and Authorization Policy:** Administrator Langreck reviewed the changes to the Policy. Moved by Supervisor Carrow to adopt the Policy as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.
7. **Discussion and possible action Reclassification for HHS Mental Health Therapist:** Administrator Langreck presented the request due to difficulty in filling the positions. Moved by Supervisor Manning to approve the reclassification as presented, 2nd by Chair Brewer. Director Clements stated this is figured into the 2023 budget. All voting aye, motion carried.
8. **Fund #75 Policy – Discussion and possible action on amendment of policy:** Administrator Langreck reviewed the expenditures of Fund 75 & 92 and appropriation of money not being used by the dam project. Supervisor Luck recommended looking at some handicap accessibility adjustments with the remainder of the money. Moved by Supervisor Williamson to appropriate funds from the dam projects that couldn't be completed due to staff changes in Land Conservation, 2nd by Supervisor Carrow. All voting aye, motion carried.
9. **Discussion and possible action on recalling CDBG Funds from Housing Authority and dissolving of Committee:** Administrator Langreck reviewed the request to recall the defunct CDBG Funds. These funds have outlasted the intended purpose and can now be used at the Counties discretion. Administrator Langreck is recommending that the balance of \$74,553.63 be allocated to Richland Economic Development. The County will assume any and all responsibility for the administration of these assets and any necessary title and recording work. Moved by Supervisor Gottschall to recommend resolution to the Richland County Board, to request recall of Defunct CDBG Funds from the Richland County Housing Authority and to dissolve of the existing CDBG Committee (via recommendation to Rules and Strategic Planning), 2nd by Supervisor Manning. Discussion followed on what administration of these asset would entitle. All voting aye, motion carried.
10. **Discussion and possible action on utilization of ARPA funds for comprehensive planning:** Administrator Langreck presented the request from Rules and Strategic Planning to allocate funds to pay for the County Comprehensive Plan study in the amount of \$17,173.25 or more, a fund request for a change order to cover the roof of the Courthouse in the amount of \$8,326.57 by removing the ambulance study in the amount of \$25,500.00 and allow the reminder to be used to help fill the 2025 gap. Supervisor Murphy-Lopez updated the

Richland County

Finance & Personnel Standing Committee

Finance Committee on the discussion had by the Rules and Strategic Committee on the RFP that the Committee has drafted for the Comprehensive Plan with the projection being approximately one year to complete. Moved by Supervisor Murphy-Lopez to amend the Richland County ARPA utilization as presented, 2nd by Supervisor Williamson. All voting aye, motion carried.

12. Discussion and possible action on response to Resolution 22-96:

- a. **Staffing study and proposal on Finance and Human Resources:** Administrator Langreck is progressing and will be ready for the December meeting.

13. Discussion and possible action regarding other resolutions and committee responses:

- a. **Response from Pine Valley:** Administrator Langreck presented the response that Pine Valley/Child Support Committee returned in reference to the dialogue that the Ad Hoc Committee sent to Pine Valley to respond to. No action taken.
- b. **Response from Symons Natatorium:** Chair Brewer reviewed what Symons presented last month as a response to the Resolution. Director Gobin stated she has not received any dialogue from the Ad Hoc Committee to respond to. Chair Brewer added he felt Symons is an intricate part of our community and added, it will continue to be funded. No action taken.
- c. **Response from Richland Economic Development:** Administrator Langreck stated the RED Board will review the Ad Hoc dialogue at their next meeting and send a response back. No action taken.
- d. **Response from Public Safety:** Supervisor Luck reviewed the items that were discussed at the last Public Safety meeting. She reviewed the narrative presented to the Committee and the only thing that could be cut would be staff which cannot be done otherwise there will be no road deputies and the jail may have to close a cell block which will actually cost the County money to house prisoners in other Counties. Discussion followed on why items would not be requested to be put on the referendum. Jennifer Laue asked to speak in reference to not putting a position from her office on the referendum. They feel if they put the Deputy Probate on a referendum and it does not pass, that position would have to be cut from the office leaving a 1-person office which will not leave enough staff to handle the tasks. No action taken.
- e. **Response from Veterans:** Administrator Langreck represented the recent response from the HHS and Veterans Committee concerning the Veterans Office. That Committees response was that the Benefit Specialist would be recommended to the Ad Hoc Committee to go to referendum. No action taken.
- f. **Response from UW Campus, Food Services & UW Extension:** Administrator Langreck stated they have not come back with a response yet. There are some opportunities that have arisen recently and they are working through those. No action taken.
- g. **Response from Land & Zoning:** Administrator Langreck reviewed that Supervisor Luck presented the response from Land and Zoning Committee at the last meeting. There has been no change from that presentation. No action taken.
- h. **Response from Administrator, Clerk & Treasurer:** Administrator Langreck will bring this back with staffing study in December.
- i. **Response from Public Works:** Chair Brewer stated that there is a lot of money that moves through these departments, particularly road. The work that the Highway Department does brings in money to the county. No action taken.
- j. **Response from Fair & Recycling:** Carla reviewed what the Resolution had requested of the Fair Committee. She reviewed how other Counties are handling fairs and who owns the fairgrounds. She pointed that if the fair is not handled by the County in the future then that office would have to be completely funded by tax levy because currently that office is funded off from moneys raised by the fair, building rental and other events that occur out there. They are currently working on some other fund generating events for next summer and cannot predict what those events will produce for funds. No action taken.

14. Discussion and possible action regarding correspondence with the Referendum Ad Hoc Committee:

Chair Brewer requested an update from the Ad Hoc Committee on what that Committee needs from the Finance and Personnel Committee.

15. Future agenda items:

Richland County

Finance & Personnel Standing Committee

16. Adjournment: Next meeting will be held Tuesday, December 6th at 5:00 p.m. Moved to adjourn by Supervisor Manning at 6:47 p.m., 2nd by Supervisor Gottschall+, all voting aye, motion carried.

Minutes respectfully submitted by
Cheryl Dull
Richland County Assistant to the Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: 2021 Audit Report

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 Dec 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure B
Date submitted:	02 Dec 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... accept 2022 Audit report and forward report to the County Board.

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

Johnson Block has completed the County's 2021 Audit. The documents are enclosed. This item is intended as a brief presentation to introduce the Audit results to the F+P committee. The committee will be given a chance to address questions and concerns and these will be brought forward to the County Board for a more in-depth presentation.

Attachments and References:

Financial Statements	
Audit Communications	

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

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: ARPA Daycare Extension Request

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 Dec 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Expenditure of remaining ARPA Funds Policy
Date submitted:	02 December 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... allow Coppertop Family Daycare six-month extension on expenditure of Daycare ARPA Grant funds utilization through 30 June 2023.

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

Coppertop owner and operator, Amanda Wagoner-Walsh, is requesting that the allowable period for grant fund expenditures be extended because of delays in reaching commitment and follow-through with a contractor regarding the intended sidewalk project. Excerpt from agreement as follows:

This agreement outlines the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, sign, and return along with this signed contract letter no later than January 10, 2021. After we receive your signed contract, we will mail you a check within two weeks.

The funds must be used specifically for the designated purpose(s) by 12/31/2022. You must submit a written request to us in advance if the funds are not expended by 12/31/2022.

Attachments and References:

Request Letter (Attached)	Grant Tracking (see below)

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

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Amanda Wagoner-Walsh			
Grant Total	\$43,154.16		
Date	Amount	Running Total	Use
2/2/2022	467.00	\$42,687.16	Business start up and bank fees
2/28/2022	520.83	\$42,166.33	toys
2/28/2022	268.92	\$41,897.41	construction
2/28/2022	178.73	\$41,718.68	kitchen
2/28/2022	2,197.02	\$39,521.66	furniture
2/28/2022	849.80	\$38,671.86	office
2/28/2022	291.70	\$38,380.16	learning
2/28/2022	28.95	\$38,351.21	large motor skills
2/28/2022	-1.54	\$38,352.75	interest
3/5/2022	2,429.90	\$35,922.85	down payment on fence
3/8/2022	422.25	\$35,500.60	bathroom construction supplies
3/31	62.57	\$35,438.03	cleaning supplies
3/31/2022	80.52	\$35,357.51	art supplies
3/31/2022	758.32	\$34,599.19	toys
3/31/2022	153.43	\$34,445.76	office supplies
3/31/2022	181.52	\$34,264.24	misc supplies
3/31/2022	216.08	\$34,048.16	safety (masks, outlet covers, gate for stairway)
3/31/2022	253.19	\$33,794.97	larger motor climbing mats
3/31/2022	18.72	\$33,776.25	kitchen supplies
3/31/2022	1,177.39	\$32,598.86	shelving units
3/31/2022	61.61	\$32,537.25	furniture
3/31/2022	-1.46	\$32,538.71	interest
4/30/2022	180.68	\$32,358.03	toys
04/30/2022	514.44	\$31,843.59	construction
4/30/2022	129.87	\$31,713.72	Kitchen
4/30/2022	54.59	\$31,659.13	art supplies
04/30/2022	151.81	\$31,507.32	baby supplies
4/30/2022	2,114.57	\$29,392.75	learning, cont. ed, outside equipment, off sup, 1st aid, furniture
5/31/2022	11,830.08	\$17,562.67	Mike Marshall interior construction and heating
5/31/2022	52.22	\$17,510.45	construction supplies
5/31/2022	295.89	\$17,214.56	food for snacks, lunches and breakfast
5/31/2022	858.59	\$16,355.97	outside toys
5/31/2022	131.70	\$16,224.27	art and music supplies
5/31/2022	146.70	\$16,077.57	office supplies
5/31/2022	432.00	\$15,645.57	Business insurance
5/31/2022	151.14	\$15,494.43	misc supplies
5/31/2022	-2.17	\$15,496.60	April and May Interest
6/30/2022	272.84	\$15,223.76	furniture, boosters, umbrella for outside
6/30/2022	89.80	\$15,133.96	sandbox toys, puzzles
6/30/2022	230.81	\$14,903.15	June food expenses
6/30/2022	75.51	\$14,827.64	kitchen supplies
6/30/2022	57.80	\$14,769.84	office supplies
6/30/2022	90.00	\$14,679.84	continuing ed. intro to childcare profession..state requirement
7/31/2022	386.88	\$14,292.96	outside expenses jungle gym, house, umbrella stand and hooks
7/31/2022	2,716.60	\$11,576.36	remainder of outside fence cost
7/31/2022	288.97	\$11,287.39	operational and office daycare phone internet and ink
7/31/2022	144.75	\$11,142.64	Toys
7/31/2022	87.78	\$11,054.86	art supplies
7/31/2022	322.63	\$10,732.23	food for snacks, lunches and breakfast
7/31/2022	202.29	\$10,529.94	sensory table and rug
7/31/2022	19.96	\$10,509.98	toaster
8/31/2022	207.02	\$10,302.96	Gross motor mats
8/31/2022	169.22	\$10,133.74	learning and sensory supplies
8/31/2022	373.65	\$9,760.09	food for snacks, lunches and breakfast
8/31/2022	223.92	\$9,536.17	art, small motor supplies
8/31/2022	79.81	\$9,456.36	toys
8/31/2022	125.24	\$9,331.12	office supplies
9/30/2022	71.52	\$9,259.60	food for snacks, lunches and breakfast
9/30/2022	136.99	\$9,122.61	dress up
9/30/2022	179.84	\$8,942.77	STEM learning activities
9/30/2022	15.81	\$8,926.96	outside winter covers
10/24/2022	62.63	\$8,864.33	food for snacks, lunches and breakfast
10/24/2022	39.65	\$8,824.68	mat for under climber
		\$8,824.68	
		\$8,824.68	
		\$8,824.68	
		\$8,824.68	
Balance Remaining		\$8,824.68	

10/24/2022

Dear Finance and Personnel Committee,

I am writing this in hopes of extending some of the funding that I received from the Daycare Grant. At the current time I have a total of **\$8,824.68** of the grant remaining. Much if not all of this has been set aside for putting a sidewalk in to go to my daycare entrance. Over the course of the year, I have had 3 different companies/people scheduled to come put in the sidewalk in. When it comes to the date in which they are scheduled to install the sidewalk they have not shown up. Some not returning any phone calls or messages when contacting them after the date they were scheduled and some replying stating they have too much work and they will not be able to do it. Therefore, I am still waiting to find someone to put one in. I have contacted other companies which I am currently still waiting on bids for, however they will not be able to put in the sidewalk until next year.

I thank you for your time and thought in considering this extension.

Sincerely,

Amanda Wagoner-Walsh

Coppertop Family Daycare



Richland County Administrator's Office

Clinton Langreck, Administrator

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Office: (608) 647-2197 Phone: (608) 649-5960 FAX: (608) 647-6134
Email: clinton.langreck@co.richland.wi.us

Date: Thursday, December 30, 2021

Amanda Wagoner-Walsh
27485 Crestview Dr
Richland Center, WI, 53581

Dear: Amanda

This agreement outlines the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, sign, and return along with this signed contract letter no later than January 10, 2021. After we receive your signed contract, we will mail you a check within two weeks.

The funds must be used specifically for the designated purpose(s) by 12/31/2022. You must submit a written request to us in advance if the funds are not expended by 12/31/2022.

Upon signing this contract, your agency states that you agree to notify us if there is any change in your childcare status. In addition, we will request a monthly report on the expenditure of the grant and a final report by 1/31/2023 or when all funds are expended. Please furnish us monthly with a copy of any finances of the project until the grant funds are expended and a final report has been filed.

This contract also gives Richland County your permission to use photographs, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

Sincerely,

ACCEPTED AND AGREED: _____
Clinton Langreck
County Administrator

Richland County Committee

Agenda Item Cover

Agenda Item Name: 07 Human Resources and Finance Staffing Study

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 Dec 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure H, Res. 22-96
Date submitted:	02 Dec 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to...

1. Accept the Human Resources and Finance Study (as presented, or with amendments)
2. Action within scope of authority - pending discussion.

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

In the October 4th 2022 Richland County Finance and Personnel Committee meeting, the committee took action to direct the County Administrator to research human resources and financing staffing solutions. "Moved by Chair Brewer to ask the Administrator to do research and planning on HR staffing and combining of duties and bring the information back to the committee, 2nd by Supervisor Murphy-Lopez. All voting aye, motion carried." This action was taken in context of gathering information to support committee decisions in responding to Resolution 22-96.

Attachments and References:

HR and Finance Staffing Study (attached)	

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 type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Pending actions and options

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Richland County Administrator's Office

Clinton Langreck, Administrator

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Email: clinton.langreck@co.richland.wi.us

To: Finance and Personnel

Subject: Research and planning on HR and finance staffing and centralization

Date: 06 DEC 2022

Background:

In the October 4th 2022 Richland County Finance and Personnel Committee meeting, the committee took action to direct the County Administrator to research human resources and financing staffing solutions. "Moved by Chair Brewer to ask the Administrator to do research and planning on HR staffing and combining of duties and bring the information back to the committee, 2nd by Supervisor Murphy-Lopez. All voting aye, motion carried." This action was taken in context of gathering information to support committee decisions in responding to Resolution 22-96.

Summary of talking points regarding staffing from the October 4th, 2022 meeting:

- We are not moving forward – the proposals brought forward leaves the county in the status quo; now is the opportunity to remodel
- How do we get an HR and Finance Director / Departments?
- We have a dispersed model – how do we centralize our HR and Finance Functions?
- How many payrolls / finance folks do we have at the county, how many in other counties, can there be efficiencies? Are we making more work for ourselves?
- Until we see and compare to other models I don't think we are going to get anywhere.
- The committee remains obligated to respond to Directive Resolution 22-96.

Study Content:

1. Study County Comparison:
 - a. Comparison Methodology (Reference Appendix A "Counties Demographic Comparison") — The counties appearing in Appendix A were selected for assessment were based on 2020 Financial Expenditure Comparisons provided through the Department of Revenue, and consideration of operating a skilled nursing facility. This method of selecting a comparison pool was utilized to match demographics representative of financial activity and service support required to maintain comparable county functions. Responses were received and assessments were conducted with Lafayette, Grant and Monroe counties. Written questionnaires were solicited to their Administrative, HR and Finance



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Officials and telephone-interviews were conducted to further help understand their staffing levels, systems and structures.

- b. County Position Comparison (Reference Appendix B "County Comparison of Positions") — This comparison chart attempts to capture the number of employees, within county departments, "predominately dedicated to Finance and HR functions." The position numbers reported do not account for:

- 1) Full-time equivalency considerations
- 2) Frequency or appropriation of dedicated functions
- 3) Consideration for other tasks and functions performed
- 4) Consideration for supporting systems, technologies or building/office configurations
- 5) Pay grades or classification
- 6) *Consideration for supporting multiple counties

*Unified Community services of Grant County also provides services to Iowa County.

- c. Limitations on inquiry — The inquiry and assessment data presented is based on responses to the following questions:

- 1) *How many employees do you have in the County? (fulltime / part-time)*
- 2) *How many departments in your county have staff dedicated, predominantly, to Finance/HR support staff? (Name of Depts. names)*
- 3) *How many Finance/HR support staff are in each of those identified departments? (by department / list by position names / part-time of full-time)*
- 4) *What functions are centralized in your county?*
- 5) *What systems (software, hardware) do you have supporting your functions?*
- 6) *How well do your systems work for you? Do you have plans for any future changes? Or, ideally how do you think they should be changed?*



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d. Narrative on supporting systems — Responding counties reported that they are operating on the following Enterprise Resource Planning Systems: Lafayette is operating with an Avenue System (like Richland County), Monroe has been operating with Munis (Tyler Technologies) for many years, Grant County is transitioning to Munis (Tyler Technologies). The Munis system has extended capabilities in reporting and managing workflows for HR and payroll functions. These appropriation estimates were gathered in support of assessing model feasibility.

2. Internal Study of Positions:

Review of Internal Function Allocations (Reference Appendix E "Internal Function Allocations") — A study was conducted in reviewing administration and department positions. The study focused on identifying financial and human resource functions and estimating an apportionment of time allocated to those functions. It is important to note that these estimates are self-reported, and not arrived at by the means of a time study or logging hours by function.

3. Model Building:

(Reference Appendix C "Model Building") The following model elements were built to satisfy the goals of the study. The models were built by the County Administrator with counsel from selected department heads. The preliminary plan was solicited to impacted departments to discuss feasibilities, obstacles, concerns and advantages with their staff.

Model Elements and Consideration:

- a. Current – Current Staffing Levels by Department
- b. HR Department Focus
- c. Finance Department Focus
- d. Both HR and Finance

4. Model Assessment:

(Reference Appendix C) Departments were asked to review the models with their leadership and staff and provide feedback on feasibilities, obstacles, concerns and advantages.

The questions asked to respond to were:

- a. Advantages — What advantages do see in these changes being initiated?



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- b. Concerns and disadvantages– What other concerns or disadvantages do you have if these changes were initiated?
 - c. Feasibility — In regards to moving/ or reducing positions and (HR and Finance functions) in your department, can the lost service hours and responsibilities be absorbed by other positions? Please describe the displacement or reductions.
 - d. Obstacles — What other obstacles or challenges would be created in your department as a result of these changes?

Conclusion and Recommendation:

The responses from HHS are included below in Appendix D. A summary of responses from department heads are as follows:

- Advocacy for the most efficient model that would best serve the County's needs and budgetary considerations going forward.
- Concerns of how the centralization impacts; 1) the daily interactions between current department HR and Finance staff, 2) the location of record storage and accessibility for departments, and 3) HR and financial staff availability to department leadership.
- It is hard to speculate until a new model is implemented and the individuals in those roles begin modifying services.
- The County needs to invest into an ERP/Payroll System that can better support centralization.
- How would we justify adding more administrative-leadership positions while considering reductions to other departments, functions and staffing?
- Concerns that we don't lose the improvements made in recent changes made to the office and functions.
- Should there be consideration to merge the Clerk Duty and Register of Deed Deputy positions?



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-
- Where is the line drawn in the "us vs. them" nature of people? Will displaced positions and hours hold alliance to service support of HHS and departments or the priorities and conveniences of a centralized office?

I agree with many of the concerns posed and many of the advantages envisioned in the centralizations. The goals of centralizing our HR and finance functions are challenges as systems and processes will have to be changed, behaviors modified, and systems updated. Challenges of operating efficiently (synonymous with lean) lead to a denser appropriations of primary functions and leaving less availability to cross train without use of overtime. And, while departments continue to cross-train in efforts of continuity of operations, our departments operate more and more with blurred position descriptions and many overlapping duties covered by team or department efforts vs. individual efforts. The ability to plug-and-play becomes more challenging. We have many finance and HR roles that are also taking on dedicated department specific functions and leadership roles.

Additional consideration and talking points include:

- Reductions in HHS staff would currently be seen as fulfilling the "reduction of five positions" response to Resolution 22-96 (context of not counting reductions in this report as additional to those of the HHS response to 22-96).
- The models assessed do not directly support the directives of financial reductions found in Res. 22-96 (imposed on Administration, Clerk, Treasurer).
- If positions are reduced (context of responding to all directive resolutions), the Administrator would be supportive of department heads exercising discretion in reorganizing staff personnel to allow for retention of staff whom may poses knowledge, skills and abilities most advantageous to the County.
- The county retains the authority to revert to an Administrative Coordinator structure or to reduce the capacity/wages of the Administrator. While unpopular with departments, the County's willingness to reduce the position and functions may amount in \$45,000 to \$90,000 in reduced annual expenditures. Justification may also potentially be made with displacing many current, direct financial and HR duties onto the new departments, if that is the direction taken. This would likely result in reduction of administrative production.

A recommendation to implement these proposed initiatives becomes a matter of funding and organizational will. The initiative promises short-term strife with hopes of long-



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term gains in efficiencies, consistencies and controls. The initiative would also support the exploration and posturing for a new ERP system. The initiatives, as modeled, fail to support directives of resolution 22-96 unless further displacement of operational funds are moved into short-term borrowing or unless other expenditure reductions are made.

Recommendation – I am currently caught in between conflicting goals and I do not have answers to all the questions and concerns regarding the transition. What is clear is that in order to have both centralized functions and meet the directives of 22-96 would require increased operational levy displacements or reductions in other expenditures. More reductions would be need to be as initiated as outlined in the 22-96 Finance and Personnel response options previously provided to the Finance and Personnel Standing Committee.

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County Administrator, Richland County

CC:



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Appendix A Counties Demographic Comparison

<u>County:</u>	<u>County Population:</u>	<u>Licensed Wisconsin Nursing Home:</u>	<u>2020 DOR Financial Expenditures and Other Financing Uses:</u>
Menominee	4,306		\$9,838,274.00
Florence	4,504		\$10,231,538.00
Pepin	7,463		\$12,919,490.00
Forest	9,251		\$13,935,943.00
Lafayette	17,134	Lafayette Manor	\$16,716,721.00
Iron	5,918		\$18,331,377.00
Buffalo	13,756		\$20,009,329.00
Crawford	16,787		\$20,324,207.00
Burnett	15,568		\$21,855,340.00
Ashland	15,879		\$23,057,714.00
Price	14,269		\$24,417,849.00
Marquette	15,485		\$25,413,440.00
Rusk	14,971		\$25,679,032.00
Langlade	20,138		\$25,768,421.00
Taylor	20,955		\$26,219,497.00
Richland	18,057	Pine Valley	\$27,456,664.00
Bayfield	15,474		\$27,908,089.00
Vernon	30,791	Vernon Manor	\$27,955,078.00
Kewaunee	20,885		\$28,549,305.00
Green Lake	19,242		\$28,563,808.00
Shawano	17,052		\$28,667,132.00
Jackson	20,779		\$29,081,851.00
Lincoln	28,873	Pine Crest Nursing Home	\$32,295,623.00
Waushara	24,555		\$34,313,089.00
Vilas	22,088		\$34,354,263.00
Adams	20,875		\$35,049,341.00
Iowa	24,146		\$36,047,469.00
Washburn	16,088		\$38,732,073.00
Grant	51,952	Orchard Manner	\$39,996,870.00
Juneau	27,422		\$40,335,574.00
Monroe	47,430	Rolling Hills Rehabilitation Center	\$40,762,076.00
Oconto	39,300		\$40,805,610.00
Green	37,448	Pleasant View Nursing Home	\$40,903,010.00
Trempealeau	30,289	Pigeon Falls Health Care Center	\$42,065,541.00
Polk	45,086	Golden Age Manner	\$44,443,071.00

Certified Nursing Home Reference:	https://www.dhs.wisconsin.gov/guide/nhdir.pdf
Population Reference:	https://www.forward-analytics.net/research/the-green-book-a-book-of-county-facts-4th-edition/
Financial Reference:	https://www.revenue.wi.gov/Pages/Report/county-municipal-revenues-expenditures.aspx



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Appendix B County Comparison of Positions:

	Richland:	Lafayette:	Grant:	Monroe:					
Department:	Titles/Types	#	Titles / Type	#					
Administration	Administrator	1	Chair / Administrative Coordinator (P/T)	1					
	Payroll and Benefits Specialist	1	Chair / Administrative Coordinator (F/T)	1					
	Accounting Specialist	1							
Finance Office		Finance Director	1	Finance Director	1				
		Finance Manager	1	Accounting Manager - HS	1				
		Accounting Assistant	1	Accounting Manager - RH	1				
				Financial Systems Coord	1				
				Billing Specialist - RH	1				
				Account Specialist - HS	1				
				Payroll Specialist	1				
				Billing Specialist - HS	1				
				Account Technician - RH	1				
				Account Technician - HD	1				
				Account Technician - HS	1				
				Account Technician - HS	1				
				AP COORD	1				
				Account Technician - HS	1				
				Billing Support	1				
				Account Specialist	1				
				Account Specialist - ADRC	1				
HR Department:		HR Director	1	HR Director	1				
		Payroll Manager	1	Specialist	1				
		HR Generalist I	1	Coordinator	1				
		HR Generalist II	1						
Clerk Office:	Clerk / Financial Officer	1							
	Deputy / AP Specialist	1							
Treasurer	Treasurer	1	Treasurer	1	Treasurer	1			
	Deputy	1	Deputy	2	Chief and Deputy	2			
Health and Human Services	Administration and Buildings Operations Manager (HR)	1	Finance Manager	1	Office Assistant Social Services (one on AP/AR)	2			
	Business and Financial Services Manager (\$)	1	Account Clerk	2	Office Manager (HR Roll) less than half	1			
	Confidential Administrative Secretary (Payroll)	1		Unified has there own financial and HR systems. Outside Social Services. Shared with Iowa					
	Fiscal Specialists	3	Health Department	1	Finance Director	1			
				HR Coordinator (50%)	1	Health Department	1		
				Bookkeeper	1				
				Patient Accounts	2				
Highway	Book Keeper	1	Office Manager	1	Office Coordinator	1	Office Manager	1	
	Office Clerk	1	Accountant II	1	Half-time Position; half-time	1	AP accounts receivable / clerical	1	
Sheriff's Office	Administrative Office Manager	1	Confidential Administrative Assistant	1	Office Coordinator	1	Office Manager A/R	1	
Nursing Home	Business Office Manager	1	Finance Manager	1	HR / Payroll Manager	1	Accounting Manager	3	
	Billing Specialist	1	Finance Coordinator	1	Finance (AP/AR)	1	Billing Person	1	
	HR Director	1					AP / HR Orientation - Onboarding	1	
	Payroll and A/P	1							
Hospital		Total HR and Finance folks	6						
Sanitation and Zoning						Clerk / Account Tech	1		
Total Positions:	20	24	22				31		
Employee Totals:	229 FT / 15 PTb / 168 unben	340 on payroll	275FT / 27PTb / 51PTu / 87 LTE			Monism			
	Richland:	Lafayette:	Grant:			Monroe:			
		Centralized HR	Centralized HR			Centralized HR and			
Systems:	Avenue	Avenue	Munis			Munis			
	Assumptions:								
	People not FTE (Strictly people predominantly handling HR and \$ functions)								
	Does not account for other functions they are perfuming on behalf of the department								
	Does not account for other counties, or funding sources they may be procuring revenues from other sources								



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Appendix C Model Building:

Option # 1: Centralizing Human Resources

Richland - Current:			Richland-HR Focus:		
Department:	Titles/Types	#	Department:	Titles/Types	#
Administration	Administrator	1	Administration	Administrator	1
	Payroll and Benefits Specialist	1		Payroll and Benefits Specialist	0
	Accounting Specialist	1		Accounting Specialist	1
Finance Office			Finance Office		
HR Department:			HR Department:	HR Director	1
				Payroll and Benefits Specialist	1
Clerk Office:	Clerk / Financial Officer	1	Clerk Office:	Clerk / Financial Officer	1
	Deputy / AP Specialist	1		Deputy / AP Specialist	1
Treasurer	Treasurer	1	Treasurer	Treasurer	1
	Deputy	1		Deputy	1
Health and Human Services	Administration and Buildings Operations Manager (HR)	1	Health and Human Services	Administration and Buildings Operations Manager (HR)	0
	Business and Financial Services Manager (\$)	1		Business and Financial Services Manager (\$)	1
	Confidential Administrative Secretary (Payroll)	1		Confidential Administrative Secretary (Payroll)	0
	Fiscal Specialists	3		Fiscal Specialists	3
Highway	Book Keeper	1	Highway	Book Keeper	1
	Office Clerk	1		Office Clerk	1
Sheriff's Office	Administrative Office Manager	1	Sheriff's Office	Administrative Office Manager	1
Nursing Home	Business Office Manager	1	Nursing Home	Business Office Manager	1
	Billing Specialist	1		Billing Specialist	1
	HR Director	1		HR Director	1
	Payroll and A/P	1		Payroll and A/P	1
Total Positions:		20	Total Positions:		19



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Option # 1: Centralizing Human Resources – With this option the focus is on prioritizing a centralized and independent Human Resources Office and functions. To accommodate this a Human Resources Director position would be created. The payroll and benefits position would be assigned to the HR Director. The HR Director's primary functions would include: Recruitment, Orientations, Benefits Administration, FMLA Administration, Employee Handbook Custodian, Management of employee records, secretary of Finance and Personnel Committee (pending the Clerk's Appointment), and backup to payroll functions.

To financially accommodate for this addition, and in efforts to meet goals of the financial reeducations imposed by Resolution 22-96, reductions in Health and Human Service Staff will be made. The HR functions of these positions will be transitioned to the Human Resources Office. The none-HR functions of these two positions are visualized as being absorbed by other HHS staff. It is currently visualized that the HR Director would be created as a new position and posted for competitive filling. The Payroll and Benefits position would be transferred with existing personnel at the time of the transition. The Administration and Buildings Operations Manager and Confidential Administrative Secretary positions would be eliminated or modified to result in a net reduction of two HHS positions.

Estimated Financial Impacts:

Add:	HR Director (Anticipating Grade M/\$31.15)	\$64,792
Reduce:	Administration and Buildings Operations Manager	(\$55,972.80)
	Confidential Administrative Secretary	(\$44,200)
Other:	Added operational expenses:	<u>\$5,000</u>
		(\$30,380.80)

Option # 2: Centralizing Finance



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Richland - Current:			Richland - Finance Focus:		
Department:	Titles/Types	#	Department:	Titles/Types	#
Administration	Administrator	1	Administration	Administrator	1
	Payroll and Benefits Specialist	1		Payroll and Benefits Specialist	1
	Accounting Specialist	1		Accounting Specialist	0
				Assistant to Admin	-1
Finance Office			Finance Office	Finance Officer	1
				Accounting Specialist	1
				AP Specialist	1
				Fiscal Specialists - HS	2
HR Department:			HR Department:		
Clerk Office:	Clerk / Financial Officer	1	Clerk Office:	Clerk / Financial Officer	1
	Deputy / AP Specialist	1		Deputy / AP Specialist	0.5
Treasurer	Treasurer	1	Treasurer	Treasurer	1
	Deputy	1		Deputy	1
Health and Human Services	Administration and Buildings Operations Manager (HR)	1	Health and Human Services	Administration and Buildings Operations Manager (HR)	1
	Business and Financial Services Manager (\$)	1		Business and Financial Services Manager (\$)	1
	Confidential Administrative Secretary (Payroll)	1		Confidential Administrative Secretary (Payroll)	1
	Fiscal Specialists	3		Fiscal Specialists	1
Highway	Book Keeper	1	Highway	Book Keeper	1
	Office Clerk	1		Office Clerk	1
Sheriff's Office	Administrative Office Manager	1	Sheriff's Office	Administrative Office Manager	1
Nursing Home	Business Office Manager	1	Nursing Home	Business Office Manager	1
	Billing Specialist	1		Billing Specialist	1
	HR Director	1		HR Director	1
	Payroll and A/P	1		Payroll and A/P	1
Total Positions:		20	Total Positions:		20.5

Option # 2: Centralizing Finance Functions – With this option the focus is on prioritizing a centralized and independent Finance Office and functions. To accommodate this a position



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would be created. The Accounting Supervisor position would be assigned to the Finance Officer, as well as the transfer of two Fiscal Specialist Positions from HHS. The addition of an independent Accounts payable specialist is also proposed (separated from the Deputy Clerk). The Finance Officer's primary functions would include: custodian of financial policy, monitoring and controlling expenditures, financial forecasting, continual monitoring and estimates on the county's existing financial position (balance of general funds and undesignated funds), oversight of county audit, assistance with budget preparation, replacement/subject matter expert on ERP system. Etc.

To financially accommodate for this addition, and in efforts to meet goals of the financial reeducations imposed by Resolution 22-96, reductions in the Assistant to the Administrator will be made and the reduction of the Deputy Clerk to a half-time position. Two Fiscal Specialists will be moved to the Office from HHS with functions transitioned to the Finance Office. It is currently visualized that the Finance Officer Position and would be created as a new position and posted for competitive filling. The Accounting Supervisor position, Financial Specialists (HHS) and Accounts Payable Specialist would be transferred with existing personnel at the time of the transition. The Deputy Clerk position would be reduced to half time and the Clerk would have to engage in a recruitment process for appointment.

Estimated Financial Impacts:

Add:	Finance Officer (Anticipating Grade N/\$32.95)	\$68,536
	Accounts Payable Specialist	\$44,200
Reduce:	Administrative Assistant:	(\$48,131.20)
	Part-time Deputy Clerk:	(\$22,100)
Other:	Added operational expenses:	<u>\$5,000</u>
		\$47,504.80

Option # 3: Centralizing both Human Resources and Finance functions in phases



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Phase #1			Phase #2		
Richland-HR Focus:			Richland - Finance Focus:		
Department:	Titles/Types	#	Department:	Titles/Types	#
Administration	Administrator	1	Administration	Administrator	1
	Payroll and Benefits Specialist	0		Payroll and Benefits Specialist	0
	Accounting Specialist	1		Accounting Specialist	0
Finance Office			Finance Office	Assistant to Admin	-1
				Finance Officer	1
				Accounting Specialist	1
HR Department:			HR Department:	AP Specialist	1
	HR Director	1		Fiscal Specialists - HS	2
	Payroll and Benefits Specialist	1			
Clerk Office:	Clerk / Financial Officer	1	Clerk Office:		
	Deputy / AP Specialist	1		Clerk / Financial Officer	1
Treasurer			Treasurer	Deputy / AP Specialist	0.5
	Treasurer	1			
Health and Human Services	Deputy	1	Health and Human Services	Treasurer	1
				Deputy	1
	Administration and Buildings Operations Manager (HR)	0			
	Business and Financial Services Manager (\$)	1		Administration and Buildings Operations Manager (HR)	0
Highway	Confidential Administrative Secretary (Payroll)	0	Highway	Business and Financial Services Manager (\$)	1
	Fiscal Specialists	3		Confidential Administrative Secretary (Payroll)	0
				Fiscal Specialists	1
Sheriff's Office			Sheriff's Office		
	Book Keeper	1		Book Keeper	1
Nursing Home	Office Clerk	1	Nursing Home	Office Clerk	1
Total Positions:	Administrative Office Manager	1	Total Positions:	Administrative Office Manager	1
	Business Office Manager	1		Business Office Manager	1
	Billing Specialist	1		Billing Specialist	1
	HR Director	1		HR Director	1
	Payroll and A/P	1		Payroll and A/P	1
Total Positions:		19	Total Positions:		19.5



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Option # 3: Centralizing Both HR and Finance Functions – With this option the focus is on prioritizing both a centralized and independent HR and Finance Offices. It is recommended to initiate such an effort in two phases by centralizing Human Resources first (possibly 2024), followed by the centralization of finance (possibly 2026).

Estimated Financial Impacts:

HR Centralization Plan = (\$30,380.80)

Finance Centralization Plan = \$47,504.80

\$17,124 combined added estimated expenses



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Appendix D. HHS Response

HHS RESPONSE

a. Advantages — What advantages do see in these changes being initiated?

The biggest advantage I see is improved communication related to HR/Payroll. Right now we have some HR/Payroll duties completed here and others completed out of the Administrator's office. This leads to confusion for staff on who to reach out to. Additionally, when there is a breakdown in communication paperwork does not always get done timely or correctly.

This should also improve the process. When changes are made, if all is done in a central location, they will understand all the steps and the impacts of the change and this will be taken into consideration when making the changes. This does not happen now and when a change is made, others have to make adjustments and they may or may not make sense.

Another advantage would be consistently across Departments. What is allowed in one will be allowed in another. There will be one spot to go to with questions and the same answer will be provided to all.

I am struggling to see advantages to a centralized Finance. There is a lot of revenue and expenses that go through HHS and I struggle to see what duties would be a part of a Finance Department and what duties would remain here. I am not saying this would be a bad thing, just cannot wrap my head around how it will look as far as separating duties, benefits, etc. I feel there needs to be a lot more discussion on this.

b. Concerns and disadvantages – What other concerns or disadvantages do you have if these changes were initiated?

Concerns – HR Department

1. Losing two employees will create some challenges at HHS. It will be very important if this happens to understand that we will not be able to assist in these duties. I hope there are very clear boundaries about what our



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responsibilities are prior to this being implemented so that it is successful for the new unit.

2. I am concerned/bothered by the way it is proposed to be staffed. Some employees are able to transition into a new role; others are not granted that same option. It has led to hard feelings and creates a sense of less value for those employees who are being asked to apply.
3. The amount of funding proposed to support the two position is not all levy. About 50% of the two positions are levy, the rest is other funding sources. We will need an idea of how much levy we will give up so that we can set a new plan that will work for our budget.
4. The two positions listed to be removed from HHS creates challenges to us. I would like the authority to restructure to keep their skill sets. There are tasks that they are able to do that a lower grade employee would not be able to do. This would lead then for a possible need to re-class and have added expenses on the Department.
5. Employee morale. The proposed plan displaces two long term employees in good standing. This has led to increase anxiety for all employees and will make them fear they will be the next employee to leave. While things are in flux, staff may feel the need to look for other employment.
6. Will eliminating positions put us in a position to have unemployment expenses?

Concerns - Finance Department

1. With two staff leaving for the HR Department, it would be difficult to lose an additional two. All are in two units that work closely to back each other up. This will take away depth in the supportive roles that we currently have in place.
2. How are the two fiscal specialist going to be funded? If they are not doing program specific work, the program cannot be billed. Will those percentages of work being done, remain the same to continue the same funding sources? If not, how will these positions be funded.
3. Will this lead to increased inefficiencies?



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4. How does HIPAA come into play?

- c. **Feasibility** — In regards to moving/ or reducing positions and (HR and Finance functions) in your department, can the lost service hours and responsibilities be absorbed by other positions? Please describe the displacement or reductions.

In regards to HR, I believe we can make it work with restructuring in the Behavioral Health Unit and in the Administration unit. I can foresee that we can make it work with the decrease of 2 – 3 positions between the two units. We can make these changes if our levy reduction is around the \$100,000 as was proposed in the draft plan. If you would like specific details of my proposed plan, please let me know.

I would need to keep the Confidential Administrative Secretary and the Administration and Buildings Operations Manager. Outside of their HR/Payroll duties, they have additional duties that cannot be assigned down. If we had to eliminate these two positions, reclassifications would need to be provided to another staff member, leading to increased expenses.

COVID brought decreased activity to the Community Services Building. As COVID fades, we do not know how they may impact foot traffic in the building. These proposed changes will decrease the amount of staff at the front office. There may be more calls going to voicemail or people waiting longer if that happens. We may also have to look at the hours the building is open. If there is just one staff member at the front desk and the hours remain as they are, we may be in a position to pay overtime if there is a late walk in. Additionally, if other Department's move into the building there will be increased traffic to the building.

The decrease in support staff will also push some of the work back to the program staff. This will result in clerical work being completed by a programmatic staff member.

- d. **Obstacles** — What other obstacles or challenges would be created in your department as a result of these changes?



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Losing four staff members will lose depth in the Department. There will be less cross training opportunities. Maternity leaves, medical leaves, leave of absences, job vacancies, etc. will leave us in a position to be very short staffed instead of just short staffed.

This also creates challenges if Veteran Services were to come to the Community Services Building. We will really have to look at how the additional duties will be absorbed if this were to happen, given there may be four less employees that would have possibly assisted with those tasks. This may still work but it will be something that we will really have to look at.



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Appendix E Internal Function Allocations

(see attached)

Clerk / Administrator:

Position Title:	County Administrator		Department:	Administrator's Office			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Administers the County's Handbook of Personnel Policies and Work Rules	As Needed	8%	2080	166.4	N/A	Duties would have to be assigned to an existing position (with authority granted), or creation of a new position.	Work Rules may return to a department function, but this would lead to more significant inconsistencies.
Administers the County's employee fringe benefits programs	As Needed	2%	2080	41.6	N/A	Benefits are heavily monitored by the Payroll and Benefits Position on a weekly basis.	Would have to grant authority to Payroll and Benefits Specialist to make management decisions or policy interpretation.
Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.	Monthly	8%	2080	166.4	N/A	This function would have to be resumed by a F+P committee with administrative support offered from the Clerk / Finance Officer / penitential recreation of an Administrative Coordinator.	Need to have a budget. I believe there are counties that may rely heavily on the UW Extension Office to lead the county through the budget process.
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.	Annual	7%	2080	145.6	N/A	This function would have to be resumed by a F+P committee with administrative support offered from the Clerk / Finance Officer / penitential recreation of an Administrative Coordinator.	The entire process may be able to be established in some type of a policy/procedure with defined dates for actions. A bolstered checklist may be possible. An employee or ambitious supervisor would still have to administer.
Executes the adopted budget, insuring 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.	Monthly	2%	2080	41.6	N/A	Duties would have to be assigned to an existing position (with authority granted), or creation of a new position.	More authority and oversight could be returned to a committee level. This impact ability to pay bills in a timely manner, but may be possible.
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.	Annual	2%	2080	41.6	N/A	This function would have to be resumed by a F+P committee with administrative support offered from the Clerk / Finance Officer / penitential recreation of an Administrative Coordinator.	More authority and oversight could be returned to a committee level.
Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.	Monthly	1%	2080	20.8	N/A	Functions assumed by an A/C	More authority and oversight could be returned to a committee level.
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.	Monthly	1%	2080	20.8	N/A	Functions assumed by Finance Officer of controller in conjunction with A/C or Chair	More authority and oversight could be returned to a committee level.
Develops bonding projects for the County and makes subsequent recommendations for the County Board.	Annual	5%	2080	104	N/A	Functions assumed by Finance Officer of controller in conjunction with A/C or Chair	More authority and oversight could be returned to a committee level.
Reviews all recommendations for disciplinary suspensions or discharges	As needed	3%	2080	62.4	N/A	Functions assumed by HR Director	More authority and oversight could be returned to a committee level.

Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.	As needed	1%	2080	20.8	N/A	Functions assumed by HR Director	More authority and oversight could be returned to a committee level.

40% 832

Position Title:	Payroll and Benefits Specialist		Department:	Administrator's Office			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.	Weekly / Daily	50%	2080	1040	N/A	Duties would have to be displaced to other employees in the central location, or some type of contracted support.	Duties have to be performed to maintain management of financial systems and comply with reporting needs.
New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual . harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.	Weekly	10%	2080	208	N/A		
Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.	Runs with payroll		2080	0	N/A		
Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law	Weekly	1%	2080	20.8	N/A		
Verify new hires social security numbers with the Social Security Business Services Online system	With new hires		2080	0	N/A		
Maintains all County personnel files.	On Going	2%	2080	41.6	N/A		
Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.	Ran with Payrolls	1%	2080	20.8	N/A		
Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time -and union dues. Maintains benefit files.	Ran with Payrolls	2%	2080	41.6	N/A		
Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.	Monthly (5 bills)	4%	2080	83.2	N/A		
Generate required reports and remit deductions and withholdings to vendors and taxing authorities.	Ran with Payrolls	1%	2080	20.8	N/A		
Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.	Ran with Payrolls	1%	2080	20.8	N/A		

Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions	Ran with Payrolls	1%	2080	20.8	N/A
Reconciles and distributes W2's.	Annually	0%	2080	0	N/A
Process Unemployment compensation billings and eligibility forms.	Weekly	1%	2080	20.8	N/A
Prepares and files monthly Labor statistics employment reports.	Monthly	0.50%	2080	10.4	N/A
Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports	Quartly	0.70%	2080	14.56	N/A
Prepares annual payroll reports for auditors including workman's comp. (Include non discrimination)	Annually	4%	2080	83.2	N/A
Completes salary and benefit surveys as requested.	As requested	1%	2080	20.8	N/A
Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.	Annually	3%	2080	62.4	N/A
Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.	Weekly	5%	2080	104	N/A
Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.	Weekly	5%	2080	104	N/A
Submits weekly EFTPS payments for payroll tax withholdings.	Weekly	3%	2080	52	N/A
Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability, and Life Insurance.	Monthly	1%	2080	20.8	N/A
Files Annual W2 wage reports. Supervises preparation of W2's. Prepares magnetic media data for reporting annual W2 data to State and Federal agencies.	Annually	2%	2080	41.6	N/A
Reconciles annual Wisconsin Retirement system reporting and prepares data for reporting to State of Wisconsin.	Annually	2%	2080	41.6	N/A

1.007 Not fitting into 2080 2094.56

<u>Position Title:</u>	Accounting Supervisor		<u>Department:</u>	Administrator's Office			
<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Manages the computerized Government Financial and Payroll Systems.	Continuous nature of position		2080	0	N/A		
Maintains Chart of Accounts for all County Funds. Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.	Daily	55%	2080	1144	N/A		
Monthly closing of General Ledgers and distribution of account activity reports to all departments.	Monthly	18.00%	2080	374.4	N/A		

Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.	Monthly	2%	2080	41.6	N/A	Duties would have to be displaced to other employees in the central location, or some type of contracted support.	Duties have to be performed to maintain management of financial systems and comply with reporting needs.
Monitors various Government Grants and reconciles with departments to assure compliance.	Monthly	1%	2080	20.8	N/A		
Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments, the Administrator and finance committee, prepares salary and fringe data, and assists in scheduling budget meetings.	Annually	2%	2080	41.6	N/A		
Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update Prepares the County Administrator's Annual Financial report.	Annually	0.40%	2080	8.32	N/A		
Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates, maintains User profiles and security, initiates contact with our networking support provider in the event of system issues and may need to troubleshoot under the direction of network support.	Cloud performs backup		2080	0	N/A		
Compiles financial data for State and Federal surveys, and EEOC statistical reports.	As needed	0.40%	2080	8.32	N/A		
Reports worker's compensation- injuries to the insurance company the annual summary of injuries to State of Wisconsin.	As needed and annual OSHA	0.40%	2080	8.32	N/A		
Participates in employee interviews and trains new employees.	As needed	0.40%	2080	8.32	N/A		
Processes payroll in the absence of the Payroll & Benefits Specialist.	As needed, learning		2080	0	N/A		
Acts as back up for weekly EFTPS payment for payroll tax withholdings.	Other Billings	4.50%	2080	93.6	N/A		
Enters Audit bills into the Financial system	On going	10%	2080	208	N/A		
Assists with filing requirements and deadlines for Annual W2 wage reporting' Supervises preparation of W2's. Prepares data for reporting annual W2 data to State and Federal agencies.	Annually	0.40%	2080	8.32	N/A		
Maintains all the 1095 records, issues the 1095's to the employees according to the IRS guidelines and submits them to the IRS. The Accounting Supervisor will need to be authorized by the IRS to perform these tasks.	Annual Support	0.20%	2080	4.16	N/A		

0.947 1969.76

Position Title:	County Clerk as Finance Officer		Department:	Administrator's Office (Finance Officer portion)		Assumes a 50% Finance and 50% County Clerk split for one FTE	
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
<ul style="list-style-type: none"> 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. 	Monthly	5.00%	1040	52	N/A		

• 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)	Daily	10.00%	1040	104	N/A	Duties would need to be displaced to another employee.	To ensure proper accounting, financial management, and reporting requirements, these duties must be done and cannot be neglected.
• Assist in pre-auditing of bills and other county expenditures	Daily/Monthly	35.00%	1040	365	N/A		
• 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.	Annually	5.00%	1040	52	N/A		
• Reviews opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year.	Daily/Monthly	15.00%	1040	156	N/A		
• Assist the County Administrator, Finance and Personnel Committee and the County Board in preparing statistical data in support of financial goals	Monthly	5.00%	1040	52	N/A		
• Assist the County Administrator, Finance and Personnel Committee and the County Board in developing bonding projects.	Annually	2.00%	1040	21	N/A		
• Responsible to plan, organize and assist the County Administrator in preparation and adoption of annual budget.	Annually	10.00%	1040	104	N/A		
• 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	Monthly	3.00%	1040	31	N/A		
• Audits grant reports and schedules for a variety of programs. Oversee and monitor grant requests and reports prepared by County departments.	Monthly	2.00%	1040	21	N/A		
• Conducts financial training of county staff on budgeting, purchasing, accounting and reporting procedures and internal controls pertaining thereto.	Daily	6.00%	1040	61	N/A		
• May be required to perform backup to Accounting Supervisor, Payroll & Benefits Specialist and accounts payable duties.	As Needed	2.00%	1040	21	N/A		
100%			1040				

Position Title:	Deputy Clerk / AP Specialist	Department:	County Clerk's Office			<i>Assumes a 60% AP and 40% Clerk split for one FTE</i>	
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Keeps report to verify money collected by County Clerk Office.	Monthly	5.00%	1248	63	N/A	Duties would need to be displaced to another employee.	Duties would still need to be completed.
Receive and verify invoices before preparing vouchers and making payments of all Courthouse Department, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County air, Land Conservation, Symons Recreation, and MIS Departments.	Daily	10.00%	1248	124	N/A	Duties would need to be displaced to another employee.	Duties would still need to be completed.
Make all vendor payments for all Richland County Departments.	Daily	65.00%	1248	812	N/A	Duties would need to be displaced to another employee.	Bills need to get paid regardless of what staffing levels are.

Maintain all Richland County Vendor files.	Daily	10.00%	1248	125	N/A	Duties would need to be displaced to another employee.	Duties would still need to be completed.
County wide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.	Annually	5.00%	1248	62	N/A	Duties would need to be displaced to another employee.	Duties would still need to be completed.
May be assigned as backup of all Account Supervisor and Payroll and Benefits Specialist functions of the County Administrator's Office.	Annually	5.00%	1248	62	N/A	Duties would need to be displaced to another employee.	Backups still need to complete functions when staff out.

100%1248

Position Title:	Administration and Buildings Operations		Department:	Health and Human Services					Duties
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?		
Supervision of Administrative Services staff: creates schedule, work assignments, performance evaluations, coaching, disciplinary action.	D	15%	2080	312	If the duties are moved, they would not have knowledge of the employees, the work they are doing, the quality of work and there would not be supervision in the building.	If the duties are moved, they would not have knowledge of the employees, the work they are doing, the quality of work and there would not be supervision in the building.	We would have staff without direction.		Not an HR duty
Responsible for general office maintenance functions: building repairs, inventory, ordering, payment of invoices.	D	5%	2080	104	The job would continue to get done. We would have to create a process in how to communicate issues that come up.	We would need someone to complete these tasks. If they were not completed, minor building issues would become costly problems.	We would need someone to complete these tasks. If they were not completed, minor building issues would become costly.		Not an HR duty
Supervision of agency fiscal operations: Accounts Payable/Accounts Receivable, payroll, expense and revenue tracking, billing, reconciliations, data entry, and other basic accounting functions.			2080	0	Does not complete this task	Does not complete this task	Does not complete this task.		
Performs Human Resource (HR) functions for entire agency: advertising, recruiting, interviewing, skills testing, hiring, orientation, discipline, firing, policy interpretation, personnel files, back-up payroll.	W	25%	2080	520	No impact as it still would be completed.	Negative impact as these tasks are still being done but the other tasks completed by the employee would need to be hired as someone with lower sonority could not do it without a re-class.	We would not be able to hire staff and complete the necessary agency functions.		
Establishes and monitors provider Purchase of Service contracts and agreements: nearly 80 in 2017 over \$4M - nearly 120 in 2022 over \$7 million	W	20%	2080	416	No impact as it still would be completed.	Negative impact as these tasks are still being done but the other tasks completed by the employee would need to be hired as someone with lower sonority could not do it without a re-class.	We would have issues with being over our contracts and possibly going over our budget. This would be a negative impact as we need to monitor the funds being spent.		
Performs a variety of Health Insurance Portability & Accountability Act (HIPAA) duties and advises staff regarding policy and procedure questions.	M	2%	2080	41.6	This needs to be done in house. This is a very important task as it can result in lawsuit and/or fines if we are in violation.	This needs to be done in house. This is a very important task as it can result in a lawsuit and/or fines if we are in violation.	If we do not complete this task, we then could be open to lawsuits and/or fines.		
Oversees the preparation and distribution of the agency's Annual Report.	A	0%	2080	0	Completed by Confidential Admin Secretary	Completed by Confidential Admin Secretary	Completed by confidential admin Secretary		Not an HR Duty.
Writing and maintaining all agency policies.	M	3%	2080	62.4	Agency policies would be completed by someone outside of the Department.	Agency policy would be completed by someone outside of the Department.	There would be no guidance for the staff on what is allowed/expected and what is not.		
Complaint process, Client Rights, PIO work, HHS/Veterans Board Prep/Prep of Full County Board documents	D	30%	2080	624	These duties would have to be completed in house.		If some of these duties were not completed, we would be open to lawsuits. Department would not be prepared if all board prep was not completed and we would be unable to accomplish the tasks that are required to be done to ensure the office continues to run.		
		100%			2080				

Position Title:	Confidential Administrative Secretary		Department:	Health and Human Services			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Prepares agency payroll, tracking of employee benefits, tracking of all FMLA used by staff	W	30%	2080	624	No impact because it continues to be completed	Negative agency impact as there are other duties that need to be completed that cannot be moved to a lesser grade.	No one would be paid.
Assist in the maintenance and revision of agency policies and procedures	N	2%	2080	41.6	Agency policies will be completed by someone outside of the Department.	Agency policy would be completed by someone outside of the Department.	There would be no guidance for the staff on what is allowed and what is not.
Assist Office Supervisor with Human Resource functions including, assisting with skills testing of staff, compilation of applications for interview team, scheduling interviews and evaluations	N	3%	2080	62.4	No impact because it continues to be completed	Negative agency impact as there are other duties that need to be completed that cannot be moved to a lesser grade.	Employees would not be hired. We would be short staffed.
Maintain Personnel files for HHS employees including populating the personnel database	M/N	3%	2080	62.4	No impact because it continues to be completed	Negative agency impact as there are other duties that need to be completed that cannot be moved to a lesser grade.	There may be personnel issues and Management would not be able to find the necessary documentation.
Prepares staff expense sheet reimbursement and on call reimbursement and tracks the comp earned	Every other week	5%	2080	104	No impact because it continues to be completed	Negative agency impact as there are other duties that need to be completed that cannot be moved to a lesser grade.	Staff members would not be reimbursed for their work related expenses and they would not be paid for their time on call. There would be no checks and balances on the comp time earned and no tracking of it.
			2080				
43%			894.4				

Position Title:	Fiscal Specialist (1)		Department:	Health and Human Services			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Maintain the Representative Payee Program: Using QuickBooks, maintain account balances; write checks; verify bank deposits; reconcile bank account; prepare monthly payee account registers; assist social worker with payee balances and pending expenditures; prepare weekly and monthly bill payment; maintain files on client information and expenditures; prepare annual accounting reports; report work wages to social security monthly.	0	0%	2080	0	As of 1/1/23, we will no longer provide Rep Payee services.		
Provide fiscal and program support to the Birth to Three Program: Maintain tracking document of active/inactive program participants; Maintain spreadsheet of active/inactive program participants, track plans of care deadlines, frequency and doctor information for Speech, Occupational and Physical Therapists for accuracy and timeliness; requests plans of care from therapists and send to doctors for signature on 90 day timeline; reconcile Hospital invoice with daily progress notes from therapists; track case managers and therapists case management time in excel; bill billable case management and therapists service time to insurance; reconcile payments; filing;	D	35%	2080	728	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful.	As these duties are required to remain compliant with contract requirements and to receive revenue in a timely manner to cover expenses, if this position were reduced, duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.
Provide fiscal and program support to the Children with Disabilities Program: Maintain documents for active/inactive program participants; track case managers case management time in excel; bill billable case management time to insurance; reconcile payments; filing; scanning; report Community Options Program spending in HSRS;	W	20%	2080	416	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful.	As these duties are required to remain compliant with contract requirements and to receive revenue in a timely manner to cover expenses, if this position were reduced, duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.

Provide fiscal and program support to the Children's Services Unit: process payments in Ewisacwis (Wisconsin's Statewide Automated Child Welfare Information System) and county AS400; Update and maintain excel spreadsheet to track placements and expenditures for business office; assist with meeting preparations; track restitution payments; maintain trust account for social security beneficiaries.	D	10%	2080	208	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful.	As these duties are required to remain compliant with contract requirements and to receive revenue in a timely manner to cover expenses, if this position were reduced, duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.
Board vouchers are invoices that help run the agency (example: City Utilities, Advertising, and Telephone). These invoices are entered in an Excel spreadsheet showing what each vendor has for a total amount due. Then each vendor sheet is entered in the AS400 program software for a check to be cut at the clerk's office across the street.	M	20%	2080	416	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task and with many of the controls in place with regards to approvals in order to complete the data entry. However, some of the work can be done remotely (e.g. via Email).	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impacts would be that the bills would not get paid and operations would cease. Program staff would be unable to make purchases to provide services in which case we would be out of compliance with many contracts.
Pay invoices weekly by entering information in the AS400 program software to have a check cut from the clerk's office across the street.	W	10%	2080	208	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task and with many of the controls in place with regards to approvals in order to complete the data entry. However, some of the work can be done remotely (e.g. via Email).	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impacts would be that the bills would not get paid and operations would cease. Program staff would be unable to make purchases to provide services in which case we would be out of compliance with many contracts.
Provide general fiscal support for the agency Business Office; upon request provide financial information in regard to different programs that I work with.	N	5%	2080	104	There would be minimal impact as the whole fiscal unit would be moved and therefore, the general fiscal support with the Business Office would remain intact. There would, however, no longer be the day-to-day collaboration that currently occurs with the Business Office and the specific program managers and unit staff.	If the employee were to be reduced, the general support would cease and cause potential delays and reduce efficiencies across the agency.	If the employee were to be eliminated and the task no longer completed, the general support would cease and cause potential delays and reduce efficiencies across the agency.

100%

2080

<u>Position Title:</u>	Fiscal Specialist (2)		<u>Department:</u>	Health and Human Services			
<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Data entry of the Superbills services for the Community Comprehensive Service clients. The data is entered into a program called Kareo. The contracted providers for each Community Comprehensive Service client are also entered in the system. Once all the services are entered in for that month then they are electronically submitted to Medicaid. Once we receive payment then I post the payments.	D	50%	2080	1040	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful as there is still quite a bit of information that is provided in paper format for data entry purposes.	As these duties are required to remain compliant with contract requirements and to receive revenue in a timely manner to cover expenses, if this position were reduced, duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.

Public Health Billing - Influenza, Vaccinations, TB, Blood lead, PNCC	W	8%	2080	166.4	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful as there is still quite a bit of information that is provided in paper format for data entry purposes.	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
Nutrition, transportation and loan closet money is calculated out submitted for deposit.	W	4%	2080	83.2	The fiscal specialist would need to physically be in the community services building as that is where payments are dropped off/delivered/receipted for deposit. A separate location would complicate the process.	If the employee were to be reduced, the duties would have to be reassigned. And again, not being physically in the building to receipt could be problematic.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
The bank statements for the nutrition and loan closet programs for the items are balanced each month	M	3%	2080	62.4	This is a function that could be done at a central location as long as all of the bank statements associated with these programs were updated with new address. However, being located in the community services building and working with the applicable program managers is helpful.	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
Tracking of Superbills with regards to OPMHA, AODA and Crisis for productivity and WIMCR reporting.	W	20%	2080	416	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task in order to complete the data entry.	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
PPS Data Entry - All Programs	M	5%	2080	104	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task in order to complete the data entry.	If the employee were to be reduced, the duties would have to be reassigned.	This data entry is a requirement of the state and therefore if it were not completed would result in non-compliance issues.
At the end of each month I run monthly accounting reports for dept managers from the AS400 where all invoices were entered in all month long.		0%	2080	0	This activity is no longer performed by Fiscal Specialists, but by the unit manager.		
Community Recovery Services are billed to Medicaid through a software program—Kareo		0%	2080	0	We no longer do CRS.		
Credential psychotherapists, psychiatrists, and psychologists with insurance companies to make them billable with client insurance and receive reimbursement for all services	W/N	5%	2080	104	The impact to this function would be somewhat minimal except for the fact that it is beneficial to be located where the various providers are employed for ease in communication. However, the ability to perform this function is possible (i.e. via Email)	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
Provide general fiscal support for the agency Business Office; upon request provide financial information in regard to different programs that I work with.	N	5%	2080	104	There would be minimal impact as the whole fiscal unit would be moved and therefore, the general fiscal support with the Business Office would remain intact. There would, however, no longer be the day-to-day collaboration that currently occurs with the Business Office and the specific program managers and unit staff.	If the employee were to be reduced, the general support would cease and cause potential delays and reduce efficiencies across the agency.	If the employee were to be eliminated and the task no longer completed, the general support would cease and cause potential delays and reduce efficiencies across the agency.
		100%	2080				

Position Title:	Fiscal Specialist (3)	Department:	Health and Human Services		
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<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Data entry of Superbills for Mental Health, Substance Abuse, Crisis Services to bring in weekly/monthly revenue for RCHHS, Monitor claim status to make sure they were submitted properly and nothing was denied/rejected, Resubmit claims manner when they are denied/rejected by changing diagnosis code, procedure code, etc. for timely reimbursement, Balance/Reconcile spreadsheets on daily basis based on any clinical claims submitted and any monies received by Community Services Building, Post private pay and third party insurance payments to client accounts to then print/prepare/mail out client invoices, Contact insurance companies when I cannot figure out an issue on a denied/rejected claim as well as contact insurance companies for client eligibility , Group/Member ID, and term information	D	50%	2080	1040	The fiscal specialist works closely with, and almost on a daily basis, with program staff. Moving to a central location away from the unit/agency would cause a significant amount of delay in the efficient processing of all these tasks. Some of the work can be done remotely (e.g. via Email), but in general coordination within the department is helpful as there is still quite a bit of information that is provided in paper format for data entry purposes.	As these duties are required to remain compliant with contract requirements and to receive revenue in a timely manner to cover expenses, if this position were reduced, duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.
Pay contract invoices.	W	5%	2080	104	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task and often there is collaboration with the unit managers regarding specific invoices submitted for payment. However, some of the work can be done remotely (e.g. via Email).	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impacts would be that these bills would not get paid and we would be in breach of contract. Program staff would be unable to use vendors to provide services in which case we would be out of compliance with many program contracts as well.
Prepare Community Services Building receipts/monies to deposit all into individual accounts to track revenue, Post Community Services Building deposit receipts to County System AS400 in several individual accounts separated by program.	W	35%	2080	728	The fiscal specialist would need to physically be in the community services building as that is where payments are dropped off/delivered/receipted for deposit. A separate location would complicate the process.	If the employee were to be reduced, the duties would have to be reassigned. And again, not being physically in the building to receipt could be problematic.	The most significant impact would be the loss of revenue as it relates to specific programming as there would be no tracking of revenue for appropriate application.
Send out room and board invoices at the end of each month.	M	5%	2080	104	The impact to this function would be somewhat minimal except for the fact that it is still a paper heavy task and often there is collaboration with the unit managers regarding specific invoices submitted for payment. However, some of the work can be done remotely (e.g. via Email).	If the employee were to be reduced, the duties would have to be reassigned.	The most significant impacts would be the loss of revenue and non-compliance issues with programmatic requirements would occur.
Run Accounting Reports for Audits through AS400 for end of year providers			2080	0	This activity is no longer performed by Fiscal Specialists, but by the unit manager.		
Provide general fiscal support for the agency Business Office; upon request provide financial information in regard to different programs that I work with.	N	5%	2080	104	There would be minimal impact as the whole fiscal unit would be moved and therefore, the general fiscal support with the Business Office would remain intact. There would, however, no longer be the day-to-day collaboration that currently occurs with the Business Office and the specific program managers and unit staff.	If the employee were to be reduced, the general support would cease and cause potential delays and reduce efficiencies across the agency.	If the employee were to be eliminated and the task no longer completed, the general support would cease and cause potential delays and reduce efficiencies across the agency.
		100%	2080				

<u>Position Title:</u>	Business and Fiscal Services Manager		<u>Department:</u>	Health and Human Services			
<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Plans, directs and monitors the Business & Financial Services in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.	On-going management	10%	2080	208	This position fulfills management functions and would be removed from the location of staff. Leadership and management functions would be remote or have to be displaced.	The staff would have to report to some other leadership position, as well as some other leadership position covering down on policy and procedures.	Subordinate staff without direction. Would not have a centralized view over HHS financial management.

Responsible for maintaining and improving all fiscal related activities including but not limited to accounts payable, accounts receivable, payroll, expense and revenue tracking, billing, reconciliations.	Daily	25%	2080	520	Monitoring activities and performances would be remote and need a remote communication and workflow plan. Many transactions are still paper heavy. Shared drives are becoming more frequent.	It would have to be reassigned to another position.	You would significantly reduce a centralized view of HHS and financial controls. Concerns may quickly arise on revenue tracking.
Directs all aspects of the department's accounting policies and practices and assure compliance with State and Federal requirements.	On going policy and contract review	13%	2080	270.4	May be able to be monitored remote from building.	It would have to be reassigned to another position.	Concerns would arise with division consistency and noncompliance.
Prepares and implements the annual budget for programs and services as approved by the Health and Human Services Board and County Board.	Annual	6%	2080	124.8	The communication would have to be remote or scheduled meetings across the street.	It would have to be reassigned to another position.	Concerns would arise with forecasting. There would be more challenges for the Department Head and Administrator's Office to shoulder.
Maintains and monitors the agency budget and prepares monthly expenditure reports to be presented to the Administrator	Monthly	25%	2080	520	Not too much impact. Resources are accessible remotely.	It would have to be reassigned to another position.	Our ERP system does not allow for easy reporting on budget performance. It would be a challenge to understand where the department was trending.
Creates the departmental fiscal policies and make presentations to committees and boards as required. Approves all agency expense reports, payments and makes accounting adjustments as necessary. Completes State CARS and SPARC (County Revenue Programs from the State) reporting. Completes HSRR and 942 State expense and revenue reports. Completes Wisconsin Medicaid Cost Reporting multifaceted reconciliation tool. Sets Foster Care rates for new and ongoing providers. Monitors, reviews and reconciles the Community Options Program and Comprehensive Community Services Program. Prepares fiscal and narrative reports as necessary. Completes the reconciliations of multiple State and Federal programs. Coordinates all departmental audits and act as liaison to the various auditors. Serves as Project Manager for any adhoc/new programmatic budgets.	Monthly / Annual	11%	2080	228.8	Not too much impact. Resources are accessible remotely. Serving as a project Manager for the department would require to work through remote challenges.	It would have to be reassigned to another position.	Concerns would arise with division consistency and noncompliance.
Consult with department managers, staff, contracted personnel and other county staff to assure that fiscal and support programs and activities are implemented and functioning as required.	Monthly	10%	2080	208	There would be reduced first hand sight of operations. Remote communication or scheduled meetings may be necessary and more frequent.	It would have to be reassigned to another position.	Concerns would arise with division consistency and noncompliance.
		100%	2080				

<u>\$ Duties performed by NON-Fiscal Staff (Business & Financial Manager has overall agency oversight; but staff managed by other unit managers) :</u>
GWAAR Claiming is done by the ADRC Manager.
Treatment Court Grant Claiming and tracking is done by the Treatment Court Coordinator.
WPS Billing for Nutrition Program is done by the Nutrition Program Coordinator.
WPS Billing for Transportation Program is done by the Transportation Coordinator.
Monthly mailing of patient statements is done by reception staff.
Business Systems Analyst does all of our CCS Auditing for accurate billing and tracking of productivity for WIMCR reporting as well as several patient financial responsibly tasks (determining room & board rates, etc.)
Administration and Building Operations Manager manages and monitors all contracts.

Treasurer Office

Position Title:	Treasurer		Department:	Treasurer's Office			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
supervises, collects and receipts monies from all ,county offices.	On going		2080	0	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.	Position and functions are established by state statute.	
Supervises, collects and receipts second installment and delinquent real estate tax payments.	On going	10%	2080	208	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Calculates, balances and administers Tax Settlements of all taxing jurisdictions. Distributes settlement payments to the State of Wisionsin, Municipalities, School districtLs, and vocational School Districts.	Three main settlements annually	4%	2080	83.2	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Prepares second installment tax notices and delinquent tax notices for mailing.	Every other month	2%	2080	41.6	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Corresponds and provides information to 22 local treasurers. Monitors bond requirements, state credit payments, MFL Collections, settlements, tax collections, and other taxing district issues.	On going	8%	2080	166.4	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Invests County funds. Monitors interest rates.	Monthly	6%	2080	124.8	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Maintains county's checking account. Includes monitoring deposits of direct and electronic debits, stop payments, NSF checks, outstanding checks, etc.	On going	25%	2080	520	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Reconciles General, payroll, and Investment Bank Accounts.	Weekly	5%	2080	104	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Reconciles receipts, disbursements and investments monthly.	Monthly	2%	2080	41.6	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Prepares annual report of stale dated checks for county Board of Supervisors.	Annually	0.10%	2080	2.08	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Prepares financial statement for county Board of supervisors.	Quarterly	1%	2080	20.8	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		
Assists Auditors.	Annually	1%	2080	20.8	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.		

collect and reports to State of wisconsin, probate: inlucing funds and clerk of Court fines.	Monthly	1%	2080	12.48	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.
Prepares daily bank deposits and submits deposits to the banking institution.	Daily / performed by Deputy	0	2080	0	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.
Prepares a budget, orders supplies, maintains records, files and materials relating to supervising and administering the duties required of the county Treasurer's office.	On going	20%	2080	416	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.
Working on Tax deed parcels	On going	10%	2080	208	These funcitons are centralized fo rthe treasurer, they should have speration form county finance, ledger and expenditure systems.
		95%	1969.76		

<u>Position Title:</u>	Deputy Treasurer		<u>Department:</u>	Treasurer's Office			
<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Collect second half real estate installment and reconcile annual settlements with taxing Jurisdictions. Including: municipalities, school districts, vocational school district and state.	On Going	4%	2080	83.2	Remains Centralized to the Treasurers Office	Duties would have to fall onto another position, which at present would be the Treasurer or Property Lister.	Fall on the Treasurer or another employee. Should have second set of eyes reviewing entries.
Performs a variety of accounting tasks: Records receipts and delinquent tax payments to appropriate ledger and computer record, reconciles weekly bank statements, monthly receipts and disbursements, lottery credit amounts claimed and settlements to taxing jurisdictions and state credit checks to municipalities paid by Treasurer's office. Balances tax rolls annual after August tax settlements.		40%	2080	832	Remains Centralized to the Treasurers Office	Duties would have to fall onto another position, which at present would be the Treasurer or Property Lister.	Duties would have to be performed. We would need to deputize another employee. Should maintain sepration of duties from the treasurer functions.
Performs a variety of clerical duties: Enters first installment payments into computer, processes Department daily mail, prepares bank deposits, prepares delinquent taxpayer list, types documents, files, makes photocopies, organizes lottery cards to mailing, collects returned lottery cards, enters lottery claims on computer, updates address changes, update monthly tax payment summary reports. Prepares delinquent tax notices for mailing.		40%	2080	832	Remains Centralized to the Treasurers Office	Duties would have to fall onto another position, which at present would be the Treasurer or Property Lister.	Duties would have to be performed. We would need to deputize another employee. Should maintain sepration of duties from the treasurer functions.
Back up of Treasurer Functions		5%	2080	104	Remains Centralized to the Treasurers Office	Duties would have to fall onto another position, which at present would be the Treasurer or Property Lister.	Do without. Reduction in accessibility and service.
		89%	1851.2				

Position Title:	Billing Specialist		Department:	Pine Valley Community Village			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Prepares and submits insurance claims to Medicare, Medicaid, Insurance and private pay for SNF. Prepares monthly invoices for residents statements in SNF and CBRF	monthly	20	1872	374	need to be able to stay on top of Payer changes (i.e. PVT to Medicaid) attend Medicare meetings, stay in communication with social workers, and medical records	timely filling- if claims are not submitted within 90 days claims will be denied	Tasks shifted to someone else who wouldn't have time or the expertise. This would result in loss of revenue/no revenue.
Work insurance denials and Auth issues on claims-if needed follow appeal process	Daily	15	1872	280	position needs to stay in house where files are located and need to be able to stay in communication with social workers, medical records and therapy staff	would be extremely difficult to stay on top of changes; insurance are quick to deny and must stay on top of this to guarantee payments	Tasks shifted to someone else who wouldn't have time or the expertise. This would result in loss of revenue/no revenue. Unnecessary write offs
Handles Patient admissions pertaining to Insurance and authorization verification. Assist Therapy on all Out Patient insurance checks and Auths	Daily	10	1872	187	this person and function need to stay in house in order to communicate with staff and family members. Therapy visits would be delayed.	loss of revenue	inaccurate billing/claim denials
Completes Medicare credit balance/ OBRA Level of Care report	Quarterly	5	1872	94	this person/function needs to stay in house where files are located & can keep in contact with Social Workers, Business staff & Medical Records. Needs to stay on top of resident's last covered Medicare day	residents may be denied Medicaid coverage if Level of Care is not approved	Revenue Loss as All Medicare payments are on hold until Credit Balance report completed. Risk residents not having a pay source if don't stay on top of having approved Level Of Care.
Maintains residents' trust accounts. Receive cash. Distribute cash as needed. Handle family inquires on Trust balances-generate statements as needed	Daily	5	1872	94	This person needs to stay in current location to be present for walk-ins with residents and family as resident's availability to their funds is their right. We could receive a citation from the State if we are not available.	This person needs to stay in current location to be present for walk-ins with residents and family as resident's availability to their funds is their right. We could receive a citation from the State if we are not available.	No accounting of resident's funds. Complaints and Citations from the State.
verifying month end census for snf/cbrf- Verifying the vendors have billed Pine correctly by A/R type	weekly	5	1872	94	This position needs to stay in-house where files are kept as many changes happen that are retro. Need to work closely with med records who is on site. We attend the same meetings once a week	difficult to keep accurate records, all information not accessible	errors would not be caught, this affects billing properly and financial records.
Handles Patient calls/walk-ins on bills and insurance questions	Daily	5	1872	94	need to be accessible to public for answers	reduced availability to residents and family members.	Frustrated customers, may file complaints with insurance company, State.
Review Interim Aged Analysis reports for SNF and CBRF report collection problems to manager (follow up on unpaid balances)	Daily	10	1872	187	this needs to stay at current location where all files are located. Also to stay connected to office manager, administrator, social workers and residents to work out financial payment schedules.	Very likely that uncollected revenue balances would get out hand quickly.	Loss of revenue; go backwards in all of our collection efforts.
Prepares worksheets for annual audit and State surveyors/completes roster billing in Medicare DDE for resident influenza and pneumonia vaccines	yearly	5	1872	94	this needs to stay at current location to get accurate information. Communicate with Medical Records and Director of Nursing.	would be difficult to do this timely risk payments not being paid	loss of revenue; auditors would not have information they need to complete audit
Prepares weekly deposit to court house	weekly	5	1872	94	this needs to stay at current location as many residents and families stop in to pay bill while they are at PV. Would be extremely time consuming to make trips to PV to collect money.	It is good practice to have more than one staff person involved in deposits, receipt writing.	Would not be able to get money to the courthouse.
Posts all revenue on SNF and CBRF	Daily	15	1872	280	this needs to stay at current location as all the files are located in the business office	would be difficult to do this timely	Bills would not be correct. Financials would not be correct and upset customers.
		100			1872		

Position Title:	Business Office Manager	Department:	Accounting		
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<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Supervises, coordinates, maintains & summarizes fiscal & statistical data and related reports for month Trustee meeting. Attend monthly Board meeting and report on financials	daily	20	2080	416	The person & function need to stay in-house to work with AR & AP staff as well as Department Heads.	Risk of not getting correct data in necessary timeline.	Risk of inaccurate financials.
Prepares data for cost reporting to Medicare & Medicaid cost report, submissions, appeals and ITP applications to ensure timely filing and continued payments. Complete Medicare revalidation report.	weekly	20	2080	416	The person & function need to stay in-house to work with AR, AP, Medical Records staff and department heads	Risk of cost reports, ITP applications are not done timely PV will not receive Medicaid, Medicare or SP Payments.	No longer receive Medicaid or Medicare payments. Lose Certification.
Prepares annual budget, assist in determining spending levels and presents to County Board. Monitors spending levels. This has gotten much more intensive over the years.	weekly	15	2080	312	The person & function need to stay in-house to work with department heads on spending levels.	Risk of not getting correct data in necessary timeline.	Would not have a budget. Budget is tied in to the financials.
Prepares documentation requested from the Auditor for yearly audit, oversees business office staff in their preparation for this audit.	monthly	10	2080	208	The person & function need to stay in-house where files are located, and to work with business office staff.	Very difficult to acquire necessary information. More expense paid to auditors.	audit would not get completed. Financial audit needs to be complete before Medicaid and Medicare cost report can be completed.
Maintains contact with State and Federal agencies in order to be informed of changing regulations, rate and formula changes for Medicaid and Medicare reimbursement. Completes Payroll Based Journal reporting required by Medicare.	weekly	10	2080	208	The person & function need to stay in-house where files are located and to work with RN Manages, Medical Records, Biller, Administrator to keep all informed. Make necessary changes to software.	Risk of not getting all necessary staff informed; errors in the billing reimbursement. PBJ reporting affects facility's 5 star rating and reimbursement.	would not receive correct reimbursement.
Verify new hire (call-ins) paperwork and I-9; upload to County. Open enrollment to ALL eligible staff.	weekly	5	2080	104	Pine Valley has 160 employees. Would be impossible to track down all the employees for open enrollment. Much more traffic to central location.	Pine Valley has 160 employees. Would be impossible to track down all the employees for open enrollment. Much more traffic to central location.	Employees would not be given a fair opportunity to complete open enrollment applications.
Oversee revenue flow and responsible for collection efforts with problem accounts, filing claims with TRIP; requesting liens with Corporate Council.	monthly	10	2080	208	The person & function need to stay in-house to keep on top of the uncollected revenue. Communicate with Biller, Social Workers and administrator.	Risk of not collecting on accounts.	Would see significant decrease in revenue.
Supervises business office staff, serves as office manager and is responsible for business office employee job performance and reviews, discipline, hiring and termination. Plans, assigns, and review work flow. Fills in as needed for business office staff. Assist with resolutions, changes to PV addendum.	monthly	5	2080	104	The person & function need to stay in house to work with the Billing Specialist and Payroll/AP clerk.	Risk of not seeing an issue in a timely manner.	Would fall to another staff person that may not have the background in the AR, AP and payroll areas.
MISC: Dept. Head, Safety, Corporate Compliance Meetings. Notarize Documents, Provider Relief Fund Audit, COVID testing, answering phones, , distributing mail, assisting residents, employees and visitors as needed.	daily	5	2080	104	The person & function need to stay in house as it's all hands on deck at PV. Esp. with the staffing crisis.	The residents and families would be upset that help is not available in house. Many family members are here visiting and stop in to take care of bills or to ask questions.	Would not be informed of issues that need addressed. Customer complaints.
		100		2080			

<u>Position Title:</u>	HR Director		<u>Department:</u>	Pine Valley Community Village			
<u>Primary HR or \$ Duties:</u>	<u>Frequency Per Week:</u>	<u>% of Annual Total:</u>	<u>Total Annual Hours Authorized:</u>	<u>Total Hours allocated to Duty:</u>	<u>What happens if these duties and the employee are moved to a central location, how would it impact the function?</u>	<u>What would happen if the duties were moved to a central location, and employee was reduced?</u>	<u>What if we did without the duties and the employee?</u>
Interview/Hire/Recruit/Orientate employees/retain current staff by maintaining personal contact with employees		20.00%	2000	400	Hiring would have to be done by either department heads or HR would have to drive to facility to conduct interviews with Department head and give tours/etc.	Not covientient for employees, no contact person for these issues in house. More interruptions for other department heads, would make facility less efficient. If positon is removed, the problem still remains. Tasks would have to be delegated to someone else that already is overburdened	Hiring/recruiting and retaining staff would be severely impacted. We would lose potential and current employees to other facilities if there is a delay in hiring.
Reference/background checks, OIG/SAM Screening, License/certification verification/renewal and of all employees/Drivers Licenses Checks/ entering staff into EHR/ AHT/ALIS/Relias/Stat safe/comply with state and federal guidelines		10.00%	2000	200	All information is to be kept on site for annual survey. Stat safe is located in facility. We do not have an intranet in house to give necessary documents to staff for renewal, etc. Would have to drive to facility and deliver information to staff and pick up information once completed. Or have department heads do this task.	If positon is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Facility would not be in compliance with state and federal regulations, similar position would have to be created to complete these duties.

Performance improvement plans/disciplinary action/Extension of probation/termination of employees Discuss/resolve employee/legal issue with labor attorney		5.00%	2000	100	When meeting with staff, employee and supervisor would have to drive to Court House or this person would have to drive to facility to meet and discuss issues. Instead of daily contact on site, everything would have to be done over phone or email.	If position is removed, the problem still remains. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Someone would have to ensure facility is in compliance with labor laws, employees' rights, make sure appropriate posters are posted, etc. or similar position would have to be created to complete these duties.
Staff education/ CPR certifications, setup classes annually and as needed		15.00%	2000	150	Department heads will have to email schedules so CPR classes could be scheduled, Staff education would have to be delegated to someone else, or this person would have to drive to facility to Set-up, record or facilitate in-service.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient/things may be missed.	Similar position would have to be created to complete these duties.
Distribution and tracking of FMLA and leaves of absences for all employees		5.00%	2000	100	Someone from the facility would have to monitor the call-in log and notify HR of illnesses and need of FMLA and track intermittent use of FMLA (staff would have to be educated on what qualifies for FMLA). Would either have to send employee to the courthouse or have them contact HR via phone. Someone in house would have to distribute FMLA papers, collect papers and distribute determination.	If position is removed, the tasks still remain. Information going to employees would have to be delegated to someone else to hand out. Would have to do this via email/currier. Information is time sensitive. More interruptions for other department heads, would make facility less efficient.	Facility would not be in compliance with state and federal regulations or similar position would have to be created to complete these duties.
Assist with gathering information for proposals, for Trustees/Finance/County board meetings, update addendum/job descriptions		1.00%	2000	20	Information would have to be sent via email to prepare changes instead of having 1:1 conversations with Administrator.		Similar position would have to be created to complete these duties.
Corporate Compliance officer for facility/Monitor HIPPA Compliance/Breeches/Monthly Corporate Compliance committee		5.00%	2000	100	This person would be eliminated from the facility which would make it impossible to monitor for Compliance issues as they are not in the building. Job would have to be delegated to someone else.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Facility would not be in compliance with state and federal regulations or similar position would have to be created to complete these duties.
Safety Officer for facility/Monthly safety committee/work with Workman's Comp on employee claims/OSHA annual reporting		5.00%	2000	100	This person would be eliminated from the facility which would make it impossible to monitor for Safety Compliance as they are not in the building. Instead of 1:1 contact with employee would have to be done by phone or drive to facility to see the employee or Job would have to be delegated to someone else.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Facility would not be in compliance with state and federal regulations or similar position would have to be created to complete these duties.
Write/Update facility policies and procedures /Quality Assurance Committee/		2.50%	2000	50	Position would either have to be delegated someone else or would have to drive to facility to attend the meeting.	If position is removed, the tasks still remain. The person doing these task will not be familiar with our policies/facility OR tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Similar position would have to be created to complete these duties.

Assist with Open enrollment periods/ Liaison for SWTC for CNA and nursing classes, complete orientation, setup and contact person while on site at Pine Valley. Liaison for youth apprenticeship program for area schools and grant applications for SWCAP.		5.00%	2000	100	Would have to be delegated someone else, this requires you to be in the facility.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Similar position would have to be created to complete these duties.
Covid, creating lab slips, testing employees, contact tracing, checking results, Employee Vaccination Status, Monitor		20.00%	2000	400	Would have to be delegated someone else, this requires HR to be in the facility. Too much information that is created in the facility and has to remain at the facility..	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Facility would not be in compliance with state and federal regulations or similar position would have to be created to complete these duties.
Lab Draws/Working the floor as a nurse/TB Screening		2.50%	2000	50	Would have to be delegated someone else, this requires you to be in the facility.	No contact person for these issues in house. More interruptions for other department heads, would make facility less efficient. If position is removed, the problem still remains. Tasks would have to be delegated to someone else that already is overburdened	Similar position would have to be created to complete these duties.
Monitoring PPE weekly, reordering and stocking supplies		1.00%	2000	20	Would have to be delegated someone else, this requires you to be in the facility.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Similar position would have to be created to complete these duties.
Assist with Flu and Covid Clinics		1.00%	2000	20	Would have to be delegated someone else, this requires you to be in the facility.	If position is removed, the tasks still remain. Tasks would have to be delegated to someone else that already is overburdened. More interruptions for other department heads, would make facility less efficient.	Similar position would have to be created to complete these duties.
Computer troubleshooting/Marketing Committee		1.00%	2000	20	Would have to be delegated someone else, this requires you to be in the facility.	Not convenient for employees, no contact person for these issues in house. More interruptions for other department heads, would make facility less efficient. If position is removed, the problem still remains. Tasks would have to be delegated to someone else that already is overburdened	Similar position would have to be created to complete these duties.
Problem solve staffing and scheduling issues		1.00%	2000	20	Would have to be delegated someone else, this requires you to be in the facility.	Not convenient for employees, no contact person for these issues in house. More interruptions for other department heads, would make facility less efficient. If position is removed, the problem still remains. Tasks would have to be delegated to someone else that already is overburdened	Similar position would have to be created to complete these duties.

100.00%

1850

Position Title:	Payroll & Accounts Payable Clerk		Department:	Pine Valley - Business Office			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Prepare biweekly payroll-run and review reports to insure accurate payment of wages, verify that all entries are correct according to PV time rules, prepare interface for Specialist and provide supporting documentation including employees that work in more than one position, assist specialist in locating discrepancies	B	13.0%	2000	260	This position works closely with department heads and employees and would be difficult to communicate discrepancies via email or phone	Complexity of PV rules regarding changing statuses, shift differentials, employees who work more than one position, as well as how PV payroll software works, would require extensive knowledge of PV payroll intricacies which can change with each payroll resulting in inaccurate payments to employees	Payroll would have to be completely done by County Payroll/Benefit Specialist
Update PV payroll system with new hires, status changes, benefit time use. Review reports and make corrections as necessary Update manual system to verify computer balance which may vary due to such status changes and benefit time use. Includes verifying accruals-vacation, sick, personal holidays, and comp time.	D	24.0%	2000	494	Would spend much more time on phone, emailing, following up trying to get information. Inefficient use of time as many employees would be stopping at PV then on to Central Location to get their information. Likely cause delays in having information entered into payroll software. Employees p-files would need to get moved to Central Location. Supervisors would have difficulty accessing information.	Employees would not be happy that they need to take the time and resources to go to courthouse.	These duties would have to be completed by the County Payroll/Benefit Specialist
Assist employees with questions regarding their benefit time, punches, pay, insurance, mobile app, ESS	D	2.0%	2000	52	would result in much more traffic in central location. Would be difficult to track employees down and to have accurate payroll	inaccurate payroll	Unsatisfied employees, inaccurate payroll and benefit time
Prepare Payroll Base Journal reporting	Q	2.0%	2000	40	would be difficult to verify hours and positions are accurate	Employee would need to have understanding of direct and non direct care staff for Skilled Nursing Facility in order to do accurate reporting to CMS.	If accurate payroll hours are not reported it affects our 5 Star rating which affects our Medicare rates.
Verify employee forms for new hires and provide to court house	N	0.5%	2000	10	Less efficient as we would send the employees to the Clerk's Office. More traffic to Clerk's Office and less availability to new hires.		All employees to the Central Location. This has provided scheduling issues in the past.
Prepare a variety of reports for audit purposes, federal reporting, and as needed by administration	N	10.0%	2000	200	Difficult to obtain needed information and files. Unavailability to department heads that need this information.	Difficult to obtain needed information and files. Unavailability to department heads that need this information.	Would result in paying more for the Annual audit. PV staff would not get reports.
AP-Prepare weekly and monthly batches for payment and submit to Clerk's office for processing of checks. Verify that all invoices are correct and approved by department heads, post to proper GL accounts by department and ensure timely payment to vendors. Mail checks with remits to vendors.	W	21.0%	2000	420	Would have to move historic invoices to Central Location as we pull invoices for 1-2 years for audits, discrepancies etc. Would not be efficient use of time we would be scanning and emailing hundreds of invoices per month to validate charges and pricing. Need to get appropriate charges to PV biller to get on resident invoices and close month..	Risk of incorrect coding, affecting budget and financials. Risk of paying more for goods and services.	Risk of not having any oversight or control over accounts payable. Risk of overpayment to vendors
Enter new vendors (including W-9) into PV AP system and provide info to Clerk's office, work with vendors to insure invoice and account status is correct, provide W-9 and sales tax exempt forms to new vendors	N	3.0%	2000	60		Someone at central location would need to do this.	Necessary tasks that someone would need to complete.
Resident Trust Account-balance cash boxes and close trust	M	3.0%	2000	60	Needs to stay in house for access to cash boxes	Needs to stay in house for access to cash boxes	Violation of resident rights to trust funds
Serve as backup to Billing specialist-record payments from residents, assist residents with trust, prepare cash deposits	N	2.5%	2000	50	Needs to stay in house to be accessible to residents and customers and to have access to check book and cash box.		violation of resident rights to trust funds/deposits would need to be done by courthouse

Researches and implements changes to payroll system resulting from resolutions and addendums including working with software company as necessary. Insures that these changes will interface with County' s payroll system	N	1.0%	2000	20	Impact would be minimal	Customizations of PV payroll system would need to be done by payroll software company resulting in additional charges since it would be unlikely that one person would understand how every payroll system in county works	Customizations of PV payroll system would need to be done by payroll software company resulting in additional charges
General office duties-answer phones, ordering supplies and materials, communications, providing support to department heads	N	15.0%	2000	300	These task would fall to other PV employees at a time when we have staffing shortages.		Frustrated customers. Supply shortages making it difficult
Assist in open enrollment periods for insurances	Y	1.0%	2000	20	Employees would have to go to court house for info	Employees would have to go to court house for info	Employees would have to go to court house for info
Serve on Marketing committee which includes planning for PV community activities	N	2.0%	2000	50	Meeting would require someone to leave PV to attend meetings	Marketing would not represent needs of PV	Marketing would not represent needs of PV

100.0%

Sheriff Office

Position Title:	Administrative Office Manager		Department:	Sheriff's			
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Supervise, coordinate and maintain department records including payroll, employee benefits, accounts payable, and accounts receivable and forwards them on to the clerk's and Treasurer's Office	Daily	8%	2080	166.4	Impacts convenience on immediate access to records and responding to department leadership and employees.	All applies from previous, and the function and hours would still be needed. They would have to fall on a different position at a centralized location, or significant impact on leadership, impacting freedom of movement and ability to manage and respond.	Got to have the duties. They have to be completed in order to function.
Compile and maintain employee personnel files and employee computer records of the department, including confidential employee records (ACADIS entries) Including tracking training hours for all employees.	Weekly	2%	2080	41.6			
Monitor, audit and reconcile all active and inactive inmate accounts. Maintain and disbursing of inmates accounts as necessary on a weekly basis.	Weekly	5%	2080	104	Probably no impact as long as completed, but would need to interface with jail (some by phone, some in person)	Probably no impact as long as completed.	
Compiling, computing and organizing the majority of the annual budget for the department.	Annual	4%	2080	83.2	Impacts convenience of interacting with leadership.		Need a budget.
Supervise, maintain and reconcile three separate Sheriff's Trust Account and a petty cash account. Includes making weekly deposits to the bank and writing checks for those accounts when necessary.	Weekly	5%	2080	104	Someone / system would have to interface to get payables and receipts to the central location.		Need to perform duties.
Responsible for planning, organizing and the billing of writs, executions, escorts, replevins and other court ordered papers by the Judge.	Daily	38%	2080	790.4	This would be a challenge because records would need to stay with the sheriff's department, the public would need to report to the central location, with added complications on interacting with the department and the court system. It's a fairly specialized function.	this would be a challenge because records would need to stay with the sheriff's department, the public would need to report to the central location, with added complications on interacting with the department and the court system. It's a fairly specialized function.	Need to perform duties.
Audits and reconciliations	Weekly	5%	2080	104	Impacts convenience of interacting with leadership.		Need a budget.
Backup to records and door Discoveries					Would not backup to Sue's Position		

67%

1393.6

Highway

Position Title:	Bookkeeper		Department:	Highway		40 hours	
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and the employee are moved to a central location, how would it impact the function?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Accounting and Financial Management: manages "new roads" cost accounting system, financial reporting, reconciliation with accounting supervisor, system entries, system maintenance, financial policy review and compliance	daily	40%	2080	832	The person and functions needs to stay located with historic files, need a daily/hourly interface system with personnel in the department or run risk of late entries, less efficiency in direct interface with department leadership on immediate needs.	All of the previous remain, need to fit 832 hours of "new roads" management and reporting into another position.	We have significant challenges in cost allocating projects to generate revenues and maintaining compliance with reimbursements from the state.
Closing month reports, reconciliation with Federal, DOT and Local governments. Auditing and preparation of state reports.	Monthly	20%	2080	416	The person and functions needs to stay located with historic files, need a daily/hourly interface system with personnel in the department or run risk of late entries, less efficiency in direct interface with department leadership on immediate needs.	All of the previous remain, need to fit 416 hours of auditing and reporting into another position. There is a 30 window to submit with the state.	We would have significant challenges in obtaining revenues from the state.
Budget preparation and budget performance monitoring (this function is becoming more and more intensive each year)	Daily	17%	2080	353.6	The person and functions needs to stay located with historic files and system, need a daily/hourly interface system with personnel in the department or run risk of late entries, less efficiency in direct interface with department leadership on immediate needs.	All of the previous remain, need to fit 353.6 hours of budgeting and management into another position, likely the commissioner. "Daily questions on where are the funds coming from." Without the position, the commissioner would be have to track.	Would casue significant load on commissioner and leadership
Reviewing payroll/ timekeeping/ allocation, as consolidated by the Office Clerk	Daily	3.50%	2080	72.8	The person and functions needs to stay located with historic files and system, need a daily/hourly interface system with personnel in the department or run risk of timely reporting, less efficiency in direct interface with department leadership, and employee on immediate needs.	All of the previous remain, need to fit 353.6 hours of budgeting and management into another position, likely the commissioner. "Daily questions on where are the funds coming from." Without the position, the commissioner would be have to track.	Would casue significant load on commissioner and leadership
New employee orientation, FMLA, open enrollment, Workers Comp, status change forms	Weekly	4%	2080	83.2	The person and functions needs to stay located with historic files and system, need a daily/hourly interface system with personnel in the department or run risk of timely reporting, less efficiency in direct interface with department leadership, and employee on immediate needs.	All of the previous remain, need to fit 353.6 hours of budgeting and management into another position, likely the commissioner. "Daily questions on where are the funds coming from." Without the position, the commissioner would be have to track.	Would casue significant load on commissioner and leadership
Other office functions not directly \$ or HR, benefit time off						Public Access and availability to keep office open.	

85%

1757.6

Position Title:	Office Clerk		Department:	Highway		40 hours	
Primary HR or \$ Duties:	Frequency Per Week:	% of Annual Total:	Total Annual Hours Authorized:	Total Hours allocated to Duty:	What happens if these duties and employees are moved to a central location, how would it impact?	What would happen if the duties were moved to a central location, and employee was reduced?	What if we did without the duties and the employee?
Time sheet verification and data-input into the "New Roads" system, reviews project assignments, communicates with bookkeeper on needs for new codes	Daily	30%	2080	624	Added complications in submitting employee timesheets, inventory on equipment's used in projects and trouble-shooting discrepancies in timesheets and project allocations.	All of the previous remain, need to fit 624 hours of verification and data entry into another position. It is possible to have employees directly key the timesheet information with kiosk, need training, monitoring, ability to interface for trouble-shooting. Will reduce service ours of patrolmen and shop workers.	We would have significant revenues in obtaining revenues from the state.
Verify and preparation payroll for submission to the Admin/Clerk's Office, balance and reconciliation.	Bi-weekly	15%	2080	312	Added complications in interfacing with employees and leadership on solving discrepancies on payroll sheets.	All of the previous remain, need to fit 312 hours of payroll preparation.	
Maintain employee overtime, compensatory times, benefit time off and managing vacation requests and calendar. Reporting to the commissioner, leadership and to Admin/Clerk to adjust in payroll.	Daily	10%	2080	208	Added complications in interfacing with employees and leadership on solving discrepancies on payroll sheets.	All of the previous remain, need to fit 208 hours of payroll preparation.	
Assist / Backup the bookkeeper and parts manager functions (further coverage on parts inventory)	Weekly	10%	2080	208	Employee would have to physically report to the shop to inventory shop, or conduct less inventories. Employee would benefit from being colocated with bookkeeper to understand current operations.	All of the previous remain, need to fit 208 hours of payroll preparation. Conduct less inventories. If bookkeeper is the only, would have possible delays in absence and risks of not meeting 30 windows for submitting to the state.	Conduct less inventories. If bookkeeper is the only, would have possible delays in absence and risks of not meeting 30 windows for submitting to the state.
Other elements: meetings, agendas, secretarial work specific to the department							

						Public access and availability in the office.	

Notes:

65%

1352

Recent consolidation of shop foreman and parts managers has displaced some of the management and records components over to the central office, expecting back up from these two positions. Reduction in these further erodes functions of the shop.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Response to Resolution 22-96

Department	Administration	Presented By:	Administrator
Date of Meeting:	04 October 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Resolution 22-96, Structure C
Date submitted:	30 September 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

1. Motion to... recommend the proposed financial and operational changes necessary in responding to the directives of Resolution 22-96 (as presented /or/ with amendments).
2. Motion to ... recommend the identified financial and operational changes be forwarded to the Referendum Ad Hoc Committee for consideration to be added to the referendum.

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

Resolution 22-96 was adopted by the Richland County Board on August 16th 2022 Directing:

BE IT FURTHER RESOLVED, the various Standing Committees listed below are tasked to work in conjunction with county administration, supporting staff, and community partner to consider services, develop and evaluate options and make a recommendation, to the County Board, on future operations of the various Departments and Services listed below; and ...

BE IT FURTHER RESOLVED, that the Finance and Personnel Standing Committee is specifically tasked with the following:

Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

4. *Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan.*

Resolution Response No 22-96 is designed to help list out identified financial solutions to consider. Initial recommendations from administration and elected officials are indicated. Amendments can be actioned by the committee.

Additionally, items for referendum consideration are also indicated for consideration and possible action.

Attachments and References:

Resolution Response No 22-96	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	

Richland County Committee

Agenda Item Cover

	Other funding Source	
	No financial impact	

(summary of current and future impacts)

Anticipated to result in reduction on operational levy by designated amounts.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County:	Response to Resolution No. 22-26	Committee:	Finance and Personnel Standing Committee
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A Resolution Directing The Various Richland County Standing Committees To Consider Services, Develop Options And Propose A Recommendation On Future Operations.

Be it further resolved, that the Finance and Personnel Standing Committee is specifically tasked with the following:
Regarding Services Provided through County Administrator, County Clerk, County Treasurer, County Board and ancillary budgets

"Develop a recommended list of proposed projected levy reductions (in comparing to the 2022 budget) of \$122,000 in 2024, \$243,000 in 2025, \$299,000 in 2026, and \$383,000 in 2027, including but not limited to lines 6.01 through 6.91, 13.01 through 14.91, and 21.01 through 22.91 in the 5-year financial plan"

Options for Reductions:

Department/ Budget/ Account:	Function /Service/ Position:	Dollar/Cost:	Year of first reduction:	Service Impact:	Workaround or alternative delivery or service:	Reference 12 AUG 2022 Financial Workbook	Request consideration to add to Referendum levy exemption
Administration 10.5115	Creation of HR + Finance Department Combined [Strategic Plan] Addition of 1FTE Finance and HR Coordinator	\$ 105,116.60	Projected Expense (2024)	Reduces ability to meet strategic goals of bridging to a more robust HR and Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02b	Yes
Administration 10.5115	Creation of Finance Department [Strategic Plan] Addition of 1FTE Finance Officer	\$100,842.82	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.01	Yes
Administration 10.5115	Creation of HR Department [Strategic Plan] Addition of 1FTE HR Coordinator	\$ 89,351.00	Projected Expense (2027)	Reduces ability to meet strategic goals of more robust Financial services.	Make future efforts to enhance functions following financial stabilization.	21.02	Yes
Administration 10.5115	Reduction of funds for staff training and professional development	\$ 3,500.00	Current Expense (2024) if not pulled for 2023	Reduces funding for staff training and conference attendance	Continue to reach out through free training opportunities and collaboration with local workgroups	21.03	Yes
Administration 10.5115	Administrator	\$ 101,902.05	Current Expense (2024)	Reduces support to for committees and meetings, policy development, day-today policy implementation, budgeting, planning, etc....	Revert to an Administrative Coordinator position assigned to other employee or elected official. Consider a part-time Administrator shared with the City.	21.92	No
Administration 10.5115	Assistant to the Administrator	\$ 85,258.89	Current Expense (2024)	Reduces support for committees and meetings, reduces policy development and responsiveness to issues.	Reduce expectation on projects and strategic initiatives.	21.93	No
Administration 10.5115	Accounting Supervisor	\$ 95,670.63	Current Expense (2024)	Reduced Accounting Capacity. Our Ability to maintain the General Ledger would be significantly impacted.	Add to a different position. Functions of this position are a full FTE	not on planner	No
Administration 10.5115	Benefits Specialist	\$ 70,581.87	Current Expense (2024)	Reduced our ability for centralized payroll and benefits management.	Add to a different position. Functions of the position are a full FTE	not on planner	No
County Clerk 10.5141	Digitization of resolutions	\$10,000	Current Expense (2024)	Reduces contract and software support for expediting accessible electronic storage of resolutions	Possibly use our Municode software to workaround and continue self review and posting	6.02	No
County Clerk 10.5142	Part-Time Deputy County Clerk	\$27,000	Current Expense (2024)	Reduces WISVOTE, reduces availability of Clerk to fulfil with Finance Officer Duties	Deputize Accounting Supervisor with reduced accounting	not on planner	No

2024		2025		2026		2027	
Directive: \$ 122,000.00		Directive: \$ 243,000.00		Directive: \$ 299,000.00		Directive: \$ 383,000.00	
Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:	Recommend Reduction:	Running Total Column:
Yes	\$ 105,116.60	Yes	\$ 105,116.60	Yes	\$ 105,116.60	Was a planned reduction for 2027	\$ -
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 100,842.82
Yes	\$ -	Yes	\$ -	Yes	\$ -	Yes	\$ 89,351.00
Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00	Yes	\$ 3,500.00
No	0	No	0	No	0	No	0
No	\$ -	No	\$ -	No	\$ -	No	\$ -
No	0	No	0	No	0	No	0
No	0	No	0	No	0	No	0
Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00	Yes	\$ 10,000.00
No	\$ -	No	\$ -	No	\$ -	No	\$ -

County Treasurer 10.5156	Eliminate Property Lister and merge duties amongst Treasurer, Deputy and GIS	\$ 69,000.00	Current Expense (2024)	Reduces centralized function on property transfers and legal description issues, and interface with property assessors. Reductions in review of tax bills.	Treasurer, Deputy Treasurer and GIS Tech would have to parcel the duties.	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
County Treasurer 10.5156 and others	Borrow for GCS/LandNav Software	\$ 28,000.00	Current Expense (2024)	Displaces operational expenses to debt service / Short-term borrowing.		not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Other Budgets															
10.5181	Southwest Regional Planning	\$ 17,562.58	Current Expense (2024)	Reduction in regional coordination, planning initiatives, grant procurement and grant administration.	Watch action publicly and respond with internal resources to local needs.	34.01	Yes	No	\$ -	Yes	\$ 17,562.58	Yes	\$ 17,562.58	Yes	\$ 17,562.58
10.5195, 10.5198	Short Term Borrowing for Property, W/C and Liability Insurance (State Statute 67.04(5)(b)1	\$ 461,000.00	Current Expense (2024)	Move expenses from operations to Short-Term Borrowing (Worker's compensation, Liability Insurance, Risk Management Services, Property Insurance by Statute 67.04(5)(b)1 and 611.11(4)(b). W/C=\$327,609; Liability =\$55,000; Property=\$75,248; Commercial Crime=\$3,200. <u>This is a displacement in operational levy, not a "reduction in overall levy on the taxbase."</u>	This circumvents levy limits as allowable by 67.04(5), but will require 3/4 vote from County Board and will increase or displace short-term borrowing against the levy.	not on planner	Yes	Yes	\$ 50,000.00	Yes	\$ 100,000.00	Yes	\$ 160,000.00	Yes	\$ 160,000.00
Fund 29	Video Conferencing Fund	\$ 6,000.00	Current Expense (2024)	Move expense to short-term borrowing when court needs arrive.	Anticipate and plan future court audio visual needs	not on planner	No	No	\$ -	Yes	\$ 6,000.00	Yes	\$ 6,000.00	Yes	\$ 6,000.00
Other Options															
Amin, Clerk and Treasurer	Reduction in Hours to 4/9hour days	\$ 39,724.90	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 10% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Reduction in Hours to 4/8 hour days	\$ 79,449.79	Current Expense (2024)	Reduction to Office Hours to 4/9 hours. This is a 20% reduction in productivity. Challenges in completing payrolls and managing daily finances, impacts on availability to public.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Amin, Clerk and Treasurer	Phased Reduction in hours	\$ -	Current Expense (2024)	Method of phasing in hour reductions to keep employees at annual income with annual reduction in hours. Curb future projected if planning on wage increases.	Bolster payroll processing to ensure completion. Inform public of reduced office hours. (Closed on Friday)	not on planner	No	No	\$ -	No	\$ -	No	\$ -	No	\$ -
Total in options \$ 1,389,961.13								Total:	\$ 168,616.60	Total:	\$ 242,179.18	Total:	\$ 302,179.18	Total:	\$ 387,256.40
Note: Not all options can be exercised at once and many options are not a reduction in current, existing services.								Overage:	\$ 46,616.60	Overage:	\$ (820.82)	Overage:	\$ 3,179.18	Overage:	\$ 4,256.40
								2024		2025		2026		2027	

Richland County Committee

Agenda Item Cover

Agenda Item Name: Classification, Compensation and Authorization Policy

Department:	Various	Presented By:	Clinton Langreck
Date of Meeting:	6-Dec-22	Action Needed:	Review and approve
Disclosure:	Open	Authority:	Finance and Personnel Standing Committee
Date submitted:	6-Dec-22	Referred by:	
Action needed by no later than (date)	31-Dec-22	Resolution	

Recommendation and/or action language:

Recommend to... approve the changes to the Classification, Compensation and Authorization Policy

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

The Richland County Ambulance Service has been struggling to fill the open Advanced Emergency Medical Technicians (AEMT) due to current wage offering for the position. An internal wage comparison verified the AEMT's are drastically underpaid and the Ambulance Service has a vested interest in retaining the current staff. We are recommending a step increase at start to Step 3, after probation to step 4 and at 2 years to step 5.

Attachments and References:

Marked up policy	

Financial Review:

(please check one)

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

(summary of current and future impacts)

Approval:

Clinton Langreck

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)



Policy on Personnel Classification, Compensation and Staff Authorization Of Richland County

Effective: 20 July 2021
Revised: 14 November 2022 6 December 2022

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: 14 November 2022
	Adoption/Revision Date: 14 November 2022
Custodian: County Administrator	Approving Body: Richland County Finance and Personnel Standing Committee

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees).

2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: 21-98;
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93;
- c. Richland County Employee Handbook;
- d. Res 18-10 Adopting a New Pay Plan Wage Scale;
- e. Res 18-61 Wage Scale amendment;
- f. Res 18-97 Wage Grade Increased;
- g. Res 19-89 Amending the County's pay plan wage schedule;
- h. Res 19-126 Amending Res 19-89;
- i. Ordinance 82-3 Sheriff's Department Ordinance;
- j. Ordinance 89-7 Sheriff Department Ordinance.

3. Purpose:

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce;
and
- d. delegates authority and defines procedures to committees and administration.

4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

5. Policy Overview

- a. Authority of this policy is vested in the Richland County Board of Supervisors with

- specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

6. Policy Performance Goals:

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
 - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported by the Bureau of Labor Statistics.
 - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
 - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
 - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

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SECTION 1: COMPENSATION PHILOSOPHY:

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

SECTION 2: COMPENSATION PRINCIPLES

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or Finance and Personnel Standing Committee. All employees not specifically covered by a collective bargaining agreement, elected, specified employment agreement or appointed by statute are considered "at-will."

SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.
- B. Wage Modifier** — any additional pay added to an employee's hourly rate beyond

step of the wage schedule. Such as weekend or night differential, etc.

C. Step Increase — a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

D. Effective Date – date of the Adoption/Revision date of this Policy.

SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

A. PAY GRADE:

1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
3. Each pay grade has a “step range” approved by the County Board.
4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

B. SCHEDULE PLACEMENT AND PROGRESSION (~~Res No. 22-~~)

General Government:

1. New employees will be placed at sStep 2.
2. After an employee passes probation, the employee will be placed at step 3.
3. After two years from the date of hire, the employee will be placed at step 4.

Pine Valley:

1. New employees will be placed at step 5.
2. After an employee passes probation, the employee will be placed at step 6.
3. After two years from the date of hire, the employee will be placed at step 7.

Ambulance Emergency Medical Technician:

1. New employees will be placed at Step 3.
2. After an employee passes probation, the employee will be placed at step 4.
3. After two years from the date of hire, the employee will be placed at step 5.

General Provisions:

1. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two-steps above the new hire step, based on qualifications and

experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 7 for Pine Valley).

2. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 7 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
3. The County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) to update the county's composition structures (steps) to reflect current market.
4. The Finance and Personnel Standing Committee is authorized to recommend the County's compensation structures (steps) updated annually to reflect current market.

SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Standing Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Standing Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- a. Ambulance Services / Emergency Management (reserved)
- b. Coroner (reserved)
- c. Fair and Recycling (reserved)
- d. Health and Human Services (reserved)
- e. Highway (reserved)
- f. Pine Valley Community Services
- g. Sheriff's Office (including reference to WPPA Agreement)
- h. Symon's Recreation Complex (reserved)

SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

A. Classification: A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable.
2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules.
3. **FLSA Status** — Defines position entitlement to salary or time and/or one half

premium.

4. **Category** — Defines position as full-time, part-time, casual reserve, limited term, or seasonal.
 - a. Full-time - a minimum of 30 hours per week.
 - b. Part-time benefited – a minimum of 23.25 hours per week.
 - c. Part-time unbenefited – less than 23.24 hours per week.
 - d. Casual reserve – call-in, not a regular schedule, and only guaranteed work when needed.
 - e. Limited term employment – full time or part time employee contracted to work for a set amount of time.
 - f. Seasonal – temporary employment that recurs around the same time every year.

5. **Capacity** — Indicates the position’s intended capacity of average hours per week.

B. Position Description Content: The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position’s department head with review and approval by the County Administrator, or supervisory committee as appropriate.

C. Department Heads are responsible for: Ensuring their department’s employees have a signed copy of their most recent position description submitted to the employees’ individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.

D. Record Retention: A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

SECTION 7: RECLASSIFICATION PROCESS

A. A reclassification is a change to any one of the classification components listed above in section 6A.

B. Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Standing Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified.

C. Reclassification Procedure:

1. Department heads will present a completed Reclassification Request Form with supporting documents to the County Administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: “Reclassification Request”].

- a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's Compensation Plan Consultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.
2. The County Administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Standing Committee.
3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed Reclassification Request Form with supporting documents to the Finance and Personnel Standing Committee.
4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Standing Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
 - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
 - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
 - c. Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County Compensation Philosophy (Section 1) and/or Principles (Section 2).
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by the County Administrator or supervisory committee (when the department head is an elected official).

SECTION 8: THE STAFF AUTHORIZATION TABLE

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Standing Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded

positions. [Reference Appendix D]

- C. Total authorized staffing levels for department positions, as found in the Staff Authorization Table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. Limited term employment does not need to be authorized by indication on the table.
- D. Exception Pine Valley — The Pine Valley Administrator is granted authority to amend, to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the Pine Valley and Child Support Standing Committee and Finance and Personnel Standing Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
 - 1. The department head must present their proposal(s) of amending the authorization count, or deletion of a position, to the County Administrator or supervisory committee (when the department head is an elected official). The Administrator or supervisory committee may take action to recommend to the Finance and Personnel Standing Committee. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.

F. Creating a position procedure:

- 1. Creation of a new position may be warranted by the following of criteria:
 - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County Wage Schedules.
 - b. Significant operational changes in a department that are adding new programs and services.
 - c. Requirements driven by a grant and/or funding needs.
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by the Administrator, or supervisory committee if an elected official.
- 2. Department heads will present the request to their supervisory committee with a copy provided to the County Administrator. A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the Compensation Plan Consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]. Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.
- 3. The Administrator, or supervisory committee when an elected official, may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
- 4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3)

narrative of reasoning, and 4) a statement of financial impact 5) the supervisory committee recommendation, and 6) the recommendation from the Compensation Plan Consultant.

5. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
6. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
7. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
8. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

SECTION 9: EMPLOYEE MOVEMENT

With relation to the Richland County Wage Schedule, employees may transition from one position to another during their tenure with Richland County. Transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

A. PROMOTION

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee will not have a wage rate reduction resulting in a promotion.
2. When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
3. An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to Section 4.
4. Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval, according to Section 4.

B. LATERAL TRANSFER

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

1. An employee will not have a wage rate reduction resulting in a lateral transfer.
2. An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date and will continue to progress according to Section 4.

C. DEMOTION

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

1. An employee is subject to a wage rate reduction.
2. An employee transferring into a position of a lower wage grade may continue to progress according to Section 4.
3. Changes in an employee's wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase according to Section 4, if available, on the anniversary of that new date, pending department head approval.

SECTION 10: REVIEW AND MAINTENANCE

A review of this compensation plan and all job positions will be conducted at a minimum of every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Standing Committee.

SECTION 11: REVISION HISTORY

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Committee Action / Resolution
20/07/2021	Original	Passed
04/10/2022	Section 2, 4, 5, 6, 7, 8 & 10 - Change in authority. Section 3 - Effective date. Section 4 – Wage adjustment added. Section 5 – Update supplemental pay schedule. Section 6 – Define positions. Section 8 - Define procedure. Section 9 – Define transfers.	
11/1/2022	Section 2, 4, 5, 7, 8 & 10 – Define authority. Section 3 & 6 – Add definition & description. Section 4. B. – Update pay plan. Section 5 – Modify supplemental pay schedule Section 9 – Update section reference. Section 8 – Procedure Clarification	

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE

EMPLOYEE ID #
BADGE #

EMPLOYEE NAME _____

CHANGE(S)	FROM	TO
PER RESOLUTION #	GRADE _____	GRADE _____
	STEP _____	STEP _____
	RANGE _____	RANGE _____
	HOURLY/SALARY RATE _____	HOURLY/SALARY RATE _____
JOB TITLE		
PV ONLY <input type="checkbox"/>	ON-CALL EVERY OTHER WEEKEND PREMIUM RATE	
DEPARTMENT		
WEEKLY HOURS		
SHIFT		
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME W/BENEFITS _____ HRS PER WEEK _____ % FOR HEALTH INS	
<input type="checkbox"/> CALL- IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS	

Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %

IF YOUR FUNDING IS SPLIT, IT MUST TOTAL 100%. OTHERWISE LEAVE BLANK

REASON(S) FOR THE CHANGE(S)

<input type="checkbox"/> HIRED <input type="checkbox"/> APPROVED BY COUNTY BOARD <input type="checkbox"/> PROBATION ENDED <input type="checkbox"/> PROBATION EXTENDED UNTIL _____ <input type="checkbox"/> 2 YEAR WAGE INCREASE <input type="checkbox"/> SENIORITY INCREASE <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> SUSPENSION	DATE OF APPROVAL _____	<input type="checkbox"/> REHIRED <input type="checkbox"/> TRANSFER <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> 2 WEEK NOTICE GIVEN <input type="checkbox"/> DISCHARGED <input type="checkbox"/> LAYOFF <input type="checkbox"/> DEATH
--	---------------------------	--

LEAVE OF ABSENCE: <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON MEDICAL	
STARTS: _____	ENDS (LAST DAY): _____
FMLA STARTS: _____	ENDS (LAST DAY): _____
COMMENTS:	

AUTHORIZED BY: _____ DATE: _____

AUTHORIZED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

APPENDIX B: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:

Required Supporting Documentation:

☐ Current job description

☐ Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements

☐ Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.

☐ Supporting documentation (i.e. study data); including consultant review

☐ Total financial impact to implement reclassification: \$_____ Budget year:_____

☐ Plan of how financial impact will be absorbed

Department Head Signature:	Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied	Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:	Effective Date:
Pay Grade:	Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:	Union Code:
Workmen's Comp Code:	EEOC Job/Salary Category:
New EEOC Function Number:	
Signature of Administrator:	<div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Approve // Disapprove</div> </div>
Administrator Comments:	

APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<p style="text-align: center;"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE												
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5115	Administration		County Administrator		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					4.00				
5245	Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director		K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	60	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Training Officer)	55	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Technician	35	B*G	Hourly	40	3.00	6.00	0.00	0.00	0.00
			Ambulance Crew Member		\$20/call	Hourly		0.00	0.00	0.00	15.00	0.00
			Ambulance Driver		\$15/call	Hourly		0.00	0.00	0.00	1.00	0.00
Contracted			All Hazards Planner		Contract			0.00	0.00	0.00	0.00	1.00
			TOTAL:					6.00	6.00	0.00	16.00	1.00
5540	Child Support Office		Child Support Director	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Financial Specialist & Caseworker	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant Corporation Counsel		By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
			TOTAL:					2.20	1.00	0.00	0.00	0.00
5121	Clerk of Court		Clerk of Circuit Court		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy Clerk of Court	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Court	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Bailiff	30	B	Hourly		0.00	0.00	0.00	8.00	0.00
			TOTAL:					3.00	0.00	0.00	8.00	0.00
State	Circuit Court		Judge		By State	Elected	State	1.00	0.00	0.00	0.00	0.00
			Court Reporter		By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5127	Coroner		County Coroner		By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
			Deputy Coroner		By Res	Hourly		0.00	0.00	0.00	5.00	0.00
			TOTAL:					1.00	0.00	0.00	5.00	0.00
5164	Corporation Counsel		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			Child Support Administrator / Assistant Corporation Counsel		By Res	Appointed		0.00	1.00	0.00	0.00	0.00
			TOTAL:					0.00	2.00	0.00	0.00	0.00
5141	County Clerk		County Clerk		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Accounts Payable Specialist/ Deputy County Clerk	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5194	Courthouse Maintenance		Maintenance Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5161	District Attorney		District Attorney		By State	Elected		1.00	0.00	0.00	0.00	0.00
			Assistant District Attorney		By State	Appointed	40	0.00	0.80	0.00	0.00	0.00
			Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					4.00	0.80	0.00	0.00	0.00
5762	Economic Development		Economic Development Director		By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					1.00	0.00	0.00	0.00	0.00
5614	Fair & Recycling		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	30	B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge		see note	Hourly		0.00	0.00	48.00	0.00	0.00
			Fair Cashier		\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
			Fair Misc Worker		\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
			TOTAL:					0.00	1.00	68.00	0.00	0.00
5124	Family Court		Family Court Commissioner		By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			TOTAL:					0.00	1.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE								PERSONNEL - CATEGORY					
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Health & Human Services													
5501	Administration & Building Operations	Director		125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501		Corporation Counsel			By Res	Exempt		0.00	0.00	0.00	0.00	0.00	
5501		Admin & Building Operations Manager		85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501		Conf Administrative Secretary		70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5504		Clerical Assistant II (LONGTERM VACANCY)		50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
5504		Secretary		50	E	Hourly	40	2.00	0.00	0.00	0.00	0.00	
5504		Spanish Translators			\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00	
		Secretary (SWWDB Leased Position)			\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
		Custodian		50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
		Fill-In Custodian (SWWDB Leased Position)			\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	
5501	Business & Financial Services	Business & Financial Services Manager		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5504	Aging & Disability Resource Center	Fiscal Specialist		65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00	
5507		ADRC Manager		95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5507		Information & Assistance Specialist		75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5507		Clerical Assistant II		50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5529		Disability Benefit Specialist		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5403		Elderly Benefit Specialist		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5563		Secretary		50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5563		Driver/Escort Driver		25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
5563		Clerical Assistant (SWWDB Leased Position)			\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	
5477		Behavioral Health Services	Behavioral Health Services Manager		105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472		CCS Supervisor		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Quality Coordinator (LONGTERM VACANCY)				Exempt	40	0.00	0.00	0.00	0.00	0.00	
5457		CLTS & BT3 Supervisor		95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5477		Business Systems Analyst		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5472		Mental Health Case Manager		75	H	40	3.00	0.00	0.00	0.00	0.00	0.00	
5472		Mental Health Therapist		95	L	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5478		Substance Abuse Counselor		80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5408		Treatment Court Coordinator		80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532		Adult Protective Services Worker		75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532		APS/Crisis Professional		75	H	Exempt	40	0.00	0.00	0.00	0.00	0.00	
5459		CLTS & BT3 Case Manager		75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5472		Psychiatric RN		90	K	Exempt	40	2.00	0.00	0.00	0.00	0.00	
		Psychiatric RN (SWWDB Leased Position)			\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00	
		Crisis Case Worker (SWWDB Leased Position)			\$26.69/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
		CST Coordinator (SWWDB Leased Position)			\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00	
		Service Facilitator (SWWDB Leased Position)			\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00	
5502	Child & Youth Services	Child & Youth Services Supervisor		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502		Child and Youth Services Manager		95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502		Child & Youth Services Case Manager		75	I	Exempt	40	5.00	0.00	0.00	0.00	0.00	
5502		Youth Aide Worker		70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Family Preservation Worker (SWWDB Leased Position)			\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
5503	Economic Support	Economic Support Manager		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503		Economic Support Lead Worker		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503		Economic Support Specialist		65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
5401	Public Health	Public Health Manager/Local Health Officer		105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401		Public Health Nurse (1-LONGTERM VACANCY)		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401		Public Health Clinic Nurse		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Health & Wellness Coordinator (LONGTERM VACANCY)		75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5580		Nutrition Program Coordinator		70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5583		Nutrition Site Worker		25	A	Hourly		0.00	3.00	0.00	0.00	0.00	
5588		Nutrition Driver		25	A	Hourly		0.00	2.00	0.00	0.00	0.00	
TOTAL:								62.00	9.00	0.00	4.00	7.00	
Highway													
5321		Commissioner		115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Bookkeeper		75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Clerk		65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Patrol Superintendent		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Patrol Superintendent		90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Shop Superintendent		85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Lead Paving Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Lead Shop Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Lead Grade Foreman		80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Sign Foreman		70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		Mechanic		70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
		Equipment Operator/Patrolman		70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
		Equipment Operator/Patrolman		70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
		Seasonal		25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
TOTAL:								30.00	0.00	2.00	0.00	0.00	
Land Conservation													
5741			County Conservationist		95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
	Secretary			50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
5750	Conservation Technician			75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
TOTAL:								4.00	0.00	0.00	0.00	0.00	
Management Information Systems													
5182		Management Information Systems Director		100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		MIS Administrator		95	L	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		MIS Technical Support Specialist		75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
		MIS Assistant (SWWDB Leased Position)			\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
TOTAL:								3.00	0.00	0.00	0.00	0.50	

STAFF AUTHORIZATION TABLE

								PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
Pine Valley Community Village												
5434		Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Human Resources Director	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
5433			Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5432			Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
5420		Nursing	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5421			Clinical Reimbursement Coordinator	360	M	Hourly	40	0.00	0.00	0.00	0.00	0.00
			RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
		RN Supervisor	350	K	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Registered Nurse	345	J	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
			Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Registered Nurse	345				0.00	0.00	0.00	0.00	1.00
			Registered Nurse		By Res	Hourly		0.00	0.00	0.00	11.00	0.00
5422			LPN	330	G	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
			LPN		By Res	Hourly		0.00	0.00	0.00	14.00	0.00
			LPN	330				0.00	0.00	0.00	0.00	1.00
			Medication Aides		By Res	Hourly		0.00	0.00	0.00	3.00	0.00
5423			CNA Nursing Assistant	315	D	Hourly	38.75	26.00	0.00	0.00	0.00	0.00
			CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
			CNA Nursing Assistant	315	D	Hourly	23.25	0.00	0.00	0.00	38.00	0.00
			CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	0.00	5.00
			Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Resident Assistant	300	A	Hourly		0.00	0.00	0.00	8.00	0.00
5424		Activities	Activity Director	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00
5425		Social Work	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
5427		Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Food Service Worker II	305	B	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
			Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	5.00	0.00
5428		Maintenance	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
5429		CBRF	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Personal Care Worker	305	B	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
			Personal Care Worker	305	B	Hourly	31	0.00	4.00	0.00	0.00	0.00
			Personal Care Worker	305	B	Hourly	27	0.00	0.00	0.00	3.00	0.00
			Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
5430		Housekeeping	Housekeeper	300	A	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
			Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Housekeeper	300	A	Hourly		0.00	0.00	0.00	4.00	0.00
5431			Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00
			TOTAL:					69.00	13.00	0.00	87.00	7.00
5171	Register of Deeds		Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Register of Deeds	65	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5120	Register in Probate		Register in Probate/Judicial Assistant/Juvenile Clerk	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Circuit Court / Register in Probate Assistant	70	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5210	Sheriff	Administration	Sheriff		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Administrative Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5211		Road Patrol	Investigator		CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
			Patrol Sergeant		CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
			Deputy		CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
			Deputy (Reserve)	70	G	Hourly		0.00	0.00	0.00	7.00	0.00
			Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
5251		Jail/Dispatch	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00
			TOTAL:					33.00	0.00	0.00	16.00	0.00
5172	Surveyor		County Surveyor		By Res	Contract		0.00	0.00	0.00	0.00	0.10
			TOTAL:					0.00	0.00	0.00	0.00	0.10
5682	Symons Rec Complex		Director	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	25	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Receptionist	25	A	Hourly		0.00	0.00	11.00	0.00	0.00
			Weight Training Instructor	20	aa	Hourly		0.00	0.00	1.00	0.00	0.00
			Land Aerobics Instructor	50	E	Hourly		0.00	0.00	10.00	0.00	0.00
			Lifeguard Instructor	50	E	Hourly		0.00	0.00	1.00	0.00	0.00
			Water Safety Instructor	10	aa	Hourly		0.00	0.00	8.00	0.00	0.00
			Racquetball Instructor	20	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00
			TOTAL:					3.00	0.00	57.00	0.00	0.00
5156	Treasurer		County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					3.00	0.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE								PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5670	UW-Extension		Area Director		State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator		State	Contracted		0.00	0.00	0.00	0.00	0.73
			TOTAL:					1.00	1.00	0.00	0.00	3.50
5678	UW Food Service		UW Food Service Supervisor	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
			TOTAL:					2.00	0.00	0.00	0.00	0.00
5550	Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	70	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
			TOTAL:					1.00	1.00	0.00	0.00	0.00
5183	Zoning & Sanitation Land Information		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			TOTAL:					3.00	0.00	0.00	0.00	0.00
RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT												
Total Regular Authorized Full-time (FT) Positions								245				
Total Regular Authorized Part-time (PT) Positions								36				
Total Limited Term Authorized Employee (LTE) Positions								127				
Total Reserve/Call-in Authorized Positions								136				
Total Contracted Authorized Positions								19				
TOTAL RICHLAND COUNTY Authorized Positions								563				

APPENDIX E: WAGE SCHEDULES

Effective the first pay period of 2023											
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	\$ 42.18	\$ 43.14	\$ 44.10	\$ 45.06	\$ 46.01	\$ 46.98	\$ 47.93	
120	Q			\$ 40.29	\$ 41.20	\$ 42.12	\$ 43.04	\$ 43.95	\$ 44.87	\$ 45.78	
115	P	HWY COMMISSIONER	HIGHWAY	\$ 38.39	\$ 39.26	\$ 40.14	\$ 41.00	\$ 41.88	\$ 42.75	\$ 43.63	
110	O	INTERIM COMMISSIONER	HIGHWAY	\$ 36.50	\$ 37.33	\$ 38.16	\$ 39.00	\$ 39.82	\$ 40.65	\$ 41.48	
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR	HEALTH & HUMAN SERVICES	\$ 34.60	\$ 35.39	\$ 36.17	\$ 36.96	\$ 37.75	\$ 38.54	\$ 39.32	
		HHS PUBLIC HEALTH MGR	SHERIFF								
		CHIEF DEPUTY SHERIFF									
100	M	MGMT INFO SYSTM DIRCTR	CH IT DEPT	\$ 32.71	\$ 33.45	\$ 34.19	\$ 34.94	\$ 35.69	\$ 36.42	\$ 37.17	
		ECONOMIC DEVELOPMENT DIRECTOR	CH ECONOMIC DEVELOPMENT								
		HHS COMPREHENSIVE COMMUNITY SERV SPRVSR	HEALTH & HUMAN SERVICES								
		HHS BUSINESS & FINANCIAL SERVICES MANAGER	HEALTH & HUMAN SERVICES								
		SHERIFF RD PATROL LIEUT	SHERIFF								
95	L	COUNTY CONSERVATIONIST	CH LAND CONSERVATION	\$ 30.82	\$ 31.52	\$ 32.22	\$ 32.92	\$ 33.62	\$ 34.32	\$ 35.03	
		ZONING ADMINISTRATOR	CH ZONING								
		HHS ARDC MANAGER	HEALTH & HUMAN SERVICES								
		HHS CHILD & YOUTH SRVCS MGR	HEALTH & HUMAN SERVICES								
		HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR	HEALTH & HUMAN SERVICES								
90	K	CH CHILD SUPPORT DIRECTOR	CH CHILD SUPPORT	\$ 28.92	\$ 29.59	\$ 30.24	\$ 30.90	\$ 31.55	\$ 32.21	\$ 32.87	
		EM MED SER/EM MGMT DIR	CH AMBULANCE								
		HHS CHILD AND YOUTH SERVICES SUPERVISOR	HEALTH & HUMAN SERVICES								
		HHS ECON SUPPORT MANAGER	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER LIC	HEALTH & HUMAN SERVICES								
		HHS PSYCHIATRIC NURSE	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH NURSE	HEALTH & HUMAN SERVICES								
		HHS PUBLIC HLTH CLINIC NURSE	HEALTH & HUMAN SERVICES								
85	J	ACCOUNTING SUPERVISOR	CH COUNTY ADMINISTRATOR	\$ 27.04	\$ 27.65	\$ 28.26	\$ 28.88	\$ 29.49	\$ 30.10	\$ 30.72	
		HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER	HEALTH & HUMAN SERVICES								
		HHS MENTL HLTH THER N/L	HEALTH & HUMAN SERVICES								
		HWY PATROL SUPERINTENDENT	HIGHWAY								
		MGMT INFO SYSTM ADMINST	CH IT DEPT								
		SYMONS DIRECTOR	SYMONS								
80	I	CH MAINTENANCE SUPERVISOR	CH MAINTENANCE	\$ 25.14	\$ 25.70	\$ 26.28	\$ 26.85	\$ 27.42	\$ 27.99	\$ 28.56	
		HHS TREATMNT COURT COOR	HEALTH & HUMAN SERVICES								
		HHS SUBSTANCE ABUSE COUN	HHS								
		HWY LEAD GRADE FOREMAN	HIGHWAY								
		HWY LEAD PAVING FOREMAN	HIGHWAY								
		HWY LEAD SHOP FOREMAN	HIGHWAY								
		REG PROBATE/REGISTRAR	CH PROBATE								
		SHERIFF DISP/JAILR SGT	SHERIFF								
		SYMONS INTERIM DIRECTOR	SYMONS								
		VETERAN SERVICE OFFICER	CH VETERANS SERVICE								
		VICTIM WITNESS SUPERVISOR	CH DISTRICT ATTORNEY								
75	H	CONSERVATION TECHNICIAN	CH LAND CONSERVATION	\$ 23.25	\$ 23.77	\$ 24.30	\$ 24.83	\$ 25.36	\$ 25.88	\$ 26.42	
		CLERK OF COURTS CHIEF DEPUTY	CLERK OF COURTS								
		HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL	HEALTH & HUMAN SERVICES								
		HHS BUSINSS SYSTM ANALYST	HEALTH & HUMAN SERVICES								
		HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR	HEALTH & HUMAN SERVICES								
		HHS DISABLY BEN SPE SW	HEALTH & HUMAN SERVICES								
		HHS ECON SPRT LEAD WRK	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS HEALTH & WELLNESS COOR	HEALTH & HUMAN SERVICES								
		HHS SW ADULT PROT SRVCS	HEALTH & HUMAN SERVICES								
		HHS SW CHILD & YOUTH CASE MGR	HEALTH & HUMAN SERVICES								
		HHS INFORMATION & SYSTEM SPECIALIST	HEALTH & HUMAN SERVICES								
		HWY BOOKKEEPER	HIGHWAY								
		HWY PARTS MNGR/SHOP CLK	HIGHWAY								
		ASSISTANT TO COUNTY ADMINISTRATOR	CH COUNTY ADMINISTRATOR								
		PAYROLL & BENEFITS SPCL	CH COUNTY ADMINISTRATOR								
		MIS TECHNICAL SUPPORT SPECIALIST	CH MIS								
		SHERIFF DISP/JAILER	SHERIFF								
		SHERIFF OFFICE MGR/CONF	SHERIFF								
		UW FOOD SER SUPERVISOR	CH UW FOOD SERVICE								

Effective the first pay period of 2023										
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST	CH COUNTY CLERK	\$ 21.35	\$ 21.83	\$ 22.31	\$ 22.81	\$ 23.29	\$ 23.77	\$ 24.26
		CLERICAL ASSISTANT II (DEPUTY)	CH CLERK OF COURT							
		CLERK OF COURT DEPUTY	CH CLERK OF COURT							
		FINANCIAL SPECIALIST AND CASEWORKER	CH CHILD SUPPORT							
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY							
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES							
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES							
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES							
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES							
		HWY EQUIP OPER/PATROLMN	HIGHWAY							
		HWY SEASONAL PATROLMAN CDL	HIGHWAY							
		HWY MECHANIC	HIGHWAY							
		HWY SIGN FOREMAN	HIGHWAY							
		PROPERTY TAX LISTER	CH PROPERTY LISTER							
		REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL A	PROBATE							
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF							
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF							
		SYMONS MAINTENANCE	SYMONS							
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE							
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY							
		ZONING GIS TECH/ASSTNT	CH ZONING							
65	F	CLERICAL ASSISTANT	CH PROBATE	\$ 19.46	\$ 19.90	\$ 20.35	\$ 20.78	\$ 21.22	\$ 21.67	\$ 22.11
		COUNTY TREASURER DEPUTY	CH TREASURER							
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES							
		HHS ECONOMIC SUPP SPECL + for interpreter .75 cent p/hr mod	HEALTH & HUMAN SERVICES							
		HWY CLERK	HIGHWAY							
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS							
		SCRTRY/CERL ASST II	SHERIFF							
		SYMONS ASSISTANT DIRECTR	SYMONS							
		ZONING OFFICE SYS TECH	CH ZONING							
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	\$ 18.20	\$ 18.61	\$ 19.03	\$ 19.44	\$ 19.86	\$ 20.30	\$ 20.69
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	\$ 16.22	\$ 16.58	\$ 16.95	\$ 17.33	\$ 17.68	\$ 18.06	\$ 18.43
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	\$ 17.57	\$ 17.97	\$ 18.36	\$ 18.76	\$ 19.16	\$ 19.56	\$ 19.96
		ADMINISTRATIVE SCRTRY	CH UW EXTENSION							
		ADMINISTRATIVE SCRTRY	HEALTH & HUMAN SERVICES							
		CLERICAL ASSISTANT II	CH UW EXTENSION							
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES							
		CUSTODIAN	CH MAINTENANCE							
		CUSTODIAN	HEALTH & HUMAN SERVICES							
		LAND AEROBICS INSTRUCTOR	SYMONS							
		LIFEGUARD INSTRUCTOR	SYMONS							
		SECRETARY	CH LAND CONSERVATION							
		SECRETARY	HEALTH & HUMAN SERVICES							
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE							
		WATER EXERCISE INSTRUCTOR	SYMONS							
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS							
45	D	FAIR & RECYCLING COORDINATOR	FAIR	\$ 16.14	\$ 16.52	\$ 16.87	\$ 17.24	\$ 17.61	\$ 17.98	\$ 18.34
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER							
40	C	PRIVATE LESSONS	SYMONS	\$ 14.95	\$ 15.29	\$ 15.62	\$ 15.96	\$ 16.31	\$ 16.64	\$ 16.99
	*	AMB EMERGENCY MED TECH	CH AMBULANCE	\$ 14.95	\$ 15.29	\$ 15.62	\$ 15.96	\$ 16.31	\$ 16.64	\$ 16.99
30	B	GROUNDSCOOPER	FAIR	\$ 13.84	\$ 14.15	\$ 14.47	\$ 14.78	\$ 15.10	\$ 15.41	\$ 15.73
		BAILIFF	CLERK OF COURT							
		STORAGE COORDINATOR	FAIR							
25	A	CLERICAL TEMPORARY	FAIR	\$ 12.81	\$ 13.10	\$ 13.39	\$ 13.68	\$ 13.98	\$ 14.26	\$ 14.55
		CLERICAL TEMPORARY	SHERIFF							
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS							
		HHS DRIVER/ESCORT DRIVER	HHS							
		HHS NUTRITION DRIVER	HHS							
		HHS NUTRITION SITE WORKER	HHS							
		HIGHWAY SEASONAL NON CDL	HIGHWAY							
		RECEPTIONIST	SYMONS							

Effective the first pay period of 2023										
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	\$ 11.87	\$ 12.14	\$ 12.40	\$ 12.66	\$ 12.94	\$ 13.21	\$ 13.48
		CPR INSTRUCTOR	SYMONS							
		FIRST AID INSTRUCTOR	SYMONS							
		RAQUETBALL INSTRUCTOR	SYMONS							
		WATER SAFETY INSTRUCTOR	SYMONS							
		WEIGHT TRAINING INSTRUCTOR	SYMONS							
15	ab	LIFEGUARD	SYMONS	\$ 10.99	\$ 11.25	\$ 11.48	\$ 11.74	\$ 11.98	\$ 12.23	\$ 12.47
10	ac	DAY CARE AIDE	SYMONS	\$ 10.19	\$ 10.41	\$ 10.63	\$ 10.87	\$ 11.10	\$ 11.32	\$ 11.55
5	ad			\$ 9.43	\$ 9.63	\$ 9.84	\$ 10.06	\$ 10.27	\$ 10.48	\$ 10.70
		MINIMUM WAGE								
		BATHROOM CLEANER	FAIR	\$ 7.25						
		CASHIER	FAIR	\$ 7.25						
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25						
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25						
		MISCELLANEOUS WORKER	FAIR	\$ 7.25						
		TICKET TAKER	FAIR	\$ 7.25						
		SPECIAL NOTES								
		County Board Members	County Board	\$ 40.00	per County Board meeting					
		Committee Members	County Board	\$ 30.00	per Committee meeting					
		Translator	HHS, Sheriff	\$35/hour						
		Coroner	Coroner	\$95/call, \$25 for cremation only, \$120 for call plus cremation						
		Coroner Deputy	Coroner	\$95/call, \$25 for cremation only, \$120 for call plus cremation						
		Ambulance Crew Member - volunteer	Ambulance	\$20/call						
		Ambulance Driver - volunteer	Ambulance	\$15/call						
		Ambulance Backup crew weekdays	Ambulance	\$1.25/hr						
		Ambulance Primary crew weekends & holidays	Ambulance	\$3/hr						
		Corporation Counsel	Courthouse	per hour						
		Corporation Counsel	HHS	per hour						
		County Administrator	CH	annual	\$ 98,850.00					
					2023	2024	2025	2026		
		County Clerk	County Clerk	annual	\$ 82,126.44	\$ 83,326.44				
		County Treasurer	Treasurer	annual	\$ 66,682.95	\$ 67,882.95				
		Register of Deeds	Register of Deeds	annual	\$ 66,682.95	\$ 67,882.95				
		Sheriff	Sheriff	annual	\$ 84,998.00	\$ 90,947.86	\$ 94,585.77	\$ 97,423.34		
		Clerk of Court	Clerk of Court	annual	\$ 69,258.00	\$ 74,106.06	\$ 77,070.30	\$ 79,382.41		
		Coroner	Coroner	annual	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00		
		Family Court Commissioner	Family Court Commissioner	annual	\$ 26,221.41					
		Child Supprt Administrator/Assistant	D.A/Child Support	annual	\$ 21,991.16					

Effective the first pay period of 2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN	ADMINISTRATION	46.07	47.09	48.12	49.14	50.17	51.19
370	O			43.60	44.57	45.54	46.52	47.48	48.45
365	N	PVH DIRECTOR OF NURSING	DIRECTOR	41.13	42.04	42.95	43.86	44.78	45.70
360	M	CLINICAL REIMBURSEMENT COORDINATOR	REGISTERED NURSES	38.65	39.51	40.37	41.23	42.09	42.95
355	L	PVH RN MANAGER	REGISTERED NURSES	36.18	36.99	37.79	38.60	39.40	40.20
350	K	PVH RN SUPERVISOR	REGISTERED NURSES	33.73	34.46	35.22	35.97	36.71	37.46
345	J	PVH HUMAN RESOURCES DIR	ADMINISTRATION	31.25	31.94	32.64	33.33	34.02	34.72
		PVH SOCIAL SERVICE SUPR	SOCIAL SERVICES						
		PVH REGISTERED NURSE	REGISTERED NURSES						
340	I	PVH MAINTENANCE SUPERVISOR	MAINTENANCE	28.79	29.41	30.06	30.70	31.34	31.98
335	H	PVH ADMINISTRATIVE ASST	ACCOUNTING	26.31	26.90	27.48	28.07	28.65	29.23
		PVH ACTIVITY DIRECTOR	OCCUPATIONAL THERAPY						
		PVH SOCIAL WORKER	SOCIAL SERVICES						
330	G	PVH FOOD SERVICE SUPERVISOR	DIETARY	23.82	24.37	24.90	25.42	25.96	26.48
		PVH MANAGER OF INFO SYSTEMS	MEDICAL RECORDS						
		PVH LPN	LICENSED PRAC NURSES						
325	F	PVH BILLING SPECIALIST	ACCOUNTING	21.37	21.84	22.31	22.80	23.27	23.74
		PVH PAYROLL & ACCOUNTS PAYABLE CLERK	ACCOUNTING						
320	E	PVH MAINTENANCE WORKER	MAINTENANCE	18.90	19.32	19.74	20.15	20.58	21.00
		PVH MEDICATION AIDE	LICENSED PRAC NURSES						
		PVH UNIT CLERK	NURSING ASSISTANTS						
		PVH NURSING ADMIN ASST	NURSING ASSISTANTS						
315	D	PVH CNA NURSING ASSISTANT	NURSING ASSISTANTS	16.43	16.79	17.17	17.52	17.89	18.25
		PVH CLERICAL ASSISTANT I	ADMINISTRATION						
		PVH HOUSEKEEPER LEAD	HOUSEKEEPING						
		PVH LEAD COOK	DIETARY						
		PVH UNIT CLERK	CBRF						
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	15.21	15.56	15.90	16.23	16.57	16.91
305	B	PVH COOK I	DIETARY	14.09	14.41	14.71	15.03	15.34	15.66
		PVH FOOD SERVICE WORKER II	DIETARY						
		PVH PERSONAL CARE WORKER	CBRF						
300	A	PVH FOOD SERVICE WORKER I	DIETARY	13.05	13.35	13.64	13.91	14.21	14.50
		PVH HOUSEKEEPER	HOUSEKEEPING						
		PVH LAUNDRY WORKER	LAUNDRY						
		RESIDENT ASSISTANT	PINE VALLEY						
				CALL-IN					
		RESOLUTIONS FOR CALL-INS		RATE					
		PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS	20.89					
		PVH LPN CALL-IN	LICENSED PRAC NURSES	29.96					
		PVH RN CALL-IN	REGISTERED NURSES	39.02					
21-127		PVH MEDICATION AIDE	LICENSED PRAC NURSES	\$2 TO BASE PAY					
21-127		PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	\$2 TO BASE PAY					
21-127		PVH FOOD SERVICE WORKER II	DIETARY	\$2 TO BASE PAY					
21-127		PVH PERSONAL CARE WORKER	CBRF	\$2 TO BASE PAY					
21-127		PVH HOUSEKEEPER	HOUSEKEEPING	\$2 TO BASE PAY					
21-127		PVH LAUNDRY	LAUNDRY	\$2 TO BASE PAY					

APPENDIX Z: POLICY REVIEW FORM

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

Completed by Administrator

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	

Richland County Committee

Agenda Item Cover

Agenda Item Name: - CLOSED SESSION – Collective Bargaining Agreement possible amendments by MOU / side-letters

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 December 2022	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure O
Date submitted:	02 December 2022	Referred by:	
Action needed by no later than (date)		Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to...

1. ...move into Closed Session pursuant of Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. - Regarding MOU requests to attach to the WPPA collective bargaining agreement.
2. (upon return from closed session) ... -pending discussion

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

Our local Wisconsin Professional Police Association has approached administration with a request to consider adding MOU / side-letters to amend the collective bargaining agreement. Discussion with the committee and opinions of management, administration and legal counsel is intended to be exchanged in closed session.

Attachments and References:

Materials distributed to F+P members	

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 type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Pending any action.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)