

RESOLUTION NO. 2019-115

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING CHANGES TO BUILDINGS AND FACILITIES MAINTENANCE STAFF WAGE SCHEDULES AND RECLASSIFICATION OF ONE (1) FTE NON-REPRESENTED NON-EXEMPT N060 OFFICE ASSISTANT TO ONE (1) FTE NON-REPRESENTED EXEMPT E030 ADMINISTRATIVE ASSISTANT EFFECTIVE MARCH 2, 2020

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that the changes to Buildings & Facilities Maintenance staff wage schedules and the reclassification of one (1) FTE non-represented non-exempt N060 Office Assistant to one (1) FTE non-represented exempt Administrative Assistant, effective March 2, 2020, as set forth in Exhibit "A" that is attached hereto, within the Buildings & Facilities Department, is authorized and approved.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION
Adopted _____
For _____
Against _____
Absent _____

Robert N. Miller, Chairman

Brett A. Nielsen, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

Q.A. Shakoor, II, Secretary

Prepared by:
Corporation Counsel

Janet Bernberg

John A. Wisch

Mike Dawson

Thomas Pringle

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

Approved: _____

Vetoed: _____

Date: _____,

Jonathan Delagrave, County Executive

3 **INFORMATION ONLY**

4
5 **WHEREAS**, it is essential that the Buildings & Facilities Management division is
6 adequately staffed with qualified workers to avoid interruptions in service delivery,
7 minimize risk, and provide clean, well-functioning buildings in which to work and
8 conduct government activities; and
9

10 **WHEREAS**, finding and retaining skilled trades workers (e.g., electricians,
11 carpenters, HVAC technicians) with the right knowledge and experience is a major
12 challenge and vacancies in this field consistently rank among the hardest for employers
13 to fill; and
14

15 **WHEREAS**, facing this reality – and with recent resignations of two of the most
16 senior Maintenance Engineer II employees and four positions currently unfilled, it is
17 incumbent upon Racine County to reassess and improve its strategies to address this
18 workforce need and to identify solutions to close gaps; and
19

20 **WHEREAS**, with real and anticipated retirements and departures in supervisory
21 positions within the division, Buildings & Facilities took this opportunity to review and
22 assess the full division to ensure we are properly staffed and organized in the most
23 efficient manner to accomplish the goals and responsibilities of the division; and
24

25 **WHEREAS**, as a result of this assessment, Buildings & Facilities determined that
26 changes to the wage schedules and creation of improved advancement opportunities
27 are needed to fill and retain the following positions: Maintenance Engineer II N102,
28 Electrician N110, and Carpenter N090; and
29

30 **WHEREAS**, in addition, authorization is sought to reclass the Office Assistant
31 N060 position to Administrative Assistant E030. This upgrade will enable the position to
32 take on additional responsibility in the review of operating procedures, contracts,
33 purchase orders, and procurements for capital projects; and
34

35 **WHEREAS**, the savings resulting from vacancies will offset the added costs of
36 the salary adjustments and reclassification.

Fiscal Year: **2020**

Changes to begin 3/2/2020

Range adjustments:

| | | Miniumum | Midpoint | Maximum |
|-------------------------|--------------------------------|-----------------|-----------------|----------------|
| Current | Carpenter - N090 | 20.6060 | 24.8111 | 29.0161 |
| Proposed | Carpenter - N090 | 21.6363 | 26.0517 | 30.4670 |
| Increased Costs: | | 2,956 | 558 | 3,514 |
| Current | Maintenance Engineer II - N102 | 23.6417 | 24.3231 | 25.0046 |
| Proposed | Maintenance Engineer II - N103 | 28.2540 | 32.0600 | 35.8836 |
| Increased Costs: | | 67,499 | 12,752 | 80,251 |
| Current | Electrician - N110 | 32.8982 | 34.4284 | 35.9585 |
| Proposed | Electrician - N110 | 34.5431 | 39.0608 | 43.5785 |
| Increased Costs: | | 3,351 | 633 | 3,984 |

Reclassification:

| | | Wages | Fringes | Total |
|---|----------------------------|---------------|----------------|---------------|
| Current | Office Assistant - N060 | 46,313 | 22,015 | 68,328 |
| Proposed | Administrative Asst - E030 | 53,461 | 23,299 | 76,760 |
| Increased Costs: | | 7,148 | 1,284 | 8,432 |
| Total increased costs for all changes: | | 80,954 | 15,227 | 96,181 |

Lead Premium rate increase from \$1.00 to \$2.00 per hour

There will be sufficient funds within the Building & Facilities Management 2020 Budget - all divisions to cover the changes due to vacancies.

FEB-11-2020

FISCAL NOTE RESOLUTION NO: 2019-115

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

| FOR | AGAINST |
|-----|---------|
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