

RESOLUTION NO. 2022-6

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE TRANSFER OF \$3,200.00 WITHIN THE HUMAN SERVICES 2022 BUDGET AND AUTHORIZING THE ELIMINATION OF ONE FTE NON-REPRESENTED NON-EXEMPT N070 OFFICE ASSISTANT II AND CREATION OF ONE FTE NON-REPRESENTED EXEMPT E030 EXECUTIVE ADMINISTRATIVE ASSISTANT EFFECTIVE JUNE 7, 2022

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

BE IT RESOLVED by the Racine County Board of Supervisors that the transfer of funds as set forth in Exhibit "A," that is attached hereto, within the Human Services 2022 Budget is authorized and approved; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that elimination of one FTE non-represented non-exempt Office Assistant II and creation of one FTE non-represented exempt E030 Executive Administrative Assistant as set forth in Exhibit "B," that is attached hereto, within the Human Services 2022 Budget is authorized and approved.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION

Donald J. Trottier, Chairman

Adopted _____

For _____

Against _____

Absent _____

Robert N. Miller, Vice-Chairman

VOTE REQUIRED: 2/3 M.E.

John A. Wisch, Secretary

Prepared by:
Corporation Counsel

Marcus West

Scott Maier

Nick Demske

Jody Spencer

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**, market trends and competition for high quality employment has driven the
6 Human Services Department (HSD) to look at how they are serving the community through a
7 customer services lens; and

8
9 **WHEREAS**, the HSD takes pride in its response time, coordinated services, and a
10 connection to sustainable solutions for customers; and

11
12 **WHEREAS**, HSD also recognizes that this is an everchanging area of improvement; and

13
14 **WHEREAS**, HSD's leadership team has analyzed the current staffing patterns of the
15 administrative assistant team resulting in a need to enhance the service delivery model; and

16
17 **WHEREAS**, HSD currently has seven (7) administrative positions serving five divisions;
18 and

19
20 **WHEREAS**, these positions act independently of one another and, when required to "fill-
21 in" due to absences, do not have the training or expertise to provide the level of service
22 required; and

23
24 **WHEREAS**, the goal is to cross-train all administrative assistants through the creation of
25 a new Customer Service Representative model that will be led and supported by the re-class of
26 this current administrative assistant position; and

27
28 **WHEREAS**, this long-term employee has experience in several departments and
29 possesses the leadership skills necessary to support a team of employees and ensure a high
30 level of service to the community; and

31
32 **WHEREAS**, to enhance the current support HSD provides to the community and to
33 provide a higher quality service for customers, HSD needs to ensure that this position is
34 receiving not only an equitable rate of pay to provide a high-level support to a team of
35 individuals, but to ensure the sustainability of training; and

36
37 **WHEREAS**, reclassifying this position will allow HSD to build a strong team of
38 administrative professionals to support the 400 employees and countless community serving
39 programs.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HUMAN SERVICES						
2022 Budget Pages 33-23						
CONTRACTED SERVICES	4410990.404500	218,987	218,987	(3,200)	215,787	215,787
TOTAL SOURCES				<u>(3,200)</u>		
2022 Budget Pages 33-22						
WAGES	4309613.401000	251,413	183,347	2,680	254,093	186,027
WORKER'S COMP	4309613.402210	2,514	1,833	27	2,541	1,860
SOCIAL SECURITY	4309613.402220	19,233	14,241	205	19,438	14,446
RETIREMENT	4309613.402230	19,483	14,025	208	19,691	14,233
DISABILITY INSURANCE	4309613.402240	2,514	1,820	27	2,541	1,847
LIFE INSURANCE	4309613.402270	1,252	919	13	1,265	932
PUBLIC LIABILITY	4309613.436000	3,771	2,749	40	3,811	2,789
TOTAL USES				<u>3,200</u>		
				<u><u>0</u></u>		

FINANCE COMMITTEE RECOMMENDATION

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

FOR	AGAINST

MAY-04-2022

FISCAL NOTE RESOLUTION NO:

2022-6

EXHIBIT "B"

Fiscal Year:

2022

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
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Position change will be effective J 1, 2022

HUMAN SERVICES

-1.000	Office Assistant II (position 10378)	N070	(53,609)	(24,398)		(78,007)
1.000	Executive Administrative Assistant (new position)	E030	56,290	24,918		81,208

0.000

Total for HUMAN SERVICES 2,680 520 0 3,200