

WASHINGTON COUNTY, WISCONSIN

Date of enactment: May 19, 2009
Date of publication: May 19, 2009

VOTE

2009 ORDINANCE 1

AN ORDINANCE to amend Sections 7.02, 7.03 and 7.05 of the code; relating to: Staffing Plan and Classification and Compensation Plan – Comprehensive Community Services Agency; Department of Social Services and Human Services Department; and Employee Benefit Program - Overtime.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY DEPARTMENTAL STAFFING PLAN.

~~COMPREHENSIVE COMMUNITY SERVICES AGENCY – Administration~~

~~COMPREHENSIVE COMMUNITY SERVICES AGENCY – Mental Health Services~~

~~DEPARTMENT OF SOCIAL SERVICES~~

HUMAN SERVICES DEPARTMENT – Access & Outreach (CR 09-1)

Position	Pay Grade	Authorized Positions
Acute Care Supervisor	E-6	1
Developmental Disabilities Case Manager	E-2	7 <u>5</u>
Developmental Disabilities & Long Term Support Access & Outreach Coordinator	E-7	1
Disability Benefits Specialist	H-7	1
Mental Health Specialist/Crisis Intervention	E-2	9 <u>7</u>
Mental Health Specialist/Crisis Intervention	E-2	4 (P.T.)
Mental Health Specialist/Crisis Intervention Pool	E-2	As Needed
Psychiatric Social Worker	E-5	4 <u>1</u> (P.T.)
Senior Social Worker	"C"	5
Social Worker	"C"	3
Social Worker	"C"	1 (P.T.)

HUMAN SERVICES DEPARTMENT – Administration (AM 09-1)

Position	Pay Grade	Authorized Positions
Accounting Assistant	H-6	3
Accounting Assistant	H-6	1 (P.T.)
Account Clerk	"C"	4 <u>2</u>
Accounting Supervisor	E-2	2 <u>1</u>
Administrative Assistant	H-7	1
Case Management Technician	H-4	1
Clerk Typist	"C"	2
Deputy Director	E-10	1
Director	E-13	1
Office Assistant	H-2	1 (P.T.)
Office Supervisor	E-1	2
Program Assistant	H-3	4 <u>2</u>
Program Assistant	H-3	2 (P.T.)
Program Support Clerk	"C"	2
Secretary/ Receptionist	H-3	3

HUMAN SERVICES DEPARTMENT – Behavioral Health (CR 09-1)

Position	Pay Grade	Authorized Positions
Alcohol & Other Drug Abuse Case Manager	E-2	1
Case Manager In-Home/Outpatient(5)	E-2	1
Chief Clinical Psychologist	Pd. by voucher	1
Clinical Director/Psychiatrist	Pd. by voucher	1
Community Treatment Services Supervisor	E-6	1
Health Information Assistant	H-4	1
Intake Coordinator	E-2	1
Mental Health & Alcohol and Other Drug Abuse Behavioral Health Coordinator	E-7	1
Mental Health Case Manager	E-2	1
Mental Health Specialist/CTS	E-2	7
Mental Health Technician	E-1	2
Mental Health Technician	E-1	1 (P.T.)
Occupational Therapist (Registered)	E-3	1
Outpatient Services Coordinator	E-7	1
Psychiatric Social Worker	E-5	5
Psychiatric Social Worker(9)	E-5	1
Psychiatric Social Worker	E-5	4 <u>1(P.T.)</u>
Registered Health Information Technician	E-1	1
Registered Nurse	E-3	3
Registered Nurse	E-3	1 (P.T.)
Resource/Community Support Specialist(9)	E-2	1

HUMAN SERVICES DEPARTMENT – Children & Families (CR 09-1)

Position	Pay Grade	Authorized Positions
Adult/Family Aide	"C"	1
Adult/Family Aide	"C"	2 (P.T.)
Children & Families Coordinator	E-7	1
Developmental Disabilities <u>CLTS</u> Case Manager(9)	E-2	2
Senior Social Worker	"C"	14 <u>9</u>
Social Family Services Supervisor	E-6	3
Social Worker	"C"	6
Social Worker	"C"	2 <u>1</u> (P.T.)
Social Worker(14)	"C"	2 <u>1</u>

HUMAN SERVICES DEPARTMENT – Economic Support (CR 09-1)

Position	Pay Grade	Authorized Positions
Adult/Family Aide Economic Support Assistant(9)	"C"	1
Adult/Family Aide Economic Support Assistant	"C"	1 (P.T.)
Economic Support – Lead Worker	"C"	3
Economic Support Manager	E-5	1
Economic Support Specialist	"C"	12 <u>14</u>
Economic Support Specialist(7)	"C"	1
Economic Support Specialist(20)	"C"	1
Economic Support Supervisor	E-2	2
Office Supervisor Program Support Supervisor	E-1	1
Program Support Clerk	"C"	3

~~(2)(AM 09-1) Limited to Mental Health Services Inpatient Unit. Bonus program will expire 1/31/03 unless reapproved by the Administrative Services Committee of the County Board of Supervisors. Bonuses shall not be used in the calculation of paid overtime rates. Bonus payments shall be authorized at the discretion of the Director of Psychiatric Nursing Mental Health Services and only during times when the unit is short the equivalent of 40 hours per shift per week. (Reserved)~~

~~(5)(AM 09-1) Twelve hours per week authorized only while appropriate non-County funds meet the full cost of the position. (Reserved)~~

~~(7)(AM 09-1) The change in these positions provided by Ordinance No. 9-89-90 is conditioned upon the Department of Social Services being named the W-2 Administrative Agency. (Reserved)~~

(9) Authorized only while appropriate non-County funds meet the full cost of these positions.

1 (14) Position must receive at least 50% State or Federal funding.

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3 (20)(AM 09-1) Position must be funded for the first year without increasing County Levy for
4 economic support functions as Family Care is implemented. (Reserved)

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6 **SECTION 2. NEW POSITIONS.**

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8 **HUMAN SERVICES DEPARTMENT – Access & Outreach**

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10 Position	11 Pay Grade	12 Authorized Positions
13 <u>Mental Health Technician</u>	E-1	1
14 <u>Family Services Supervisor</u>	E-6	1

15 **SECTION 3. RECLASSIFICATIONS.**

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17 **HUMAN SERVICES DEPARTMENT – Administration**

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19 Position	20 Pay Grade	21 Authorized Positions
22 Accounting Supervisor <u>Human Services Accounting Manager</u>	E-2 E-3	1
23 Office Supervisor <u>Human Services Office Manager</u>	E-4 E-2	1

24
25 **SECTION 4.** The list of pay grades established in Section 7.03(1)(a) shall be adjusted
26 to incorporate the changes proposed in this ordinance.

27
28 **SECTION 5.** Section 7.05(2) of the code is amended to read:

29 **7.05 EMPLOYEE BENEFIT PROGRAM.** (2)(AM 09-1) **Holidays.** (c) The
30 following provisions shall govern eligibility for holiday pay:

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32 * * *

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34 4. The employees of any department which, because of the nature of
35 the work of that department, must remain open on weekends and holidays, shall be entitled to
36 a day off for the holiday on which they work, such day to be scheduled at the discretion of the
37 department head. Employees of the Samaritan Health Center, Medical Examiner and ~~Mental~~
38 ~~Health Crisis Staff~~ Human Services – Access & Outreach who are required to work a holiday
39 have the option to take holiday time off 60 calendar days prior to or 30 calendar days after the
40 actual holiday subject to the approval of the department head. Any employee who elects to
41 leave his or her employment prior to the holiday for which holiday pay has been paid in ad-
42 vance shall have an equivalent amount deducted from his or her last paycheck.

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44 * * *

1 8. Accrued holiday time including the "floating holiday", cannot be
2 taken off in increments of less than one hour duration. Samaritan Health Center and Mental
3 Health Center Human Services – Access & Outreach personnel covered by this chapter cannot
4 take off accumulated holiday time in increments of less than 4 hours duration.

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6 **SECTION 6.** Section 7.05(12) of the code is amended to read:

7 **7.05 EMPLOYEE BENEFIT PROGRAM (12)(AM 09-1) Overtime.** (c) Per-
8 sonnel in the following exempt job classifications: Accounting Supervisor, Administrative As-
9 sistant to the Administrative Coordinator/Deputy Emergency Management Coordinator, Ad-
10 missions Coordinator, Adult Protective Services Social Worker, Alcohol & Other Drug Abuse
11 Case Manager, Assistant to County Treasurer, Assistant to the Highway Commissioner, Buy-
12 er, Case Manager In-Home/Outpatient, Central Reproduction Supervisor, Chief Assistant
13 Medical Examiner, Chief Deputy County Clerk/Office Supervisor, Child Support Specialist,
14 Child Support Supervisor, Clerk of Courts Administration and Accounting Supervisor, CLTS
15 Case Manager, Deputy Director (Fair Park), Deputy Register of Deeds, Developmental Dis-
16 abilities Case Manager, Economic Development Coordinator, Economic Support Manager,
17 Economic Support Supervisor, Emergency Management Coordinator, Employee Benefits
18 Manager, Environmental Health Specialist, Health Educator, Human Resources Analyst, Hu-
19 man Services Accounting Manager, Human Services Office Manager, Information and Assis-
20 tance Specialist, Inspector in Charge, Intake Coordinator, Juvenile Detention Administrator,
21 Landscape Architect, Landscape Designer, Mental Health Case Manager, Mental Health Spe-
22 cialist, Mental Health Technician, Occupational Therapist, Office Manager Clerk of Circuit
23 Court, Office Manager Planning and Parks, Office Supervisor, Payroll Supervisor, Planner,
24 Program Support Supervisor, Project Technician/Highway, Project Technician/Land Conser-
25 vation, Public Health Data Specialist, Radio Systems Administrator, Registered Health Infor-
26 mation Technician, Resource/Community Support Specialist, Senior Technician, Social Work-
27 er (Samaritan Health Center), Victim/Witness Coordinator, and WIC Program Supervisor shall
28 earn overtime credit in the following manner:

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30 **SECTION 7.** Section 7.05(22) of the code is amended to read:

31 **7.05 EMPLOYEE BENEFIT PROGRAM. (22)(AM 09-1) Shift Premium.** Li-
32 censed nursing personnel employed at the Samaritan Health Center ~~or the Inpatient Unit of the~~
33 ~~Mental Health Center~~ and scheduled to work either the second or third shift shall in addition to
34 the regular hourly rate, receive a shift differential as determined by the County Board of Su-
35 pervisors. The shift differential shall not be allowed for meetings held on the day shift or for
36 time spent on jury duty. Shift differential and weekend differential shall not be used in the
37 calculation of severance pay or retirement payout benefits.

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39 **SECTION 8. EFFECTIVE DATE.** This ordinance shall become effective upon pas-
40 sage by the Board of Supervisors and publication as provided by law.

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42 **SECTION 9. SUMMARY.** An ordinance amendment revising the County's Staffing
43 Plan to accommodate the merger of the Department of Social Services and Comprehensive
44 Community Services Agency, now known as the Human Services Department.

1 VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect

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APPROVED:
(signed by Kimberly A. Nass)
Kimberly A. Nass, County Attorney

Dated 5/13/09

Considered 5/12/09

Adopted 5/12/09

Ayes 27 Noes 1 Absent 2

Voice Vote _____

Countersigned:

Herbert J. Tennes
County Board Chairperson

Introduced by members of the HUMAN
SERVICES BOARD, ADMINISTRATIVE
SERVICES and FINANCE COMMITTEES

as filed with the County Clerk.

(signed by Leslie J. Borman)

Leslie J. Borman, Chairperson

Human Services Board

(signed by Roy C. Justman)

Roy C. Justman, Chairperson

Administrative Services Committee

(signed by Richard L. Bertram)

Richard L. Bertram, Vice-Chairperson

Finance Committee

(Fiscal Note: The ordinance combines the staffing plan for the two former departments into the Human Services Department. Many of the positions in the old ordinance were unfilled and not budgeted. The cost for the ordinance based on budgeted positions versus new positions is approximately \$4,500 plus benefits.)