

WASHINGTON COUNTY, WISCONSIN

Date of enactment: 2/22/13

Date of publication: 2/22/13

VOTE

2012 ORDINANCE 12

AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Departmental Staffing Plan and Washington County Classification and Compensation Plan.

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

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

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 12-12) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code.

DEPARTMENTS

Position	Pay Grade	Authorized Positions	FLSA
ADMINISTRATION DEPARTMENT – Office of Emergency Management			
Emergency Management Coordinator	44 <u>12</u>	1	E
AGING AND DISABILITY RESOURCE CENTER			
ADRC Supervisor	40 <u>11</u>	1	E
CLERK OF CIRCUIT COURT			
Court Specialist Office Supervisor	7 <u>8</u>	1	E
Judicial Assistant	6 <u>7</u>	4	NE
Program Assistant	3	3 <u>2</u> (P.T.)	NE
Senior Court Assistant	5	2 <u>3</u> (P.T.)	NE

CLERK OF CIRCUIT COURT – Family Court Commissioner Division

Judicial Senior Court Assistant	5 6	2	NE
<u>Judicial</u> Court Commissioner	17 18	1	E

COUNTY ATTORNEY - Child Support Unit

Child Support Financial Worker <u>Technician</u>	5 6	2	NE
Child Support Specialist	7 8	5	NE
Child Support Specialist	7 8	1 (P.T. Limited)	NE

DISTRICT ATTORNEY

Office <u>Program</u> Assistant	2 3	1	NE
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FINANCE DEPARTMENT

Assistant Finance Director	14 15	1 2	E
Deputy Finance Director	15	1	E

FINANCE DEPARTMENT - Information Services

<u>Assistant Information Services</u> Network Manager	12 14	1	E
Information Services Manager	16 15	1	E

FINANCE DEPARTMENT – Purchasing

Buyer	7 8	1	NE
Purchasing Agent <u>Manager</u>	11 12	1	E

HEALTH DEPARTMENT

Director/Health Officer	17 16	1	E
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HIGHWAY DEPARTMENT

Assistant to the Highway Commissioner	11	1	E
Laborer/Operator/Patrolperson	6	35 34	NE
Mechanic	6 7	3	NE
Patrol Superintendent	11 12	2	E
Shop Superintendent	11 12	1	E
<u>Traffic Signer</u>	6	1	NE

HUMAN SERVICES DEPARTMENT – Behavioral Health

Psychiatric Social Worker	10	1(P.T.)(3/4 Time)	E
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HUMAN SERVICES DEPARTMENT – Economic Support

Economic Support Assistant(9)	3 <u>4</u>	1	NE
Economic Support Assistant	3 <u>4</u>	1 (P.T.)	NE
Economic Support Specialist	5 <u>6</u>	14 <u>10</u>	NE
Economic Support Specialist(14)	5 <u>6</u>	1	NE
Economic Support Specialist (11)	5	4	NE

REGISTER OF DEEDS – Real Property Lister Office

Real Property Specialist	5 <u>6</u>	1	NE
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SAMARITAN HEALTH CENTER - Administration

Registered Health Information Technician(16)	7	1	<u>NE</u>
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SHERIFF'S DEPARTMENT

Automobile Technician	5 <u>6</u>	1	NE
Communications Officer	6 <u>7</u>	12	NE
Communications Officer	6 <u>7</u>	1 (P.T.)	NE
Corrections Sergeant	10 <u>11</u>	7	E*
Office Assistant	2	2	NE
<u>Program Office Assistant</u>	2 <u>3</u>	2 (P.T.)	NE
Program Assistant	3	4 <u>6</u>	NE
Radio Systems Administrator	11 <u>12</u>	1	E

E* Positions are exempt under FLSA, but due to department operations, overtime at time and one-half will be paid as indicated in Chapter 7 of the Washington County Code, as amended from time to time. [See §7.03(12)(b)]

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

(11) Employees hired in the position of Economic Support Specialist beginning January 1, 2012 to February 28, 2014 shall be placed in Grade 5, Step 1 for the duration. Commencing March 1, 2014, the position(s) may merge with Economic Support Specialist positions at Grade 6, Step 1.

* * *

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

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1 (16) Registered Health Information Technician position is under filled as Electronic Health
2 Data Systems Coordinator at Grade 6 until such time as the employee is certified as
3 Registered Health Information Technician.

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7 **SECTION 2.** The list of pay grades established in Section 7.03(1)(a) shall be adjusted to
8 incorporate the changes proposed in this ordinance.

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10 **SECTION 3. NONSUBSTANTIVE CHANGES.** Approving the changes to the
11 county's staffing plan as outlined above authorizes the necessary, nonsubstantive changes to the
12 titles and text throughout the County Code to effectuate this reorganization without further
13 County Board action thereby eliminating the need to specifically display each change herein.

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15 **SECTION 4. EFFECTIVE DATE.** This ordinance shall become effective on March 1,
16 2013 and upon passage by the Board of Supervisors and publication as provided by law.

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18 **SECTION 5. SUMMARY.** Ordinance amending Washington County Staffing Plan to
19 reflect results of appeals.

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23 VOTE REQUIREMENT FOR PASSAGE: Majority

24 APPROVED: Introduced by members of the ADMINISTRATIVE
25 (Signed by Kimberly A. Nass) SERVICES COMMITTEE, as filed with
26 Kimberly A. Nass, County Attorney the County Clerk.

27 Dated 2/12/13

28 Considered 2/12/13

29 Adopted 2/12/13 Peter I. Sorce, Chairperson

30 Ayes 22 Noes 7 Absent 1

31 Voice Vote _____

32 Countersigned:

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34 _____
35 Herbert J. Tennies

36 County Board Chairperson

37 (The cost of the appeals shown in the ordinance result in additional costs of approximately
38 \$29,500. No additional funding is required. The 2013 budget included a line item for
39 implementation of the pay plan effective 1/1/2013. The plan is being implemented on 3/1/2013.
40 The savings in the delay of the implementation will cover the cost of the appeals.)