

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee
SUBMITTED BY



Diane Michaelis
DRAFTED BY

June 28, 2016
DATE DRAFTED

**Authorize the Overlap of Account Clerk III
for Sheriff's Office**

WHEREAS, the incumbent in the position of Account Clerk III, with payroll duties, for the Rock County Sheriff's Office, will be retiring at the end of September; and

WHEREAS, payroll processing is a critical and time sensitive function; and

WHEREAS, it will be necessary to have the new Account Clerk III fully trained prior to the incumbent's retirement; and

WHEREAS, the Sheriff's Office has sufficient funds available using funds from the Sheriff Clerk position and the Seasonal Garage position.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors assembled this 14th day of July, 2016 hereby authorize the eight week overlap of a Sheriff's Account Clerk III position.

Respectfully Submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Henry Brill
Henry Brill, Vice Chair

Terry Fell
Terry Fell

Brian Knudson
Brian Knudson

Phil Owens
Phil Owens

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Eva Arnold
Eva Arnold

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Mary Mawhinney
Mary Mawhinney

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

16-7A-073

Authorize the Overlap of Account Clerk III for Sheriff's Office
Page 2

FISCAL NOTE:

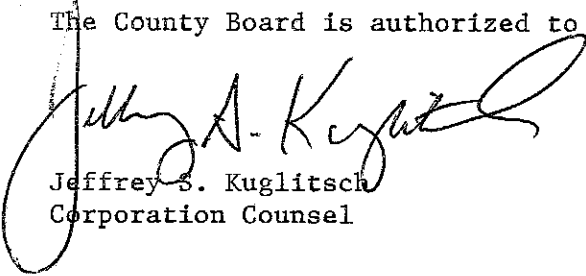
This resolution authorizes the eight week overlap of a Sheriff's Account Clerk III position. Sufficient funds are available due to vacancies.



Sherry Oja
Finance Director

LEGAL NOTE:

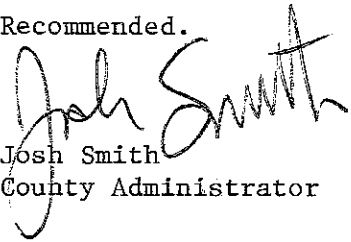
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The incumbent in the position of Account Clerk III, for the Rock County Sheriff's Office, will be retiring at the end of September. The Account Clerk III is responsible for processing payroll data, depositing and disbursing bond money, handling cash, preparing worker's compensation claim forms, and processing accounts receivable invoices and payments.

Payroll processing is a critical function. Payroll processing is also time sensitive. In order to complete a smooth transition, the new Account Clerk III will have to be fully trained prior to the incumbent's retirement.

Personnel Ordinance 18.309 states. "Any request for hiring in excess of the budgeted personnel roster must be approved by the County Board. This would include cases where the Department Head requests an overlap of personnel for more than one payroll period in order to train the new employee. The request should be approved by the governing committee and County Board Staff Committee prior to submission to the Board."

The Sheriff's Office is requesting an eight week overlap for the Account Clerk III position. The Sheriff's Office has funds available for the cost of the overlap for this position. The funds will come from the Sheriff's Clerk position and the Seasonal Garage position.