

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

May 17, 2016
DATE DRAFTED

AUTHORIZING ACCOUNTING OFFICE POSITION CHANGES FOR THE DEPARTMENT OF PUBLIC WORKS

- 1 **WHEREAS**, the Department of Public Works (DPW) is analyzing its operations for creating
- 2 efficiencies and improvements; and,
- 3
- 4 **WHEREAS**, the Department has engaged a consultant, Matrix Consulting Group (Matrix) to assist
- 5 in that task; and,
- 6
- 7 **WHEREAS**, Matrix and DPW management staff have identified and recommended changes to
- 8 accounting processes and accounting staff to improve the operation; and,
- 9
- 10 **WHEREAS**, it is recommended to create a new Cost Allocation Specialist position and delete an
- 11 existing Account Clerk II position in the DPW accounting office and the Account Clerk II position
- 12 is now vacant; and,
- 13
- 14 **WHEREAS**, there have been vacancies in the administrative portion of the DPW resulting in
- 15 salary cost savings enough to cover the additional costs of the new, higher paid position.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18 assembled this 26th day of MAY, 2016 does hereby authorize creation of a Cost
- 19 Allocation Specialist and deletion of the current Account Clerk II position at DPW; and,
- 20
- 21 **BE IT FURTHER RESOLVED**, that the Department may hire sufficient temporary staff to
- 22 accomplish the work of the accounting office until such time as the processes and duties are being
- 23 reconfigured and a new employee is hired.

16-5B-039

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

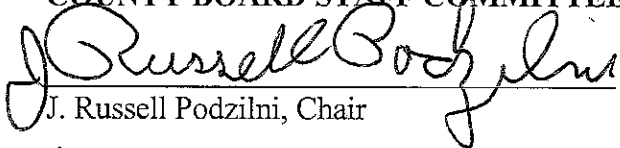
Brent Fox
Brent Fox, Vice Chair

Eva Arnold
Eva Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard

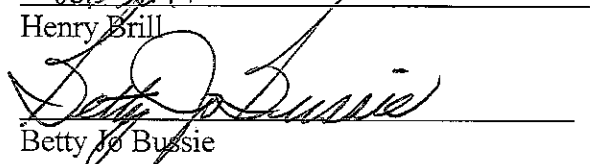
COUNTY BOARD STAFF COMMITTEE

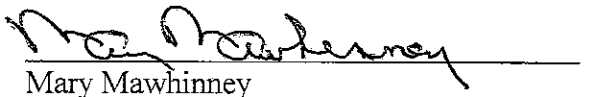

J. Russell Podzilni, Chair

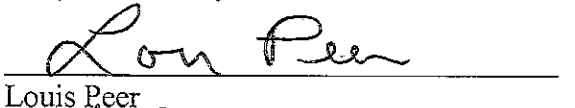

Sandra Kraft, Vice-Chair

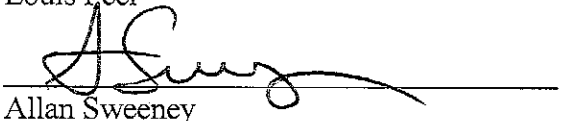

Eva Arnold


Henry Brill


Betty Jo Bussie


Mary Mawhinney

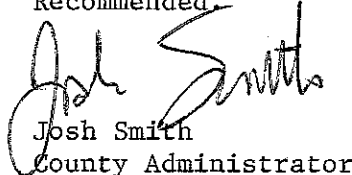

Louis Peer


Allan Sweeney


Terry Thomas

ADMINISTRATIVE NOTE:

Recommended


Josh Smith
County Administrator

FISCAL NOTE:

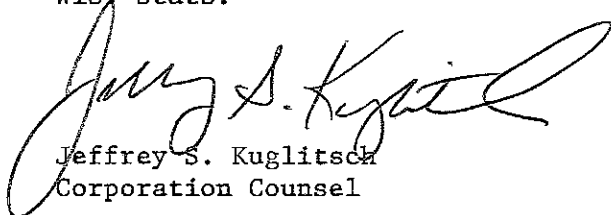
This resolution authorizes the deletion of a 1.0 FTE Account Clerk II position, creation of a 1.0 FTE Cost Allocation Specialist position and the hiring of temporary staff as necessary before the new position is filled. There are sufficient funds in the DPW's budget due to vacancies to fund these changes.



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

- Executive Summary -

The 2016 budget for the Department of Public Works included money to study the Department's operations and hire a consultant. Matrix Consulting Group (Matrix) was hired for that assignment. Matrix has released its report and recommendations. In the administration area, Matrix has recommended several process improving suggestions, including changing the duties of the Department's Account Clerk II once an automated time reporting process is put into place. Department staff have been working on either improving current computer systems or finding new programs for that function.

The Account Clerk II position's duties involve extensive data entry of employee time sheets. It also backs up the Department's existing Cost Allocation Specialist's duties as needed. Matrix has recommended elevating the Account Clerk to a Cost Allocation Specialist with higher level tasks and responsibilities. Management staff, including the County Administrator, have reviewed these recommendations with the Public Works Committee and it was the consensus to proceed with this position change. The Account Clerk II position is currently vacant, so it appears that this is a good time to make any adjustments. The former Account Clerk II is now the DPW's Secretary.

While the functions of the accounting office of DPW have not been fully studied and decided, the duties of the position in question will not likely change in the short term. However, if there were to be someone in this position at the lower level at the time of implementation of the recommended upgrade, that person would have to be laid off and compete for the new position, if interested. If this new position is authorized by this resolution, there is a possibility that it will be left unfilled for a while and the Department would hire outside temporary help to do the data input functions of the Account Clerk II position. Other duties of the position will be temporarily redistributed among other administrative staff.

This resolution authorizes creation of a new higher level Cost Allocation Specialist position and eliminating an existing Account Clerk II position. It also authorizes DPW to hire temporary help, if deemed necessary, to complete the time sheet data entry portion of the Clerk's duties until such time as new automated time reporting processes and software are in place. No additional funds are being requested at this time due to salary savings for other positions in the administrative area of the Department.