

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Sara Mooren  
INITIATED BY

Human Services Board  
SUBMITTED BY



Sara Mooren  
DRAFTED BY

May 09, 2012  
DATE DRAFTED

**Upgrade One HSD Account Clerk Position to an Accountant Position**

1 **WHEREAS**, the Human Services Department requests that the County Board upgrade a vacant HSD  
2 Account Clerk position assigned to the Fiscal Operations Division to an Accountant position; and,  
3

4 **WHEREAS**, the Department believes there are operational advantages to Rock County by filling this  
5 position with a higher skill set employee; and  
6

7 **WHEREAS**, this position currently plays an important role in the fiscal management of the Department  
8 and the Department believes the work required for this position is at the Accountant level; and,  
9

10 **WHEREAS**, work activities will include: assisting in the preparation and monitoring of the annual HSD  
11 budget, completing monthly allocation reports and preparing journal entries, preparation of various  
12 performance tracking reports, staff time study tracking for multiple federal, state, and private grant  
13 awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance  
14 Consortium, and other duties as assigned; and,  
15

16 **WHEREAS**, a cost analysis shows that this would be a budget neutral change in 2012 due to the amount  
17 of time the HSD Account Clerk position will be vacant.  
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
20 this 24<sup>th</sup> day of May, 2012 does hereby upgrade the 1.0 FTE vacant HSD Account Clerk  
21 position to an Accountant and authorize the Human Services Department to fill this position.

12-5B-032

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Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson  
Brian Knudson, Chair

Absent  
Sally Jean Weaver-Landers, Vice Chair

Terry Fell  
Terry Fell

William Grah  
William Grah

Kathy Keim  
Kathy Keim

Phillip Owens  
Phillip Owens

Terry Thomas  
Terry Thomas

Shirley Williams  
Shirley Williams

Marvin Wopat  
Marvin Wopat

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Betty Jo Bussie

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Ivan Collins

Marilyn Jensen  
Marilyn Jensen

Louis Peer  
Louis Peer

Kurtis Yankee  
Kurtis Yankee

FISCAL NOTE:

This resolution upgrades a vacant Account Clerk position to an Accountant level position in Human Services. The upgrade will be funded by the vacancy savings.

Sherry Oja  
Sherry Oja  
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson  
Craig Knutson  
County Administrator

## Executive Summary

### Upgrade One HSD Account Clerk Position to an Accountant Position

The Human Services Department requests that the County Board upgrade a vacant HSD Account Clerk position assigned to the Fiscal Operations Division to an Accountant position. The Department believes there are operational advantages to Rock County by filling this position with a higher skill set employee.

This position currently plays an important role in the fiscal management of the Department and the Department believes the work required in this position is at the Accountant level. This includes work already assigned to the HSD Account Clerk, as well as additional tasks at the Accountant level that would be assigned if the upgrade is approved.

Work activities will include: assisting in the preparation and monitoring of the annual HSD budget (*approximately \$55.5 million in expenditures*), completing monthly allocation reports and preparing journal entries, preparation of various performance tracking reports, staff time study tracking for multiple federal, state, and private grant awards, analysis of accounts, fiscal tracking, monitoring, and analysis for the Income Maintenance Consortium, and other duties as assigned.

A cost analysis shows that this would be a budget neutral change in 2012 due to the amount of time the HSD Account Clerk position will be vacant. The difference in the annual starting salary between the two positions is approximately \$1,500.