

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Troy J. Knudson
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

December 17, 2019
DATE DRAFTED

Authorizing Double Fill of Financial Office Manager Position

1 **WHEREAS**, the Rock County Sheriff's Office has received notice of the upcoming May 1, 2020
2 retirement of the Financial Office Manager; and,
3
4 **WHEREAS**, in order to be fully trained in the duties and responsibilities of the Financial Office Manager
5 position, the Sheriff's Office seeks to pre-emptively hire a Financial Office Manager; and,
6
7 **WHEREAS**, the Financial Office Manager training process is lengthy and includes many complex steps;
8 and,
9
10 **WHEREAS**, the Financial Office Manager position is important to the successful operation of the
11 Sheriff's Office; and,
12
13 **WHEREAS**, the Sheriff's Office recommends training the replacement for the Financial Office Manager
14 for a period of three months; and,
15
16 **WHEREAS**, there are sufficient funds in the Sheriff's Office's Law Enforcement personnel budget to pay
17 for up to three months of double fill for the Financial Office Manager position.
18
19 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
20 this 9th day of January 2019, does hereby authorize the temporary double fill of the Financial
21 Office Manager position.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beaver
Mary Beaver, Chair

Ron Bomkamp
Ron Bomkamp

J. Russell Podzilni
~~Terry Fell~~ J. Russell Podzilni

Brian Knudson
Brian Knudson

Absent
Phillip Owens, Vice Chair

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni
J. Russell Podzilni, Chair

Mary Mawhinney
Mary Mawhinney, Vice Chair

Richard Bostwick
Richard Bostwick

Henry Brill
Henry Brill

Betty Jo Bussie
Betty Jo Bussie

Louis Peer
Louis Peer

Alan Sweeney
Alan Sweeney

Terry Thomas
Terry Thomas

Bob Yeomans
Bob Yeomans

20-1A-388

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FISCAL NOTE:

Funding for the double fill will need to be covered by vacancies occurring throughout the year in other positions.



Sherry Oja
Finance Director

LEGAL NOTE:

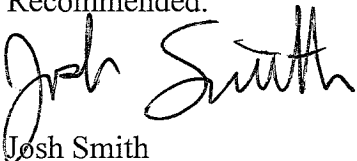
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Financial Office Manager submitted her retirement notice. Her retirement date will be May 1, 2020. In order to be fully trained in the duties and responsibilities of the Financial Office Manager position, the Sheriff's Office recommends to pre-emptively hire a Financial Office Manager.

The Financial Office Manager training process is lengthy and includes many complex steps. The Financial Office Manager position is important to the successful operation of the Sheriff's Office. The Financial Office Manager position is responsible for supervising the accounting staff, coordinating fiscal and accounting activities, assisting with the preparation of the annual budget, and writing and administering grants.

The Sheriff's Office recommends hiring one Financial Office Manager above the authorized budgeted headcount. The goal is to have the new Financial Office Manager spend three months training for the Financial Office Manager position.

There are sufficient funds in the Sheriff's Office's Law Enforcement personnel budget to pay for double fill of the Financial Office Manager position.