

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter
INITIATED BY



Jacki Gackstatter
DRAFTED BY

Public Safety & Justice
SUBMITTED BY

May 20, 2019
DATE DRAFTED

**CREATING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION
AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS**

1 **WHEREAS**, the 2019 Circuit Court Budget includes funding for 26.0 FTE Deputy Clerk of Court
2 positions and 2.0 FTE Collections/Accounts Specialists to support the Office of the Clerk of Circuit
3 Court; and,
4
5 **WHEREAS**, changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of
6 the State Debt Collection as a collection program will increased debt collections efforts and the need for
7 the addition of a 1.0 FTE Collections/Accounts Specialist position; and,
8
9 **WHEREAS**, the implementation of eFile has reduced the need for two 1.0 FTE Deputy Clerk of Court
10 positions; and,
11
12 **WHEREAS**, the shift in job duties from a Deputy Clerk of Court position to a Collections/Accounts
13 Specialist will better serve the Circuit Court and citizens of Rock County; and,
14
15 **WHEREAS**, the Office of the Clerk of Circuit Court has two vacant Deputy Clerk of Court positions
16 at a starting salary of \$37,440 each; and,
17
18 **WHEREAS**, the starting salary for the Collections/Accounts Specialist is \$39,332.80; and,
19
20 **WHEREAS**, the Department compared the costs of the two Deputy Clerk of Court positions and one
21 Collections/Accounts Specialist and determined by eliminating two Deputy Clerk of Court positions to
22 create one Collections/Accounts Specialist a savings of \$35,547.20 in salaries in addition to cost savings
23 from eliminating benefits for one position would be applied to the 2019 Budget; and,
24
25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
26 this 27th day of June, 2019 does hereby approve the creation of a 1.0 FTE
27 Collections/Accounts Specialist position and the deletion of two 1.0 FTE Deputy Clerk of Court positions
28 in the Circuit Court budget.

19-6B-270

Respectfully submitted,

PUBLIC SAFETY & JUSTICE BOARD

Mary Beaver
Mary Beaver, Chair

Phillip Owens
Phillip Owens, Vice Chair

Terry Fell
Terry Fell

Absent
Kara Hawes

Brian Knudson
Brian Knudson


Creating a 1.0 FTE Collections/Accounts Specialist Position and Deleting two 1.0 FTE Deputy Clerk of Court Positions.

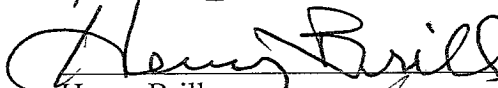
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COUNTY BOARD STAFF COMMITTEE


J. Russell Podzilni, Chair


Mary Mawhinney, Vice Chair


Richard Bestwick

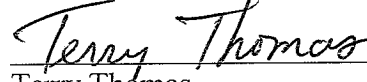

Henry Brill


Betty Jo Bussie


Absent


Louis Peer


Alan Sweeney


Terry Thomas


Bob Yeomans


FISCAL NOTE:

This resolution saves the County money by eliminating 2.0 FTE Deputy Clerk positions and adding 1.0 FTE Collections/Accounts Specialist position.


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

ADDING A 1.0 FTE COLLECTIONS/ACCOUNTS SPECIALIST POSITION AND DELETING TWO 1.0 FTE DEPUTY CLERK OF COURT POSITIONS

This resolution changes a 1.0 FTE Deputy Clerk of Court position to a 1.0 FTE Collections/Accounts Specialist position and eliminates a 1.0 FTE Deputy Clerk of Court in the Clerk of Circuit Court Office.

The 2019 Clerk of Circuit budget included funding for a 26.0 FTE Deputy Clerk of Court positions and 2.0 FTE Collections/Accounts Specialists positions. Upcoming changes in debt collections for Arrest Warrants/Commitments (AWC) and the addition of the State Debt Collection as a collection program will shift work load duties from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. With the implementation of eFile, new processes have made it possible for a Deputy Clerk of Court position to be eliminated to offset the wage increase from changing from a Deputy Clerk of Court position to a Collections/Accounts Specialist position. The duties of a Collections/Accounts Specialist are in more demand than the duties of a Deputy Clerk of Court and better serves the Circuit Court and the public.

The Department compared the costs of the positions and determined that increase in wages from a Deputy Clerk of Court position to a Collections/Accounts Specialist position will be offset by a savings of \$35, 547.20 with the elimination of a Deputy Clerk of Court position for the 2019 Budget.