

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve, HSD Director
INITIATED BY

Charmian Klyve, HSD Director
DRAFTED BY

Human Services Board
SUBMITTED BY



March 20, 2013
DATE DRAFTED

**TO AMEND THE 2013 HUMAN SERVICES
BUDGET TO DELETE A 1.0 FTE ADMINISTRATIVE ASSISTANT POSITION AND
CREATE A 1.0 FTE SECRETARY I POSITION**

1 **WHEREAS**, the Human Services Department has a vacancy in an Administrative Assistant position
2 created by the retirement of the incumbent; and,
3
4 **WHEREAS**, in the beginning of 2012 the Rock County Human Services Department (HSD) assumed
5 the lead fiscal and administrative responsibilities for a seven county consortium to perform economic
6 support functions for the Southern Income Maintenance Consortium; and,
7
8 **WHEREAS**, the HSD Director and the Manager of the Economic Support Division have re-assessed
9 their staffing needs for the Division in light of this new role which includes a heavy emphasis on
10 monitoring State performance standards across all seven counties; and,
11
12 **WHEREAS**, HSD has an urgent need for a position to create and track State standards and produce
13 confidential reports, not only based on the work of the Rock County staff, but also staff in the other six
14 counties in the Consortium; and,
15
16 **WHEREAS**, HSD can function with one less Administrative Assistant position, but is in need of the
17 unilateral position skill level identified in the position description and further the confidential nature of
18 this position; and,
19
20 **WHEREAS**, the incumbent in the position was a long tenured employee with the County, therefore,
21 hiring for this position would not require a budgetary adjustment.
22
23 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
24 assembled this 28 day of March, 2013 deletes the (1.0 FTE) Administrative
25 Assistant in HSD and creates the position of a (1.0 FTE) Secretary I in HSD.

Respectfully submitted,

Human Services Board

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

Terry Fell
Terry Fell

Billy Bob Gahn
Billy Bob Gahn

Ashley Kleven
Ashley Kleven

Phillip Owens
Phillip Owens

Terry Thomas
Terry Thomas

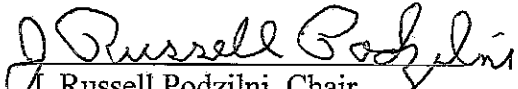
Shirley Williams
Shirley Williams

Absent
Marvin Wopat
Marvin Wopat

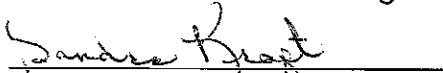
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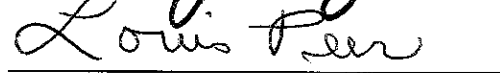
To Amend the 2013 Human Services Budget to Delete a 1.0 FTE Administrative Assistant Position and Create A Secretary I Position
Page 2

COUNTY BOARD STAFF COMMITTEE

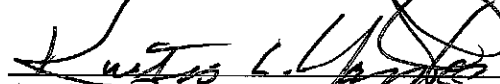

J. Russell Podzilni, Chair

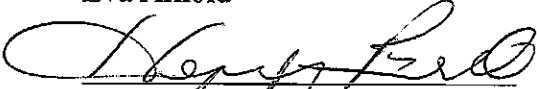

Marilyn Jensen

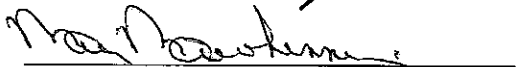

Sandra Kraft, Vice Chair

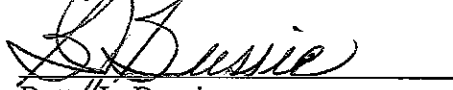

Louis Peer


Eva Arnold


Kurtis Yankee


Henry Brill


Mary Mawhinney


Betty Jo Bussie

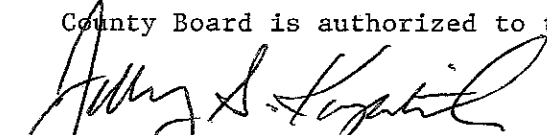
FISCAL NOTE:

This resolution deletes a 1.0 FTE Administrative Assistant and creates a 1.0 FTE Secretary I position. Sufficient funding is available in the HSD budget for this staffing change.


Sherry Oja
Finance Director


LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Human Services Department has a 1.0 Administrative Assistant position vacated by a retiring incumbent and is seeking to create a 1.0 Secretary 1 position. Creation of this position is necessitated by Rock County assuming fiscal and administrative oversight for the Southern Income Maintenance Consortium which includes Rock County and six surrounding counties.

Rock County holds the contract with the State of Wisconsin on behalf of the Southern Income Maintenance Consortium and is responsible for monitoring the performance standards set forth in that contract. As a result, the role of Rock County as lead agency requires that we consistently monitor and track our outcomes and take corrective action as needed. This position will be responsible for that report tracking and monitoring for Rock County, as well as our partner counties. It is a unilateral position as the position tracks the performance of Rock County Economic Support staff as well as the Economic Support staff within of our partner agencies.

The creation of this position will not result in the need for any additional budgetary authority as the incumbent was a long tenured employee paid at the top of the salary range.