

ROCK COUNTY, WISCONSIN



COUNTY BOARD STAFF COMMITTEE TUESDAY – MARCH 10, 2020 – 4:00 P.M. CONFERENCE ROOM N-1 – FIFTH FLOOR ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – February 11, 2020
5. Transfers
6. Review of Payments
7. Resolutions and Committee Approvals
 - A. Creating a 1.0 FTE Data Solutions Architect Position and Deleting a 1.0 FTE Computer Programmer/Analyst II Position
 - B. Creating a 1.0 FTE Business Manager Position and Deleting a 1.0 FTE Assistant to Information Technology Director Position
 - C. Reclassification of a 1.0 FTE User Support Specialist Position to Public Safety Systems Coordinator Position
8. Committee Action, Updates and Possible Action
 - A. Review and Possible Action on Proposed Changes to Appendix C 1258 Pay Grid
 - B. Review and Possible Action on Proposed Changes to Unilateral Pay Grid
 - C. Proposed Changes to the Rock County Administrative Policy 5.31 Overtime, Flex and After Hours Payments
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(c), Wis. Stats. – Performance Evaluation – County Administrator
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE
Minutes – February 11, 2020

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Mawhinney, Bostwick, Bussie, Peer, Sweeney, Thomas and Yeomans.

Committee Members Excused: Supervisor Brill.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Annette Mikula, Human Resources Director; Richard Greenlee, Corporation Counsel; Brent Sutherland, Facilities Management Director; Dara Mosley, Information Technology Deputy Director; Greg Winkler, Human Services Deputy Director; Sara Mooren, Administrative Services Division Manager; Jodie Surber, Analyst; Paula Schutt, Director of Council on Aging; Bridget Laurent, Deputy Corporation Counsel; Sherry Oja, Finance Director.

Others Present: Supervisor Rick Richard; Michelle Ferguson, The Novak Consulting Group (via phone).

Approval of Agenda. Supervisor Bostwick moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – January 9, 2020, January 14, 2020 and January 23, 2020. Supervisor Bussie moved approval of the minutes of January 9, 2020, January 14, 2020 and January 23, 2020 as presented, second by Supervisor Sweeney. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Community Strategic Planning 2020

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board will engage a strategy planning facilitator to guide the board through the public opinion input process, board review, and creation and adoption of 5 year community strategic

plan. The facilitator will have experience in community focused strategic planning, and will have facilitated plans that have shown success with achievement of one or more goals or actionable items; and,

BE IT FURTHER RESOLVED, the County Board will collect community input through a telephone, mailed, or online survey. Further input will be collected from focus groups composed of local stakeholders, based on identified areas of concern; and,

BE IT FURTHER RESOLVED, The County Board will review the effect on senior residents, on fixed incomes, of annual maximum tax levy increases; and,

BE IT FURTHER RESOLVED, the strategic plan created and adopted shall have strategic goals and actionable items for which outcomes can be measured, to the extent possible; and,

BE IT FURTHER RESOLVED, the County will seek to have the strategic plan endorsed by local Public Organizations, Academic Organizations, Business Organizations, Non Profit Organizations, Civic Organizations, and local elected state level representatives.”

Ms. Ferguson, via phone, said she works for The Novak Consulting Group and that she had been asked to explain what they do to aid in strategic planning. She said they engage stakeholders in however large an area requested, whether within an organization, or community-wide. A consultant firm would come in to help determine the appropriate scope and work with the appropriate groups.

Discussion was had on: the objectives we are looking for; how to measure success; what to do if not successful; revisiting and revising the plan as we continue through the years; who will lead; milestones needed; keeping track and providing results to the public as we work our way through the plan; fee schedules/costs to hire a consultant; the importance that all parties be involved to be successful; key focus areas become part of priority based budgeting; who the stakeholders should be; where funding would come from; the strategic plan research done by Ms. Surber; how some County departments have done their own plans; and should talk to City Managers to see how they feel.

Copies of the Jefferson County Strategic Plan and Marathon County Strategic Plan was sent around for the Committee to view.

Supervisor Bostwick moved to table the above resolution, second by Supervisor Bussie.

Ms. Mikula noted her prior school district had experience with strategic planning. She commented that if the County does a strategic plan, come budget time, some things may not be able to be funded the same way, or at all, depending on the results of the plan.

TABLED on the following vote: YES – Supervisors Bostwick, Bussie, Mawhinney, Peer, Podzilni, Sweeney and Thomas; NO – Supervisor Yeomans; Absent – Supervisor Brill.

Recognizing Deputy Shawn P. Nolan

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, does hereby recognize Deputy Shawn P. Nolan for his over 21 years of faithful service and recommends that a sincere expression of appreciation be given to Deputy Shawn P. Nolan along with best wishes for the future.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Creating Five 0.4 FTE and One 0.15 FTE Positions and Amending the Council on Aging Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, does hereby approve creating five part-time positions in the County Budget to replace current Manpower positions, altering the 2020 Budget under the terms set forth below.

...”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Mawhinney.

Ms. Schutt explained they have been having issues with Manpower staffing these positions and, after discussing with Human Resources, found we can save money, the people working to staff the meal centers will make more money, it will be easier for us to find people, and this will help to run the program.

Supervisor Yeomans asked about liability. Ms. Schutt said this is a very low risk area.

ADOPTED.

Increasing the Number Rock County Transportation Coordinating Committee Members to Include a Healthcare, Medical or Related Professional Representative

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, does hereby add a representative from a health care, medical or medically related field to the Transportation Coordinating Committee. This will increase the membership of the committee to 16 members.”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED.

Deleting, Creating, and Retitling 2.7 FTE Positions at Rock Haven

“NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby approve deleting a 1.0 Administrative Assistant, creating a 1.0 FTE Accounting Specialist, deleting 0.7 FTE nursing assistant, creating 0.5 FTE Administrative Assistant, and retitling an Analyst position to Financial Office Manager.”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Amending the 2020 Human Services Department Budget to Accept a Community Mental Health Services Block Grant Supplemental Award for FFY 2020 and Creating a 1.0 FTE Human Services Professional Position Embedded in the Janesville Police Department

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby authorize the acceptance of the Community Mental Health Services Block Grant Supplemental Award for FFY 2020 and the creation of a 1.0 FTE Human Services Professional (Crisis Intervention Worker) embedded in the Janesville Police Department.

BE IT FURTHER RESOLVED that the Human Services Department budget for 2020 be amended as follows to fund (1) the 1.0 FTE Crisis Worker in the Janesville Police Department and (2) projects to enhance client services available through Beloit Area Community Health Center:

...”

Supervisor Thomas moved approval of the above resolution, second by Supervisor Peer.

Mr. Winkler explained this pilot program has been requested by the Janesville Police Department. He added that there had been a 0.4 FTE person there for about six months in 2018 and had been accepted very well. He added that they have a good working relationship with all law enforcement agencies in Rock County, but Janesville Police Department is the one to make a request. Mr. Mosley said Janesville dominates in these types of cases.

Supervisor Bussie left at about 5:30 p.m.

ADOPTED.

Creating a 1.0 FTE Enterprise Desktop Administrator Position and Deleting a 1.0 FTE Instructor/Support Specialist Position

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does hereby approve the creation of a 1.0 FTE Enterprise Desktop Administrator position and the deletion of a 1.0 FTE Instructor/Support Specialist position in the Information Technology Department budget.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Peer. ADOPTED.

Authorizing Part-Time Positions for Courthouse Security and Amending the 2020 Sheriff's Office Budget

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____ 2020, that the Rock County Sheriff's Office is authorized to hire 2.2 FTE part-time Court Deputies, which may include up to 7 individuals working less than 0.5 FTE each.

BE IT FURTHER RESOLVED, that the 2020 Rock County budget be amended as follows:

...”

Supervisor Sweeney moved approval of the above resolution, second by Supervisor Peer.

Mr. Smith said this resolution is the result from the December 4, 2019 County Board meeting regarding having Sheriff's Office deputies staff the Courthouse screening station. Chief Deputy Strouse came up with a plan to use retired Rock County Deputies on a part-time basis. Supervisor Sweeney said there was quite a bit of discussion at County Board in support of this. Mr. Smith said \$162,000 was the estimated amount at that time and Chief Deputy Strouse said he feels it will be less than that.

Supervisor Yeomans said the biggest threat has been shown to be from disgruntled employees and that area has no security other than swiping their badges. He asked if bids had gone out for other armed security. Supervisor Sweeney said it was clear on the County Board floor that armed Sheriff's Office Deputies was what was wanted for the security station and asked for a resolution. ADOPTED on the following vote: YES – Supervisors Bostwick, Mawhinney, Peer, Podzilni, Sweeney and Thomas; NO – Supervisor Yeomans; Absent – Supervisors Brill and Bussie.

Establishing an Advisory Committee to Study the Effects of an Electromagnetic Pulse on Rock County and its Infrastructure

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020 does establish the ad hoc Advisory Committee to Study the Effects on an Electromagnetic Pulse on County Infrastructure in order to study and make policy recommendations concerning the effects of an electromagnetic pulse on infrastructure in Rock County, including, but not limited to, 911 and related emergency response and dispatch systems, IT systems, and operational continuity including the estimated costs of such effects and policy recommendations.

BE IT FURTHER RESOLVED, that such committee shall be composed of nine people, two of whom shall be selected from the members of the Rock County Board of Supervisors and seven of whom shall be selected from personnel and departments that may be most affected by such an event, including, but not limited to, the Rock County 911 Center, the Rock County Sheriff’s Office and other law enforcement agencies, Rock-IT, Municipal Fire and EMS agencies, risk management, and local municipal administration.”

Supervisor Mawhinney moved to postpone the resolution until Supervisor Owens is available to answer questions, second by Supervisor Bostwick.

Mr. Smith said the resolution had already been passed by the Public Safety and Justice Committee so it will be on the County Board agenda. He added that Mr. Mosley put together a summary (attached) that had not been available at the time of the Public Safety and Justice Committee meeting.

TABLED unanimously.

US Cellular Upgrade Request – West Court Street Tower. Supervisor Sweeney moved approval of the request from US Cellular to upgrade the West Court Street Tower, second by Supervisor Bostwick. ADOPTED.

EXECUTIVE SESSION: Per Section 19.85(1)(c), Wis. Stats. – Performance Evaluation – County Administrator

Supervisor Mawhinney moved to table this item to the next meeting, second by Supervisor Bostwick. TABLED to the next County Board Staff Committee meeting.

Adjournment. Supervisor Yeomans moved adjournment at 6:02 P.M., second by Supervisor Sweeney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF DECEMBER 2019

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-63100	Office&Misc Exp	P1902851	02/06/2020	AMC3 IDENTITY SOLUTIONS LLC	ITEM #1 DATACARD SP SERIES FOU	105.00
08-1420-0000-64200	Training	P1902874	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP SERIES TRAINING	311.00
		P1902875	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP SERIES TRAINING	292.00
		P1902876	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP SERIES TRAINING	789.00
		P1902877	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	PER SERVICE AGREEMENT 2020-111	257.00
		P1902878	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	SELF LEADERSHIP-TRAINING	886.00
08-1420-0000-64215	Recruitment	P1900997	02/13/2020	DEPARTMENT OF ADMINISTRATION	WISCJOBS ANNCT-RECRUIT	350.00
Human Resources PROG TOTAL						2,990.00

I have reviewed the preceding payments in the total amount of **\$2,990.00**

Date: _____ Dept Head _____
Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
01-1320-0000-63100	Office&Misc Exp	P2000024	02/20/2020	US BANK	DESK ORGANIZERS - EPM & JODIE	30.40
01-1320-0000-63200	Pubs/Subs/Dues	P2000024	02/20/2020	US BANK	52 WEEKS JANESVILLE GAZETTE	319.28
01-1320-0000-64200	Training	P2000024	02/20/2020	US BANK	WCMA - RT, WCA LEG CONF - JS	279.00
County Administrator PROG TOTAL						628.68

I have reviewed the preceding payments in the total amount of **\$628.68**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF FEBRUARY 2020

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
03-1110-0000-63107	Legal Notices	P2000010	02/20/2020	ADAMS PUBLISHING GROUP OF SOUT	PUB OF 1/23 CB MINS	602.56
03-1110-0000-64201	Convention Exp	P2000024	02/20/2020	US BANK	WCA LEGISLATIV CONF - PODZILNI	160.00
County Board PROG TOTAL						762.56

I have reviewed the preceding payments in the total amount of **\$762.56**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF FEBRUARY 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
06-1620-0000-63100	Office&Misc Exp	P2000449	02/06/2020	HENRICKSEN	HMH01-MM10-C BODA HIGH BACK WO	370.82
06-1620-0000-63300	Travel	P2000211	02/20/2020	US BANK	TRAVEL	787.32
06-1620-0000-64200	Training	P2000211	02/20/2020	US BANK	TRAINING	1,759.00
Corporation Counsel PROG TOTAL						2,917.14

I have reviewed the preceding payments in the total amount of **\$2,917.14**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
08-1420-0000-61925	Background/Test					
		P2000319	02/27/2020	US BANK	BACKGROUND AND REFERENCES	125.85
		P2000337	02/13/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	245.86
		P2000372	02/20/2020	FIELDPRINT INC	FINGERPRINTING-BACKGROUND	7.75
		P2000374	02/20/2020	ILLINOIS STATE POLICE	ILLINOIS BACKGROUND CHECK-KRUS	16.00
08-1420-0000-63100	Office&Misc Exp					
		P2000319	02/27/2020	US BANK	OFFICE SUPPLIES	42.93
08-1420-0000-63200	Pubs/Subs/Dues					
		P2000319	02/27/2020	US BANK	SUBSCRIPTIONS-PUBLICATIONS	319.50
		P2000840	02/13/2020	PROGRESSIVE BUSINESS PUBLICATI	SUPERVISORS LEGAL PUBLICATION	460.80
08-1420-0000-64200	Training					
		P2000838	02/13/2020	BLACKHAWK TECHNICAL COLLEGE	LEADERSHIP SERIES TRAINING	330.00
08-1420-0000-64215	Recruitment					
		P2000373	02/27/2020	DEPARTMENT OF ADMINISTRATION	WISCJOBS JOB ANNOUNCEMENT	175.00
08-1420-0000-64216	Cultural Comp					
		P2000977	02/27/2020	FAIR,LINDA	BELOIT HISTORY PRESENTATION FO	100.00
		P2000979	02/27/2020	BUGGS,CHARLENE	FOOD PREPARATION (COOKS) &	400.00
		P2000980	02/27/2020	LOCKHART,RODNEY	MUSIC-CHOIR FOR ROCK COUNTY	500.00
08-1420-0000-64417	RH Expenses					
		P2000319	02/27/2020	US BANK	ROCK HAVEN EXPENSES	318.38
		P2000337	02/13/2020	WISCONSIN DEPARTMENT OF JUSTIC	BACKGROUND AND TESTING	43.39
		P2000774	02/06/2020	JAX CUSTOM PRINTING INC	ROCK HAVEN ADMINISTRATOR	140.00
		P2000839	02/13/2020	JJ KELLER AND ASSOCIATES INC	COMPLIANCE POSTERS RH	106.61
Human Resources PROG TOTAL						3,332.07

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$3,332.07**

Date: _____ Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1932-0000-64904	Sundry Expense	P2000677	02/20/2020	MMPR POWERED BY HALO	SETUP CHARGE	1,138.00
Employee Recognition Committee PROG TOTAL						1,138.00

I have reviewed the preceding payments in the total amount of **\$1,138.00**

Date:

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Director of IT
INITIATED BY



Amy Spoden
DRAFTED BY

Finance Committee
SUBMITTED BY

February 25, 2020
DATE DRAFTED

**CREATING A 1.0 FTE DATA SOLUTIONS ARCHITECT POSITION
AND DELETING A 1.0 FTE COMPUTER PROGRAMMER/ANALYST II POSITION**

- 1 **WHEREAS**, the Information Technology Department requests that a 1.0 FTE Computer
- 2 Programmer/Analyst II position be deleted and a 1.0 FTE Data Solutions Architect be created; and,
- 3
- 4 **WHEREAS**, the 1.0 FTE Computer Programmer/Analyst II is currently vacant; and,
- 5
- 6 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 7 was to reorganize the department; and,
- 8
- 9 **WHEREAS**, this change will help the Information Technology Department improve the ability to
- 10 leverage data across the County.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 13 assembled this _____ day of _____, 2020 does hereby approve the creation of a 1.0 FTE Data
- 14 Solutions Architect position and the deletion of a 1.0 FTE Computer Programmer/Analyst II position in
- 15 the Information Technology Department budget.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney., Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

Russ Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

CREATING A 1.0 FTE DATA SOLUTIONS ARCHITECT POSITION AND DELETING A 1.0
FTE COMPUTER PROGRAMMER/ANALYST II POSITION
Page 2

FISCAL NOTE:

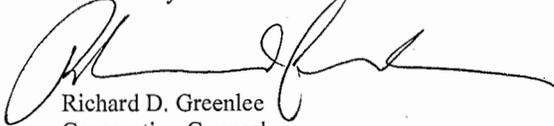
This action is budget neutral.



Sherry Oja
Finance Director

LEGAL NOTE:

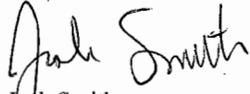
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The County will be actively recruiting to fill a vacant Programmer / Analyst II position within the Information Technology Department. Prior to beginning the recruitment process we are requesting to re-title the position to Data Solutions Architect.

This new title of Data Solutions Architect aligns with the needs of both the I.T. Department and the County as a whole when it comes to improving the ability to leverage data across the enterprise. This position will expand the skill sets available on the Data Services team and the function and duties of the Data Solutions Architect will strictly adhere to Information Technology Infrastructure Library (ITIL) principles with an emphasis on delivering high quality data solutions to the organization. The pay range would not change and remain at Range 26.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

**Director of IT
INITIATED BY**



**Amy Spoden
DRAFTED BY**

**Finance Committee
SUBMITTED BY**

**February 27, 2020
DATE DRAFTED**

CREATING A 1.0 FTE BUSINESS MANAGER POSITION AND DELETING A 1.0 FTE ASSISTANT TO INFORMATION TECHNOLOGY DIRECTOR POSITION

- 1 **WHEREAS**, the Information Technology Department requests that a 1.0 FTE Assistant to Information
- 2 Technology Director position be deleted and a 1.0 FTE Business Manager be created; and,
- 3 **WHEREAS**, the 1.0 FTE Assistant to Information Technology Director is currently vacant; and,
- 4
- 5 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
- 6 was to reorganize the department; and,
- 7
- 8 **WHEREAS**, this change will help the Information Technology Department improve the ability to
- 9 manage key Business functions (accounting, billing, vendor management, contract monitoring) for the IT
- 10 Department and provide assistance to all County Departments in preparing their Information Technology
- 11 budget; and
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 14 assembled this _____ day of _____, 2020 does hereby approve the creation of a 1.0 FTE
- 15 Business Manager position and the deletion of a 1.0 FTE Assistant to Information Technology Director
- 16 position in the Information Technology Department budget.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

Russ Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

CREATING A 1.0 FTE BUSINESS MANAGER POSITION AND DELETING A 1.0 FTE
ASSISTANT TO INFORMATION TECHNOLOGY DIRECTOR POSITION
Page 2

FISCAL NOTE:

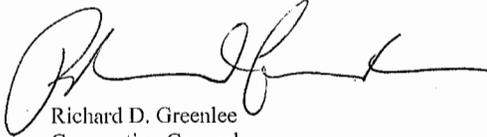
This action is budget neutral.



Sherry Oja
Finance Director

LEGAL NOTE:

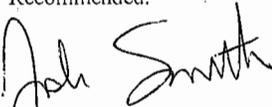
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

The Assistant to the Information Technology Director position is currently vacant. As part of the ongoing restructuring of the I.T. Department, we are requesting the Assistant to the Information Technology Position be deleted and a Business Manager position be created. A Business Manager is more indicative of the skill set required and the support this position will provide to the I.T. Department and to all County departments. The function and duties of the Business Manager will strictly adhere to Information Technology Infrastructure Library (ITIL) principles with an emphasis on Business and Accounting. The pay range would not change and remain at Range 26.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Director of IT
INITIATED BY



Amy Spoden
DRAFTED BY

Finance Committee
SUBMITTED BY

March 3, 2020
DATE DRAFTED

**RECLASSIFICATION OF A 1.0 FTE USER SUPPORT SPECIALIST POSITION
TO PUBLIC SAFETY SYSTEMS COORDINATOR POSITION**

1 **WHEREAS**, as a result of the Baker Tilly assessment the first project recommended for I.T. to complete
2 was to reorganize the department; and,
3
4 **WHEREAS**, in previous actions to reorganize the department, resources were transferred from Public
5 Safety Systems to address more immediate needs; and
6
7 **WHEREAS**, the next step in this ongoing process is to better align resources in Public Safety
8 Systems with identified needs; and
9
10 **WHEREAS**, the Information Technology Department requests that the County Board reclassify a User
11 Support Specialist (PC#11009) position to a Public Safety Systems Coordinator position; and
12
13 **WHEREAS**, this change will help the Information Technology Department improve the ability to
14 manage key Business functions (strategic planning, system management, vendor management, assistance
15 and support) for the Public Safety Systems; and
16
17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
18 assembled this _____ day of _____, 2020 does hereby approve the reclassification of a 1.0 FTE
19 User Support Specialist position to a 1.0 FTE Public Safety Systems Coordinator position (Pay Range
20 23 on the Unilateral Pay Grid) in the Information Technology Department budget.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney., Chair

J. Russell Podzilni, Chair

Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox

Richard Bostwick

Russ Podzilni

Henry Brill

Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RECLASSIFICATION OF A 1.0 FTE USER SUPPORT SPECIALIST POSITION TO PUBLIC
SAFETY SYSTEMS COORDINATOR POSITION

Page 2

FISCAL NOTE:

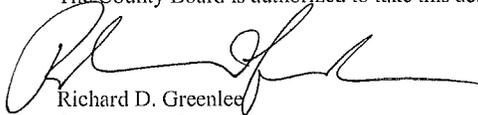
The increase in wages and benefits will be approximately \$5,800 for the remainder of 2020. These extra costs will be covered by current IT vacancies. The annualized cost will need to be included in future budgets.



Sherry Oja
Finance Director

LEGAL NOTE:

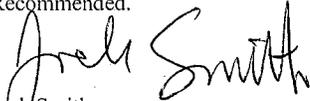
The County Board is authorized to take this action pursuant to sec. 59.22 (2), Wis. Stats.



Richard D. Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josly Smith
County Administrator

Executive Summary

Rock-IT is requesting that the User Support Specialist (PC#11009) currently assigned to the Sheriff's Office be reclassified to a new position titled Public Safety Systems Coordinator. The current employee is performing duties beyond the scope of their present position as they have taken over many of the operations level duties that had previously been done by the Public Safety Systems Manager, including working with the Sheriff's Office leadership to determine IT goals for the Sheriff's department. In particular, the employee is focusing on significant present and future operational level planning efforts that require higher order thinking, planning and experience.

Furthermore, the employee is now managing a variety of enterprise applications, conducting complex data analytics and serving as the budget liaison between the Sheriff's Office and Rock-IT; all operations level duties that had previously been done by the Public Safety Systems Manager. In addition, the employee oversees the county-wide use of Spillman, a complex public safety system used by all law enforcement agencies within the County. They work directly with the agencies and vendors to support this system and a variety of others.

The current employee has significant experience includes nine years of directly supporting public safety systems, a four-year degree in Computer End-User Technologies, extensive Project Management experience and she is a certified Spillman Application Administrator. Finding a candidate with this extensive public safety systems experience and skill set, within the current pay range, would prove difficult at best.

Supporting public safety systems is one of Rock-IT's priorities, and the expectations for this position are to lead the planning and coordination of IT systems for public safety agencies in Rock County. The pay range would change from Range 18 to Range 23.

RANGE AND JOB CLASSIFICATION	STEP:	6		18		30		60		120		180		240	
		A	B	C	D	E	F	G	H	mos	mos*	mos*	mos*	mos*	
Range 12	1/1/2020	\$16.26	\$17.29	\$17.91	\$18.62	\$19.20	\$19.79	\$20.55	\$20.95	Administrative Assistant					
Range 12A	1/1/2020	\$16.95	\$17.49	\$18.04	\$18.56	\$19.10	\$19.61	\$20.42	\$20.85	Account Clerk II					
Range 13	1/1/2020	\$16.59	\$17.58	\$17.90	\$18.38	\$18.88	\$19.43	\$20.21	\$20.63	Release of Information Coordinator					
Range 14	1/1/2020	\$16.23	\$17.22	\$17.67	\$18.23	\$18.75	\$19.29	\$20.07	\$20.48						
Range 15	1/1/2020	\$15.61	\$16.63	\$17.30	\$17.96	\$18.54	\$19.11	\$19.92	\$20.26						
Range 16	1/1/2020	\$15.95	\$16.88	\$17.46	\$17.93	\$18.46	\$18.96	\$19.73	\$20.15						
Range 17	1/1/2020	\$15.64	\$16.78	\$17.37	\$17.90	\$18.38	\$18.90	\$19.66	\$20.07						
Range 18	1/1/2020	\$15.87	\$16.81	\$17.25	\$17.63	\$18.10	\$18.67	\$19.39	\$19.76						
Range 19	1/1/2020	\$14.89	\$15.95	\$16.45	\$16.98	\$17.53	\$18.04	\$18.73	\$19.13	Clerk Typist II					
Range 20	1/1/2020	\$15.21	\$16.26	\$16.85	\$17.63	\$18.14	\$18.69	\$19.43	\$19.81	Food Service Supervisor					
Range 21	1/1/2020	\$15.02	\$16.07	\$16.48	\$16.83	\$17.40	\$17.90	\$18.65	\$19.02						
Range 22	1/1/2020	\$14.57	\$15.61	\$16.10	\$16.61	\$17.16	\$17.63	\$18.32	\$18.73	Central Supply Clerk					
Range 23	1/1/2020	\$14.67	\$15.67	\$15.95	\$16.40	\$16.90	\$17.44	\$18.16	\$18.52						
Range 24	1/1/2020	\$14.24	\$15.27	\$15.77	\$16.28	\$16.78	\$17.29	\$18.00	\$18.32	Cook					
Range 25	1/1/2020	\$13.95	\$14.95	\$15.42	\$15.95	\$16.48	\$16.94	\$17.63	\$18.04	Activity Therapy Assitant Beautician Medical Record Clerk Certified Nursing Assistant					
Range 26	1/1/2020	\$13.93	\$14.94	\$15.41	\$15.94	\$16.46	\$16.90	\$17.62	\$18.03						
Range 27	1/1/2020	\$13.57	\$14.63	\$15.13	\$15.67	\$16.15	\$16.66	\$17.35	\$17.63						

RANGE AND JOB CLASSIFICATION	STEP:	<table border="0" style="margin-left: 20px;"> <tr> <td></td><td>6</td><td>18</td><td>30</td><td>60</td><td>120</td><td>180</td><td>240</td> </tr> <tr> <td></td><td>mos</td><td>mos</td><td>mos</td><td>mos*</td><td>mos*</td><td>mos*</td><td>mos*</td> </tr> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td> </tr> </table>									6	18	30	60	120	180	240		mos	mos	mos	mos*	mos*	mos*	mos*	A	B	C	D	E	F	G	H
			6	18	30	60	120	180	240																								
	mos	mos	mos	mos*	mos*	mos*	mos*																										
A	B	C	D	E	F	G	H																										
Range 28	1/1/2020	\$13.79	\$14.81	\$15.30	\$15.84	\$16.33	\$16.79	\$17.46	\$17.83																								
Environmental Service Worker Food Service Worker																																	
Range 29	1/1/2020	\$13.67	\$14.74	\$15.19	\$15.69	\$16.19	\$16.69	\$17.38	\$17.67																								
Range 30	1/1/2020	\$13.37	\$14.41	\$14.79	\$15.17	\$15.65	\$16.11	\$16.77	\$17.08																								
Clerk Steno II																																	
Range 31	1/1/2020	\$13.33	\$14.36	\$14.75	\$15.13	\$15.61	\$16.08	\$16.73	\$17.03																								
Range 32	1/1/2020	\$13.23	\$14.27	\$14.67	\$15.02	\$15.51	\$15.94	\$16.59	\$16.90																								
Range 33	1/1/2020	\$12.83	\$13.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																								

Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

*These are longevity steps. Employees must have continuous Rock County employment equal to the designated years of service to be placed in the corresponding pay step.

**APPENDIX C
AFSCME LOCAL 1258
POOL PAY GRID**

	Start A	1,000 hours worked B	5,200 hours worked C
Pool C.N.A			
1/1/2020	\$18.85	\$19.41	\$20.01
Pool ATA			
1/1/2020	\$18.85	\$19.41	\$20.01
Pool LPN			
1/1/2020	\$26.54	\$27.32	\$28.15
Pool Pscyh Tech			
1/1/2020	\$21.17	\$21.83	\$22.48
Pool Unit Clerk			
1/1/2020	\$20.05	\$20.64	\$21.28

The wage scale is printed in the contract for reference purposes only. Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

APPENDIX A
UNILATERAL PAY PLAN
Salaries Effective January 1, 2020

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range 1					
Range 2					
Range 3					
Range 4					
Range 5					
Range 6	\$16.91	\$17.82	\$18.61	\$19.61	\$20.60
	\$35,308.08	\$37,208.16	\$38,857.68	\$40,945.68	\$43,012.80
	Environmental Health Technician (A)			Vehicle Maintenance Technician (A)	
Range 7	\$17.50	\$18.39	\$19.38	\$20.28	\$21.32
	\$36,540.00	\$38,398.32	\$40,465.44	\$42,344.64	\$44,516.16
	Secretary I (A)			Fleet Specialist (A)	
Range 8	\$18.23	\$19.03	\$20.04	\$20.99	\$22.06
	\$38,064.24	\$39,734.64	\$41,843.52	\$43,827.12	\$46,061.28
Range 9	\$18.85	\$19.68	\$20.73	\$21.76	\$22.82
	\$39,358.80	\$41,091.84	\$43,284.24	\$45,434.88	\$47,648.16
	Nursing Staff Coordinator (A)				
Range 10	\$19.46	\$20.37	\$21.42	\$22.50	\$23.63
	\$40,632.48	\$42,532.56	\$44,724.96	\$46,980.00	\$49,339.44
	Court Attendant (A)		Judicial Assistant (A)		
	Human Resources Secretary (A)			Legal Assistant (A)	
	Secretary II (A)			Administrative Secretary (A)	
	Payroll Specialist (A)				

Range 11

\$20.13	\$21.10	\$22.17	\$23.27	\$24.43
\$42,031.44	\$44,056.80	\$46,290.96	\$48,587.76	\$51,009.84

Community Coordinator (A)	Purchasing Specialist (A)
Conservationist I (A)	Victim Witness Specialist (B)
Health Promotion Coordinator (A)	Vehicle Maintenance Supervisor (A)

Range 12

\$20.84	\$21.88	\$22.97	\$24.13	\$25.32
\$43,513.92	\$45,685.44	\$47,961.36	\$50,383.44	\$52,868.16

Range 13

\$21.55	\$22.64	\$23.72	\$24.94	\$26.21
\$44,996.40	\$47,272.32	\$49,527.36	\$52,074.72	\$54,726.48

Administrative Services Supervisor (C)	RECAP Site Supervisor (A)
Division Leader Deputy Clerk (A)	Environmental Health Specialist I (B)
Mobility Manager (C)	Storekeeper (A)
Office Coordinator (A)	Nutrition Program Supervisor (C)
	Transportation Program Supervisor (C)

Range 14

\$22.29	\$23.39	\$24.59	\$25.82	\$27.13
\$46,541.52	\$48,838.32	\$51,343.92	\$53,912.16	\$56,647.44

Assistant Food Services Manager (A)*	Employee Benefits Specialist (A)
GIS Specialist (A)	Investigator (A)

Range 15

\$23.12	\$24.23	\$25.45	\$26.72	\$28.03
\$48,274.56	\$50,592.24	\$53,139.60	\$55,791.36	\$58,526.64

Application Support Specialist (A)	Support Services Supervisor (C)
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Range 16

\$23.85	\$25.10	\$26.33	\$27.68	\$29.09
\$49,798.80	\$52,408.80	\$54,977.04	\$57,795.84	\$60,739.92

Youth Services Center Supervisor (A)*

Range 17

\$24.75	\$25.95	\$27.23	\$28.59	\$30.01
\$51,678.00	\$54,183.60	\$56,856.24	\$59,695.92	\$62,660.88

Accountant (C)	GEO Application Specialist (B)
Environmental Health Specialist II (B)	Human Resources Analyst (C)
Conservation Specialist II (C)	Materials & Environmental Services Manager (C)

Range 18

\$25.59	\$26.92	\$28.22	\$29.62	\$31.12
\$53,431.92	\$56,208.96	\$58,923.36	\$61,846.56	\$64,978.56

Activity Director (C)	Economic Support Supervisor (C)
DA Office Manager (C)	Financial Supervisor (C)
Child Support Supervisor (C)	Planner III (B)
Conservation Specialist III (C)	User Support Specialist (A)

Range 19

\$26.49	\$27.82	\$29.21	\$30.66	\$32.16
\$55,311.12	\$58,088.16	\$60,990.48	\$64,018.08	\$67,150.08

Chief Deputy Clerk of Circuit Court (C)	Health Educator (A)
Circuit Court Office Manager (C)	Lead Economic Support Supervisor (C)
Communication Center Shift Supervisor (B)	Medicolegal Investigator (A)
Court Reporter (A)	Payroll Manager (C)
Food Service Manager (C)	Senior Conservation Specialist (C)
Enterprise Desktop Administrator (A)	

Range 20

\$27.42	\$28.80	\$30.24	\$31.73	\$33.31
\$57,252.96	\$60,134.40	\$63,141.12	\$66,252.24	\$69,551.28

AODA Coordinator (C)	Financial Office Manager (C)
Analyst (C)	Medical Records Manager (C)

Range 21

\$28.40	\$29.79	\$31.32	\$32.82	\$34.52
\$59,299.20	\$62,201.52	\$65,396.16	\$68,528.16	\$72,077.76

Deferred Prosecution Director (C)	Real Property Lister (C)
Mediation & Fam Court Services Manager (C)	Shop Superintendent (B)
Master Electrician (A)	Surveyor (C)
Public Works Accounting Supervisor (C)	Veterans Service Officer (C)
Public Works Superintendent (B)	Victim Witness Coordinator (C)

Range 22

\$29.34	\$30.89	\$32.39	\$34.03	\$35.70
\$61,261.92	\$64,498.32	\$67,630.32	\$71,054.64	\$74,541.60

Admissions Registered Nurse (C)	MDS Nurse (A*)
Community Health Education Coordinator (C)	Environmental Health Specialist III (C)
Epidemiologist (C)	Purchasing Manager (C)
Human Resources Manager (C)	Senior Planner/GIS Manager (C)
Lead Floor Supervisor (C)	Senior Planner (C)

Range 23

\$30.40	\$31.95	\$33.54	\$35.21	\$36.94
\$63,475.20	\$66,711.60	\$70,031.52	\$73,518.48	\$77,130.72

Computer Programmer/Analyst I (B)	Network Technician (B)
Coordinator of Prevention and Community Engagement (C)	Parks Manager (C)
	Systems Analyst (B)
	Public Safety Systems Coordinator (B)

Range 24

\$31.48	\$33.05	\$34.67	\$36.39	\$38.25
\$65,730.24	\$69,008.40	\$72,390.96	\$75,982.32	\$79,866.00

Human Services Supervisor I (C)	Facilities Superintendent (C)
Director of Council on Aging (C)	

Range 25

\$32.61	\$34.20	\$35.89	\$37.71	\$39.58
\$68,089.68	\$71,409.60	\$74,938.32	\$78,738.48	\$82,643.04

Environmental Health Supervisor (C)	Nursing Supervisor (A)*
Human Services Supervisor II (C)	Public Health Supervisor (C)
Coordinator of Quality Improvement (C)	Medicolegal Investigations Manager (C)
	Operations Manager (C)

Range 26

\$34.09	\$35.35	\$37.19	\$39.00	\$40.97
\$71,179.92	\$73,810.80	\$77,652.72	\$81,432.00	\$85,545.36

Airport Director (C)	Business Manager (C)
Assistant Human Resources Director (C)	County Conservationist (C)
Assistant to Information Technology Director (B)	Environmental Protection Director (C)
Computer Programmer/Analyst II (B)	Network Support Administrator (B)
Child Support Director (C)	Justice System Manager (C)
Information Technology Project Manager (B)	Data Solutions Architect (B)

Range 27

\$34.86	\$36.65	\$38.44	\$40.38	\$42.38
\$72,787.68	\$76,525.20	\$80,262.72	\$84,313.44	\$88,489.44

Assistant Public Works Director (C)	Communications Center Operations Manager (C)
Assistant Director of Nursing (C)	Risk Manager (C)
Assistant Director (C)	IT Service Operations Manager (C)
Program Manager (C)	
Public Safety Systems Manager (B)	

Range 28

\$36.13	\$37.91	\$39.82	\$41.79	\$43.88
\$75,439.44	\$79,156.08	\$83,144.16	\$87,257.52	\$91,621.44

Assistant to County Administrator (C)	Assistant Finance Director (C)
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Range 29

\$37.36	\$39.22	\$41.21	\$43.27	\$45.41
\$78,007.68	\$81,891.36	\$86,046.48	\$90,347.76	\$94,816.08

Economic Support Division Manager (C)	ADRC/Adult Protective Services Division Manager (C)
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Range 30

\$38.64	\$40.57	\$42.66	\$44.81	\$46.95
\$80,680.32	\$84,710.16	\$89,074.08	\$93,563.28	\$98,031.60

Computer Network Engineer (C)	IT Security Officer (C)
Data Services Manager (C)	IT Infrastructure Services Manager (C)

Range 31

\$39.90	\$41.90	\$44.01	\$46.17	\$48.43
\$83,311.20	\$87,487.20	\$91,892.88	\$96,402.96	\$101,121.84

Economic Development Manager (C)	Director of Nursing (C)
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Range 32

\$41.21	\$43.27	\$45.44	\$47.66	\$50.10
\$86,046.48	\$90,347.76	\$94,878.72	\$99,514.08	\$104,608.80

Administrative Services Division Manager (C)	Court Commissioner (C)
	Communication Center Director (C)

Range 33

\$42.56	\$44.67	\$46.91	\$49.28	\$51.76
\$88,865.28	\$93,270.96	\$97,948.08	\$102,896.64	\$108,074.88

Deputy Corporation Counsel (C)	Information Technology Deputy Director (C)
Health Officer (C)	
HSD Deputy Director (C)	

Range 34

\$43.96	\$46.14	\$48.42	\$50.86	\$53.41
\$91,788.48	\$96,340.32	\$101,100.96	\$106,195.68	\$111,520.08

Director of Planning and Development (C)	Public Works Director (C)
Facilities Management Director (C)	

Range 35

\$45.37	\$47.61	\$50.00	\$52.50	\$55.17
\$94,732.56	\$99,409.68	\$104,400.00	\$109,620.00	\$115,194.96

Range 36

\$46.82	\$49.19	\$51.62	\$54.22	\$56.94
\$97,760.16	\$102,708.72	\$107,782.56	\$113,211.36	\$118,890.72

Human Resources Director (C)

Range 37

\$48.36	\$50.76	\$53.28	\$55.97	\$58.79
\$100,975.68	\$105,986.88	\$111,248.64	\$116,865.36	\$122,753.52

Director of Information Technology (C)

Range 38

\$49.93	\$52.44	\$55.08	\$57.76	\$60.65
\$104,253.84	\$109,494.72	\$115,007.04	\$120,602.88	\$126,637.20

Finance Director (C)

Range 39

\$51.54	\$54.18	\$56.89	\$59.68	\$62.65
\$107,615.52	\$113,127.84	\$118,786.32	\$124,611.84	\$130,813.20

Nursing Home Administrator (C)

Range 40

\$53.20	\$55.85	\$58.70	\$61.57	\$64.67
\$111,081.60	\$116,614.80	\$122,565.60	\$128,558.16	\$135,030.96

Range 41

\$54.95	\$57.69	\$60.55	\$63.60	\$66.83
\$114,735.60	\$120,456.72	\$126,428.40	\$132,796.80	\$139,541.04

Corporation Counsel (C)

Director of Human Services (C)

Unilateral (A) employees are non-exempt FLSA covered employees, which means they are eligible for overtime compensation on a time and one-half basis over 40 hours per week.

Unilateral (B) employees are exempt employees for purposes of the FLSA, but we have decided that they are eligible for overtime compensation on a straight time basis over 40 hours per week.

Unilateral (C) employees are exempt employees for purposes of FLSA and we have decided that they are not eligible for overtime, but may utilize "flex" hours.

An * indicates that the position is exempt for the purposes of FLSA, but we have decided to pay them overtime on a time and one half basis over 40 hours per week.

Overtime for Unilateral Employees.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director
Communications Center Shift Supervisor
Computer Programmer/Analyst I
Computer Programmer/Analyst II
Data Solutions Architect
Environmental Health Specialist I&II
GEO Application Specialist
Network Support Administrator
Network Technician
Planner I
Planner II
Planner III
Public Safety Systems Coordinator
Public Works Superintendent
Shop Superintendent
Victim/Witness Specialist

- (C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) in the case of an employment services agreement, which contained such a provision; and
- (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours worked per week:

Assistant Food Service Manager
MDS Nurse
Nursing Supervisor
YSC Supervisor

Full-time, FLSA exempt (salaried), employees classified as "Unilateral C" shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis. "Unilateral C" employees shall follow departmental rules regarding time off requests in which only eight (8) hours may be accounted for by flex. To use additional hours of flex time, the employee must receive specific supervisor approval.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. Compensatory time must be taken in the calendar year in which it was generated or it will be paid out on the last paycheck of the calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive two hours of pay or compensatory time for each weekday (Monday thru Thursday), and three hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday. On county recognized holidays and days of observation, supervisors will receive four hours of pay or compensatory time for each 24-hour period.
- (H) ~~The Communication Center Operations Manager and the Information Technology employee~~ Unilateral Employees in the classifications of Infrastructure Manager, Network Support Administrator, Network Technician, Public Safety Systems Coordinator, and the User Support Specialists assigned to the Communication Center who ~~is~~ are on-call for the ~~Communication Center~~ shall receive four hours of pay for each week of on-call coverage. Actual time spent on a call will be compensated in a minimum of 15 minute increments.
- (I) Unilateral Employees in the classification of Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- J) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.
- (K) A Council on Aging employee whose job requires the ability to be reached after hours for the transportation program will follow the procedure listed below:
- a. After hours are designated as:
 - Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
 - Saturday 8:45am-6:30pm
 - b. Compensation for on-call hours will be paid as follows:
 1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
- (L) For Unilateral Employees in the classification of Correctional Supervisor the work schedule shall consist of an eight and one half hours work day with scheduled work days as follows: work five (5) days, off work two days (2) days, work five (5) days, off work three (3) days, with above cycle repeating itself every two weeks. For payroll purposes,

base hours will be (79.55) hours in each fourteen (14) day cycle. The work period is defined as a regular recurring period of twenty eight (28) days.

Each regular full-time employee shall receive time and one-half his or her hourly wage or time and one half compensatory time off for all hours worked in excess of eight and one-half hours per day for a 5-2/5-3 schedule; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. Comp time used will not be considered as hours worked for the purpose of computing overtime.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(Airport) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.

(Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any Maintenance Staff at the Youth Services Center, Rock Haven, or the Jail that is required by management to carry a County issued cell phone during non-work hours will be compensated at the rate of \$100 per week for each week that the Employee carries the cell phone.

(AFSCME 2489)

Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.

In order to accommodate Skill Development Specialist and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift).

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in

cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank".

An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

2. In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

3. An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the scheduled period. The maximum number of days scheduled in succession will not exceed seven (7) days. For those trained employees who sign up for and keep at least one shift, will be exempt from being mandated to an assigned after-hours shift. If no employee signs up for a shift, employees who have not signed up and fulfilled a shift will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.