

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

June 22, 2026 3:30 PM

Administration Building
508 New York Avenue
Conference Room 302
Sheboygan WI 53081

Remote Access: +1-216-508-0648

Meeting ID: 411 062 297#

Virtual: <https://meet.google.com/chs-cetu-ygd>

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting are encouraged to listen remotely.

*** AGENDA ***

Call to Order

Certification of Compliance with Open Meeting Law

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Out of Cycle Pay Adjustment - Nursing Leadership

Transportation Director, Bryan Olson

- Consideration of Creation of the Highway Operator Job Family
- Change to the Table of Organization
- Consideration of Vacant Position Request
- Consideration of Out of Cycle Pay Adjustments

Sheriff, Matt Spence

- Consideration of Headcount Exception Request contingent on Law Committee approval

Finance Director, James Webb

- Consideration of Headcount Exception Request contingent on Finance Committee approval

Human Resources Director, Dave Loomis

- Human Resources Department Updates and Comments

The Human Resources Department Updates and Comments is a summary of key activities. No action will be taken by the Human Resources Committee resulting from the report unless it is a specific item on the agenda.

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Consideration of Next Meeting

Adjourn

Prepared by:
Dave Loomis
Recording Secretary

Wendy Schobert
Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify the Human Resources Department, 920.459.3105 prior to the meeting so that accommodations may be arranged.



Memorandum

To: Transportation and Human Resources Committee

From: Transportation Director, Bryan Olson and HR Director, Dave Loomis

Date: June 15, 2026

RE: Request for Support to Create a Highway Operator Job Family

The Transportation Department and Human Resources Department are requesting support for the creation of a Highway Operator job family. This proposed structure would establish multiple levels within the Highway Operator classification to better reflect differences in experience, licensure, equipment operation skills, independence, and demonstrated capabilities.

Creating a Highway Operator job family will help the County remain more competitive in recruiting and retaining qualified operators. The labor market for equipment operators and CDL-qualified employees continues to be challenging, with competition from both other public sector employers and private sector employers. A job family structure will provide the County with greater flexibility to recruit individuals who may be new to the role and developing their skills, while also offering a clear path for experienced operators whose qualifications and abilities exceed entry-level expectations.

The proposed job family will also support employee development. Newer operators will have an opportunity to enter the organization, obtain or complete CDL requirements, learn County routes and procedures, and build proficiency with equipment over time. At the same time, the structure will allow the County to recognize the skills, experience, independence, and leadership capabilities employees gain throughout their careers, including their ability to operate more complex equipment, work with limited supervision, and train less experienced operators.

The creation of this job family also has an impact on other positions within the department, both upward through the organizational structure and across related work areas. As the Highway Operator classification is adjusted to better reflect market conditions, skill development, and operational expectations, it is important to maintain appropriate internal alignment and pay equity with positions that provide leadership, technical support, equipment maintenance, and related services. For that reason, the proposal also includes adjustments, including the reclassification of certain positions, to preserve equity across the organization and ensure the overall classification structure remains balanced. The proposed new pay grade information for the affected positions is included in the spreadsheet submitted with this memo.

The anticipated fiscal impact of the proposed job family and related equity adjustments is an increase of **\$196,636 in 2026**, with a **total annualized cost of \$471,927**. This cost is offset by current savings experienced by the Transportation Department due to position vacancies. While the proposal does

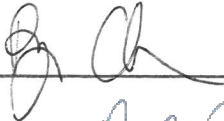


Memorandum


create an ongoing compensation impact, the vacancy savings provide an opportunity to implement the structure while addressing immediate recruitment, retention, and internal equity needs.

This approach aligns the classification structure more closely with the operational needs of the Transportation Department and provides supervisors with a clearer framework for employee placement, development, and progression. It also supports the County's ability to maintain a skilled and reliable workforce to provide essential highway maintenance and snow and ice control services.

For these reasons, the Director of Transportation and Human Resources Director respectfully request the support of the Transportation Committee and Human Resources Committee for the creation of the Highway Operator job family and the related adjustments necessary to maintain internal equity across affected positions.

Dept Head:  6/15/2026

Human Resources: 

Liason Committee:  6-15-2026

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation - Highway	
Request Date: 06/15/2026	Effective Date: 06/29/2026

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Transportation Director	1		1	1		1
Office Coordinator	1		1	1		1
Accounting Technician	1		1	1		1
Administrative Assistant	1		1	1		1
Highway Superintendent	2		2	2		2
Surveyor / Highway Engineer	1		1	1		1
Assistant Surveyor	1		1	1		1
Highway Supervisors (Shed Supervisors)	4		4	4		4
Shop Supervisor	1		1	1		1
State Crew Supervisor	1		1	1		1
Highway Foremen	5		5	5		5
Mechanic / Welder / Fabricator	5		5	5		5
Inventory Technician	1		1	1		1
Highway Operator I / II / III	70		70	70		70
Highway Operator I / II Casual		8	4		8	4
Mechanic Casual		1	.5		1	.5
LTE (Summer Student)		6	1.5		6	1.5
LTE (Winter Student)		2	.5		2	.5
TOTALS	95	16	101.5	95	16	101.5

RATIONALE

Briefly summarize the reasons for the requested changes in the table of organization.

The proposed change allows for movement between the various operator levels depending on the individual's knowledge, skills and qualification

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM



DATE: 6/15/2026
 DEPT HEAD NAME: Bryan Olson
 POSITION TITLE: Highway Operator I / II / III
 POSITION CONTROL NUMBER: _____ No. Needed? No
 PAY GRADE: 130 / 135 / 140
 REASON FOR VACANCY:

JUSTIFICATION FOR FILLING POSITION

This is a blanket request to be able to recruit for open Hwy Operator positions as they become vacant.

Department has considered all alternate options as it relates to overall standing needs? Yes

BUDGET

Is this a position within the departments annual operation budget? Yes

If not, please state the amount over budget as well as the proposed source of funds.

COST

The annual cost associated with the position (current year wage & benefit rates)

WAGE	BENEFIT	TOTAL

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee cont

County
 Administrator/
 Department
 Head :



Date: 6/15/2026

Human
 Resources:

Date: _____

If position changed:

Liasion
 Committee:



Date: 6/15/2026

HR
 Committee:

Date: _____



Memorandum

To: HR Committee; Law Committee

From: Matt Spence, Sheriff; David Loomis, HR Director

Date: June 16, 2026

Subject: **Consideration of Headcount Exception Request: Evidence Technician**

Purpose This memorandum seeks formal approval from the HR Committee and the Law Committee for a temporary headcount exception regarding the Evidence Technician position.

Background & Rationale The current Evidence Technician has submitted a formal retirement notice with an effective departure date of December 11th. Given the specialized nature of this role, which requires extensive knowledge of evidence handling protocols, chain of custody procedures, and internal departmental systems, a seamless knowledge transfer is critical to maintaining operational continuity and mitigating risk to ongoing investigations.

To ensure comprehensive training and sufficient overlap, we are requesting approval to recruit and hire a successor prior to the current technician's departure. This strategic overlap will allow the incoming employee to receive hands-on training directly from the incumbent, ensuring that vital institutional knowledge is preserved and that there is no disruption in service during the transition.

Strategic Alignment This request aligns with the County's goal of maintaining operational excellence and proactive risk mitigation. By facilitating this overlap, we protect the integrity of our evidence handling process and uphold the County's standards for professional service and public safety.

Recommendation We request that the HR and Law Committees approve this headcount exception to allow for the recruitment and onboarding of a new Evidence Technician immediately, providing for the necessary training period prior to December 11th.



Memorandum

To: HR Committee; Finance Committee

From: James Webb, Finance Director; David Loomis, HR Director

Date: June 22, 2026

Subject: **Consideration of Headcount Exception Request: Accountant/Senior Accountant**

Purpose This memorandum seeks formal approval from the HR Committee and the Finance Committee for a temporary headcount exception regarding the Accountant/Senior Accountant position that supports the Transportation Department.

Background & Rationale The current Senior Accountant has submitted a formal retirement notice with an effective departure date of October 1st. Given the specialized nature of this role, which requires extensive knowledge of Transportation specific financial protocols, procedures, and internal departmental systems, a seamless knowledge transfer is critical to maintaining operational continuity and mitigating risk to ongoing operations.

To ensure comprehensive training and sufficient overlap, we are requesting approval to recruit and hire a successor prior to the current senior accountant's departure. This strategic overlap will allow the incoming employee to receive hands-on training directly from the incumbent, ensuring that vital institutional knowledge is preserved and that there is no disruption in service during the transition.

Strategic Alignment This request aligns with the County's goal of maintaining operational excellence and proactive risk mitigation. By facilitating this overlap, we protect the integrity of our financial processes and uphold the County's standards for professional service and fiscal responsibility.

Recommendation We request that the HR and Finance Committees approve this headcount exception to allow for the recruitment and onboarding of a new Accountant/Senior Accountant immediately, providing for the necessary training period prior to October 1st.