

**NOTICE OF MEETING**

**HUMAN RESOURCES COMMITTEE**

**April 27, 2017 - 3:30 PM**

Administration Building  
508 New York Avenue  
Sheboygan, WI 53081  
Conference Room 119

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Review and Approve Vouchers

Approval of Minutes

Human Resources Committee - Regular Meeting - Mar 22, 2017 4:00 PM

Correspondence and Other Issues

County Administrator Adam Payne

Consideration of Vacant Position Request for Rocky Knoll Administrator

Transportation Director Greg Schnell

Consideration of Exception to Increase Bridge Inspector Pay Differential

Consideration of Promotion of 2 Maintenance Workers to Maintenance Technicians

County Treasurer Laura Henning-Lorenz

Consideration of Salary Equity Adjustment for Accounting Assistant

Finance Director Wendy Charnon

Consideration of Change in Table of Organization

Consideration of Promotion of Accounting Specialist to Senior Accounting Specialist  
(Payroll Practitioner III)

Consideration of Vacant Position Request for a Finance Analyst (Accountant)

Consideration of Vacant Position Request for Senior Accounting Supervisor

Rocky Knoll Administrator Rachelle Valleskey

Consideration of Salary Equity Adjustments for 2 Health Care Center Workers

HR Director - Jean Gallimore Report

Consideration of Appointments to the Affirmative Action Committee

Approval of Attendance at Other Meetings or Functions

Human Resources Committee Rocky Knoll Facility Tour

Adjourn

Prepared by:

Penny Elsner, Ext. 6481  
Recording Secretary

Edward Procek  
Committee Chairperson

NOTE: 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 the 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 Penny Elsner , 920-459-6481 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

**March 22, 2017**                      **Called to Order: 4:28 PM**                      **Adjourned: 5:15 PM**

MEMBERS PRESENT:              Chair Ed Procek, Vice Chair Keith Abler, Secretary Charlie Conrardy, Members Fran Damp and Roger TeStroete

OTHERS PRESENT:              Human Resources Director Jean Gallimore, County Administrator Adam Payne, County Board Chairman Tom Wegner, Supervisors Vernon Koch, Richard Bemis, and Brian Hoffmann, Transportation Director Greg Schnell, Finance Director Wendy Charnon, Clerk of Courts Melody Lorge, Court Services Manager Jennifer Zimmermann, Rocky Knoll Administrator Rachelle Valleskey, Rocky Knoll Building Services Manager Tim Chisholm, and Staff Accountant Jeremy Fredericks

Chairperson Procek called the meeting to order at 4:28 PM, in Conference Room 302 of the Administration Building. Chairperson Procek confirmed the meeting was posted March 21, 2017 at 8:30 AM, in compliance with the open meeting law.

A motion to approve the minutes of February 23, 2017 as presented was made by Supervisor Abler. Supervisor Conrardy seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor Conrardy. Supervisor Abler seconded the motion. Motion carried unanimously.

County Board Chair Tom Wegner requested approval for an equity adjustment for the County Administrator. A motion was made by Supervisor Abler granting approval. Supervisor Conrardy seconded the motion. Motion carried 4-1 with Supervisor Damp abstaining.

Transportation Director Greg Schnell requested approval for a change in the Table of Organization (Restructuring Superintendent to Surveyor/Engineer.) A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for the vacant position request (restructured position of Surveyor/Engineer) contingent upon the Transportation Committee approval. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Finance Director Wendy Charnon requested approval for the vacant position request (Senior Accountant.) A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Clerk of Courts Melody Lorge requested approval for the vacant position request (Limited Term Employee – LTE.) A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Minutes Acceptance: Minutes of Mar 22, 2017 4:00 PM (Approval of Minutes)

**HUMAN RESOURCES COMMITTEE MEETING**

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Wednesday, March 22, 2017

IT Director Chris Lewinski requested approval for the promotion of the Business Analyst to IT Manager. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Rachelle Valleskey requested approval for a pay policy exemption for the Health Care Centers Worker (Food Service Worker II) when they are performing responsibilities as Health Care Centers Assistant (Cook.) A motion was made by Supervisor TeStroete granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Rachelle Valleskey requested approval for a pay policy exemption for the Health Care Center Worker/Assistant when performing responsibilities as a CNA. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Rachelle Valleskey requested approval for an equity adjustment for a CNA (Kimberly Annis.) A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Rachelle Valleskey requested approval for the vacant position request (Limited Term Employees/Building Services – LTE's.) A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried 4-1 with Supervisor Procek voting "NAY."

The Committee reviewed the Human Resources Annual Report as submitted.

A motion to adjourn was made by Supervisor Conrardy. Supervisor TeStroete seconded the motion. Motion carried unanimously with adjournment at 5:15 PM.

\_\_\_\_\_  
Penny Elsner  
Recording Secretary

\_\_\_\_\_  
Charles Conrardy  
Secretary

Minutes Acceptance: Minutes of Mar 22, 2017 4:00 PM (Approval of Minutes)



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** April 21, 2017  
**To:** Health Care Center and HR Committee Members  
**From:** County Administrator Adam Payne

**Position Request:**

**Position:** Rocky Knoll Administrator  
**Reason for Vacancy:** Retirement

**Justification:**

This position is essential and mandated under state and federal guidelines for the overall operation of our Rocky Knoll Health Care Center. The Administrator is the key leader of our facility as well as being held to the highest standards by the County Administrator, County Board of Supervisors and citizens of Sheboygan County for the care provided to facility residents. The Rocky Knoll Administrator is responsible for enforcement of rules and regulations set forth by the County Board, State of Wisconsin, and federal government to assure quality health care by our employees to the residents of the Health Care Center.

It is the County Administrator's intent to hire a new Rocky Knoll Administrator that may have the opportunity to work for up to 2 months with the current Administrator, Rachelle Valleskey, who has announced her intention to retire on October 2<sup>nd</sup>.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No   
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

DBM Salary Range of Requested Position: E82 - \$81,235 - \$105,606 - \$129,976  
**The annual costs associated with the position (current year's wage & benefit rates):**

Wages	Benefits	Total
\$111,009	\$41,796	\$152,805

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *Adam Payne* Date: 4/21/17

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

Attachment: RK Administrator VPR (4335 : Vacant Position Request for Rocky Knoll Administrator)

# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.1.a

## **SHIFT PREMIUMS:**

**\$0.50** per hour shift premium for 2<sup>nd</sup> and 3<sup>rd</sup> shift. This shift premium is only for employees assigned to 2<sup>nd</sup> and 3<sup>rd</sup> shift and the employees who replace the 2<sup>nd</sup> and 3<sup>rd</sup> shift employee who is unable to report to work. The shift premium is not intended for 1<sup>st</sup> shift employees that start early or work late. The shift premium does not apply to vacation, holiday or sick time for an employee assigned to 2<sup>nd</sup> or 3<sup>rd</sup> shift.

**\$0.75** per hour shift premium for anyone taking over in the absence of a shed supervisor or foreman. The shift premium is to be only for a full 8 hour day or 10 hour day when on summer schedule. In the event the shed supervisor or foreman is absent less than a full work day the employee shall be responsible to perform the duties but will not receive the shift premium.

**\$3.15** per hour shift premium for Certified Bridge Inspector(s) for performing bridge inspection work.

## **CALL-IN:**

Employees called in to work outside of their regularly scheduled hours shall be entitled to a minimum of one (1) hour of pay. If the employee is required to work beyond the one (1) hour minimum, they are to be paid for the actual time worked beyond the one (1) hour.

## **EXCEPTION TO THE FLSA:**

**TIME AND ONE-HALF** for all hours worked on Saturday and Sunday.

**DOUBLE TIME** for the time worked on the following holidays:

NEW YEARS DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE DAY

CHRISTMAS DAY

NEW YEARS EVE DAY

When the employee does not work the below holidays, the holiday pay will **COUNT TOWARD THE 40 HOURS REQUIRED FOR FLSA OVERTIME:**

NEW YEARS DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS EVE DAY

CHRISTMAS DAY

NEW YEARS EVE DAY

## **SAFETY SHOES:**

Each employee who is required to wear steel-toed safety shoes will receive \$50.00 the first payroll in January. Employees must purchase shoes in compliance with minimum safety standards determined by the Transportation Department.

Attachment: TRANSPORTATION DEPARTMENT EXCEPTIONS 4-3-17 (4337 : Exception to Increase Bridge Inspector Pay Differential)

# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.1.a

## **WORK DAY AND WORK WEEK:**

The normal work week shall consist of a 40 hour work week, Sunday through Saturday. The normal work week schedule shall be Monday thru Friday. The normal work day shall be eight (8) hours per day and forty (40) hours per week. The normal work hours shall be from 7:00 a.m. to 3:00 p.m.

The County shall make every effort to assure the employees that they will be able to work all of the scheduled hours so long as there is sufficient work to be done. It is understood, however, that the above assurance shall not be construed as a "guaranteed work week". The County may, at its discretion, send employee(s) home without regard to the above scheduled hours.

## **SUMMER SCHEDULE:**

To be determined by the Transportation Director.

During the period in which a four (4) day work week is in effect, vacation taken in day increments, and sick leave, will be charged at ten (10) hours per day.

## **REST PERIOD:**

Two fifteen (15) minute rest periods will be granted each day, the time of the break to be at the discretion of the immediate supervisor in order to meet the needs of the department/crew.

## **SAFETY COMMITTEE:**

The Highway Safety Committee will be appointed by the Transportation Director. Meeting dates and times will be at the discretion of the members of the Transportation Director and Highway Safety Committee.

## **VACATION:**

Vacation for the next year may be requested beginning November 15<sup>st</sup> of each year. Vacation requested between November 15<sup>th</sup> and December 15<sup>th</sup> for the next year will be granted with respect to the date hired (tenure) in the transportation department. Vacation requested after December 15<sup>th</sup> will be granted on "first come first granted", without respect to tenure with the transportation department. In addition, vacation requests for a week or more in duration will take precedence over a single day vacation request. For example, if a longer tenured employee requests a single day of vacation in a particular week, and a less tenured employee requests the entire week, the week of vacation will be granted over the single day.

If it is necessary to have requested vacation approved for the next year prior to December 20<sup>th</sup> proof of the scheduled trip must be provided i.e. hotel reservations, plane reservations, etc.

Winter shed assignment and summer crew assignment will be a factor in the granting of vacation. The tenured employee at the shed or on the summer crew will have first preference of vacation, but only with respect to vacation that has been requested through December 15<sup>th</sup> of each year.

Once vacation has been granted, there will be no "bumping" a less tenured employee out of their approved vacation.

Attachment: TRANSPORTATION DEPARTMENT EXCEPTIONS 4-3-17 (4337 : Exception to Increase Bridge Inspector Pay Differential)



# TRANSPORTATION DEPARTMENT POLICY EXCEPTIONS

5.B.1.a

## **VACATION continued:**

Once vacation has been granted it is the employee's responsibility to ensure there is sufficient vacation in their bank. Once vacation has been granted if the employee does not have sufficient vacation time in their vacation bank, the employee will be unpaid for that period of time. An employee will not be allowed to cancel previously approved vacation due to lack of paid vacation time availability.

Once vacation has been requested and granted, the employee may not cancel that vacation unless approved by the Transportation Director.

In the event an employee has utilized vacation due to an approved Family and Medical Leave Act situation which would result in an unpaid vacation, the employee may request the vacation be cancelled. This type of request can only be approved by the Transportation Director.

In the event of an emergency which includes but is not limited to, snow events and other weather related emergencies, it may be necessary to call-in staff from scheduled vacation, it is understood employees are expected to report to work.

Vacation may not be taken in less than one hour increments.

Up to eight hourly field staff may be granted vacation on the same day. Up to two hourly shop employees may be granted vacation on the same day. It is understood an exception to the limited number of staff off will be permissible for the 4<sup>th</sup> of July, gun deer hunting season, Thanksgiving, Christmas, and New Year's Holidays.

Attachment: TRANSPORTATION DEPARTMENT EXCEPTIONS 4-3-17 (4337 : Exception to Increase Bridge Inspector Pay Differential)





# EMPLOYEE PROMOTION REQUEST

Employee Name: SPENCER LOEBEL

Effective Date: 4/1/2017

Current Title: Maintenance Worker (Highway Worker II)

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
1	22	34,675-48,544	17.003

Requested Title: Maintenance Technician (Highway Worker III)

Proposed DBM Rating	Proposed Salary Range	Proposed Salary Rate	Percentage of Change
23	37,635-52,687	18.023	6%

Recent Salary History: include reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2015 N/A
- 2016 \$16.34 & 6 MO. \$16.67
- 2017 \$17.003

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (Generally 6 months)  Yes  No
- 2018 – Annual Pay for Performance  Yes  No

Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.) Spencer came to us with minimal to no experience, his tenacity during the application process and hiring process is what made him stand out against other applicants. Spencer was a full-time firefighter with a strong desire to work for our highway department, was willing to take a significant cut in pay to work here, and uproot his family to move here from Beaver Dam. We, as an employer, also took a significant risk when hiring Spencer, the risk has proven to be beneficial to our department and Spencer. We are pleased with the job he is doing for us and he is happy with his career change. The position Spencer has been assigned during summer construction season (centerliner) is a position that is typically filled by a Highway III versus a Highway Worker II, which is the position Spencer currently holds. Spencer has earned the title of Maintenance Technician (Highway Worker III) with the job he is doing for us not only as centerliner but as a snow plow operator too. Spencer's performance evaluation put him in a "highly effective" category after just 6 months.

County Administrator/Department Head Recommendation:

Date: 3/30/2017

Signature:

Human Resources Support:

Approve  Disapprove

Date: 03/30/2017

Signature: /plbe

Liaison Committee Action:

Approve  Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

February 2017

Attachment: Loebel Promotion (4336 : Promotion of 2 Maintenance Worker to Maintenance Technician)

Human Resources Committee:

Approve     Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

**Form Process:**

*Department Head completes the EPR form*

*Department Head discussed with Human Resources Director*

*Department Head presents the EPR form to their Liaison Committee for approval/signature*

*Department Head presents the EPR form to HR Committee for approval/signature*

*Department Head completes Action Sheet following approval*

Attachment: Loebel Promotion (4336 : Promotion of 2 Maintenance Worker to Maintenance Technician)



# EMPLOYEE PROMOTION REQUEST

Employee Name: Michael Wieck

Effective Date: 4/1/2017

Current Title: Maintenance Worker (Airport Tech I)

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
2.5	22	34,675-48,544	20.634

Requested Title: Maintenance Technician (Airport Tech II)

Proposed DBM Rating	Proposed Salary Range	Proposed Salary Rate	Percentage of Change
23	37,635-52,687	21.872	6%

Recent Salary History: include reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2015 \$19.59
- 2016 \$20.28
- 2017 \$20.634

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (Generally 6 months)  Yes  No
- 2018 – Annual Pay for Performance  Yes  No
- Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.) I have reviewed Charles Sweet's attached letter recommending this promotion for Michael Wieck; I concur with his request and reasoning for the promotion. I understand the job description indicates a qualification for an Airport Tech II is to be in the position of Airport Tech I for three or more years, however, Mike has proven himself capable, reliable, and trustworthy in less than three years and should be compensated for the job he performs.

County Administrator/Department Head Recommendation:

Date: 3/21/2017

Signature:

Human Resources Support:

Date: 3/22/17

Approve  Disapprove

Signature:

Liaison Committee Action:

Date: \_\_\_\_\_

Approve  Disapprove

Committee Chair: \_\_\_\_\_

Human Resources Committee:

Date: \_\_\_\_\_

Approve  Disapprove

Committee Chair: \_\_\_\_\_

Form Process:

Department Head completes the EPR form  
Department Head discussed with Human Resources Director

Attachment: WIECK PROMOTION REQUEST 3-28-17 (4336 : Promotion of 2 Maintenance Worker to Maintenance Technician)





# SHEBOYGAN COUNTY

**Greg Schnell, Transportation Director**

*Sheboygan County Transportation Department – Highway Division*

March 21, 2017

Mr. Greg Schnell  
 Sheboygan County Transportation Department  
 1211 N 23 St  
 Sheboygan WI 53081

Re: Reclassification – Michael Wieck

Dear Mr. Schnell:

Please accept this letter for justification to reclassify Michael Wieck to an Airport Maintenance Technician II. Mike has been a Maintenance Technician I with the Airport Division since September 18, 2014. Through the compensation study these positions have been retitled Maintenance Worker (DBM B22) and Maintenance Technician (DBM B23).

Mike has been trained in all aspects of the position he was hired for two years ago as a maintenance worker. Michael has been very successful as a maintenance worker. During the past two years of training, he has also successfully trained for the only essential duty that separates the positions of maintenance worker and maintenance technician, which is the following: Installing and maintaining electrical circuits, equipment and appliance inspection of limited maintenance/repairs to airport visual aid marked (REILS, VASI's, MIRL's, PAPI's, MALSR's, RB) and navigational aids (NDB, VOR, the ILS's, OM, MM, LOG, GS, AWOS, and weatheration), and other such electrical circuits, equipment, and appliances at the airport.

After two years of training, Mike is fully qualified to operate all equipment on the airport unsupervised and has proven he is qualified to respond to emergencies unsupervised. He has closed runways and worked on all runway and taxiway lighting. Further, Mike has also exceeded expectations by suggesting enhancements to daily operations to include more stringent safety measures.

Based on the above, Mike meets all of the qualifications for the position of Maintenance Technician. Michael's current rate of pay is \$20,634; the pay range for his current position is \$34,675 - \$48,544. I am requesting that Mike be reclassified to the position of Maintenance Technician; the pay range for this position is \$37,635 - \$52,687. I am requesting Mike's rate of pay be increased to \$21,872.

Thank you for your time and consideration.

Sincerely,

Charles H. Sweet  
 Airport Superintendent

Sheboygan County Transportation Department  
 Highway Division  
 1211 North 23<sup>rd</sup> Street  
 Sheboygan, WI 53081

Telephone (920) 459-3822  
 Facsimile (920) 459-3831

Greg.Schnell@SheboyganCounty.com  
 www.SheboyganCounty.com



# SALARY/EQUITY ADJUSTMENT REQUEST

Employee Name: Kendra Nyhof

Effective Date: 1/1/2017

Current Title: Accounting Assistant

Years in Position	DBM Rating	Current Salary Range	Current Salary/Hourly Rate
2	B22	16.67 – 23.34	17.05

Requested Title:

Proposed DBM Rating	Proposed Salary Range	Proposed Salary/Hourly Rate	Percentage of Change
No Change	16.67-23.34	18.16	6.50%

Recent Salary History: list reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2015 \$15.54, then on 9/2/15 \$16.17
- 2016 \$16.67
- 2017 \$17.05

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (Generally 6 months)  Yes  No
- 2017 – Annual Pay for Performance  Yes  No
- Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.)

This request stems from a wage inequity issue in our office. Kendra Nyhof was hired on March 2, 2015 and before the result of the 2014 Wage Compensation Study was finalized (note - the draft version of Chapter 47 was released at department heads meeting on March 4, 2015). That meant that she had to start at the old union contract Step 1 wage with no opportunity to negotiate a higher starting wage. Additionally, several other individuals in our office that were hired only a few months later in 2015 and then in 2016 had that opportunity due to Chapter 47 being enacted on June 16, 2015. Had Kendra been hired a little later in 2015 her rate of pay upon hire would have been higher, in addition Pay for Performance would have allowed her to be at an hourly rate of \$18.18 at this time. Kendra continues to perform well; is quite talented; and has the ability to move up in our office. We are also dealing with an internal inequity in that an individual at a lower DBM was earning 0.01/hour more than Kendra on January 1, 2017.

County Administrator/Department Head Recommendation:

Date: 4/6/17

Signature:

Human Resources Support:

Approve

Disapprove

Date: 4-6-17

Signature:

Liaison Committee Action:

Approve

Disapprove

Date: 4/12/17

Committee Chair:

February 2017

Attachment: 041217 Consideration of Salary Equity Adjustment for Accounting Assistant (4338 : Salary Equity Adjustment for Accounting

Human Resources Committee:

Approve  Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

**Form Process:**

Department Head completes the SFJ form

Department Head/Manager presents to Mgt Director for approval/signature

Department Head presents the SFJ form to Public Safety Committee for approval/signature

Department Head presents the SFJ form to HR Committee for approval/signature

Department Head completes Article Sheet following approval





# SHEBOYGAN COUNTY

**Wendy A. Charnon**  
Finance Director

**Jeremy J. Fetterer**  
Deputy Finance Director

TO: Members of the Sheboygan Human Resources Committee

FROM: Wendy A. Charnon, Finance Director

DATE: April 21, 2017

RE: Change to Finance Department Table of Organization

Greetings,

When vacancies occur, it is the responsibility of the Department Head to re-evaluate the position prior to requesting to fill. From my evaluation of the Accounting Manager and the Account Clerk III, I am respectfully requesting a change to the current Table of Organization for the Finance Department. This change will not affect FTE totals for the department but will refocus two positions within the current structure. This change will also stay budget neutral.

### Evaluation of Accounting Manager Position

The current Table of Organization for the Finance Department has one mid-level management position designed to manage over Accounts Payable, Accounts Receivable, Fixed Assets and Payroll. This position was filled in September 2015, and ended in a resignation on January 2017. From the re-evaluation of this position it is evident that the payroll function was more than the position could achieve. I am recommending that the current Payroll Practitioner I be elevated to a Payroll Practitioner III to now include the responsibilities of the W-2 processing, State and Federal wage reporting and electronic filings, and all retirement reporting and electronic filings. The special reports, accounting transactions and process improvements will become part of the oversight of the Deputy Finance Director, as will the backup to the compliance reporting involved with the payroll process. The new Payroll Practitioner III will also report directly to the Deputy Finance Director.

With this decrease in responsibilities within the Accounting Manager position, I am recommending to lower this position to an Accounting Supervisor. The Accounting Supervisor will continue to supervise Accounts Payable, Accounts Receivable, Procurement and Collections. This position will also be trained to be the daily payroll processing back up.

### Evaluation of Accounting Clerk III

The Accounting Assistant III position is the position held by recently retired Pam Marks who was with the County for 32 years. This position's responsibilities through the years grew to be more than an Accounting Assistant. I was made aware of this position discrepancy when Mary Wegmann, previous Deputy Finance Director, was preparing to start her retirement in December of 2015. When the department experienced several vacancies, it became necessary for me to



directly supervise this position and from this learned more about the discrepancy in position identification. Most notably to this position needing to be classified as an Accountant are the Capital Projects transactions and Capital Cash reconciliations, Property Tax receivables and delinquency transactions and reconciliations and operating transfers involved with the General Fund. Although Ms. Marks retired, it was my intention to begin paperwork for the change in job description prior to her departure.

The staff's current work loads are overburdened and exempt personnel have been working on weekends and the Auditor has been maintaining some of the overflow departments. It is my request to change the Accounting Clerk III position to an Accountant Position.

### Financial Impact

Job descriptions have been forwarded and evaluated by Human Resources. It is anticipated that the savings from lowering the Accounting Manager to an Accounting Supervisor will cover the anticipated increases to the Payroll Practitioner III and Accountant. Below are preliminary estimates:

Wage Comparison				
Working Title	Comp Study Classification	DBM	Range	2017-Budget
Accounting Manager	Finance Manager	C45	61,018 - 75,237 - 91,528	\$67,289
Accounting Assistant III	Accounting Specialist	B23	37,634 - 45,161 - 52,687	\$49,666
Payroll Practitioner I	Accounting Specialist	B23	37,634 - 45,161 - 52,687	\$49,666
			<b>Total Wage Decrease</b>	\$166,621
		DBM		Estimated hiring wage
New Accounting Supervisor	Sr. Accounting Supervisor	C43	53,195 - 66,493 - 79,792	\$58,000
New Accountant	Finance Analyst	C42	50,353 - 62,941 - 75,529	\$50,353
New Payroll Practitioner III	Sr. Accounting Specialist	B25	45,785 - 54,941 - 64,098	\$52,650
			<b>Total Wage Increase</b>	\$161,003
			<b>Impact to Budget</b>	(\$5,618)

### In Conclusion

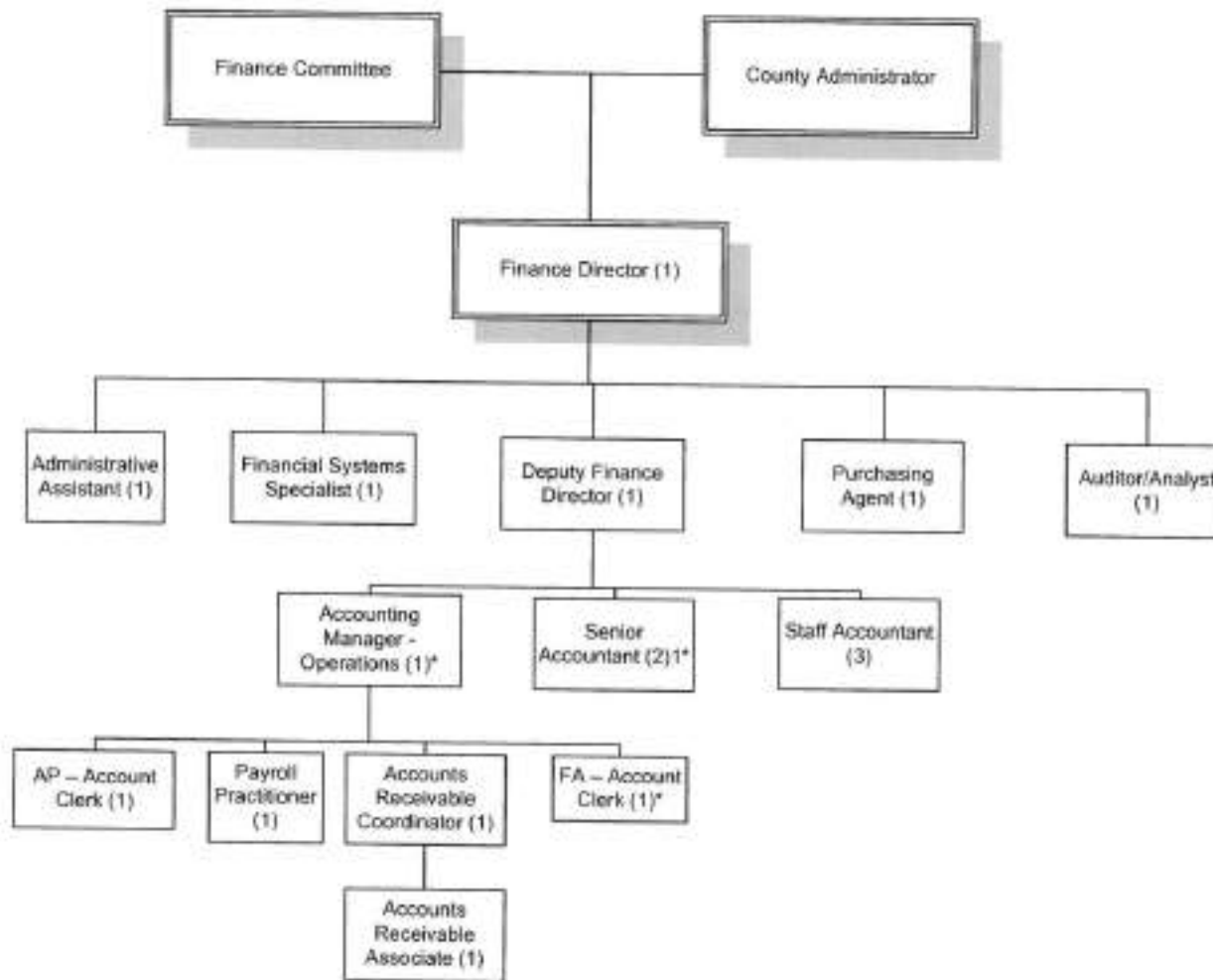
To summarize, I am requesting to elevate the Payroll Practitioner I position to a Payroll Practitioner III, lower the Accounting Manager position to an Accounting Supervisor and to elevate the Accounting Clerk III position to an Accountant. This proposed change is the result of several collaborations with the County Administrator, Deputy Finance Director and the Human Resources Director and is respectfully presented for your consideration.

Thank you.



Wendy A. Chamon, Finance Director

# Sheboygan County Finance - Current



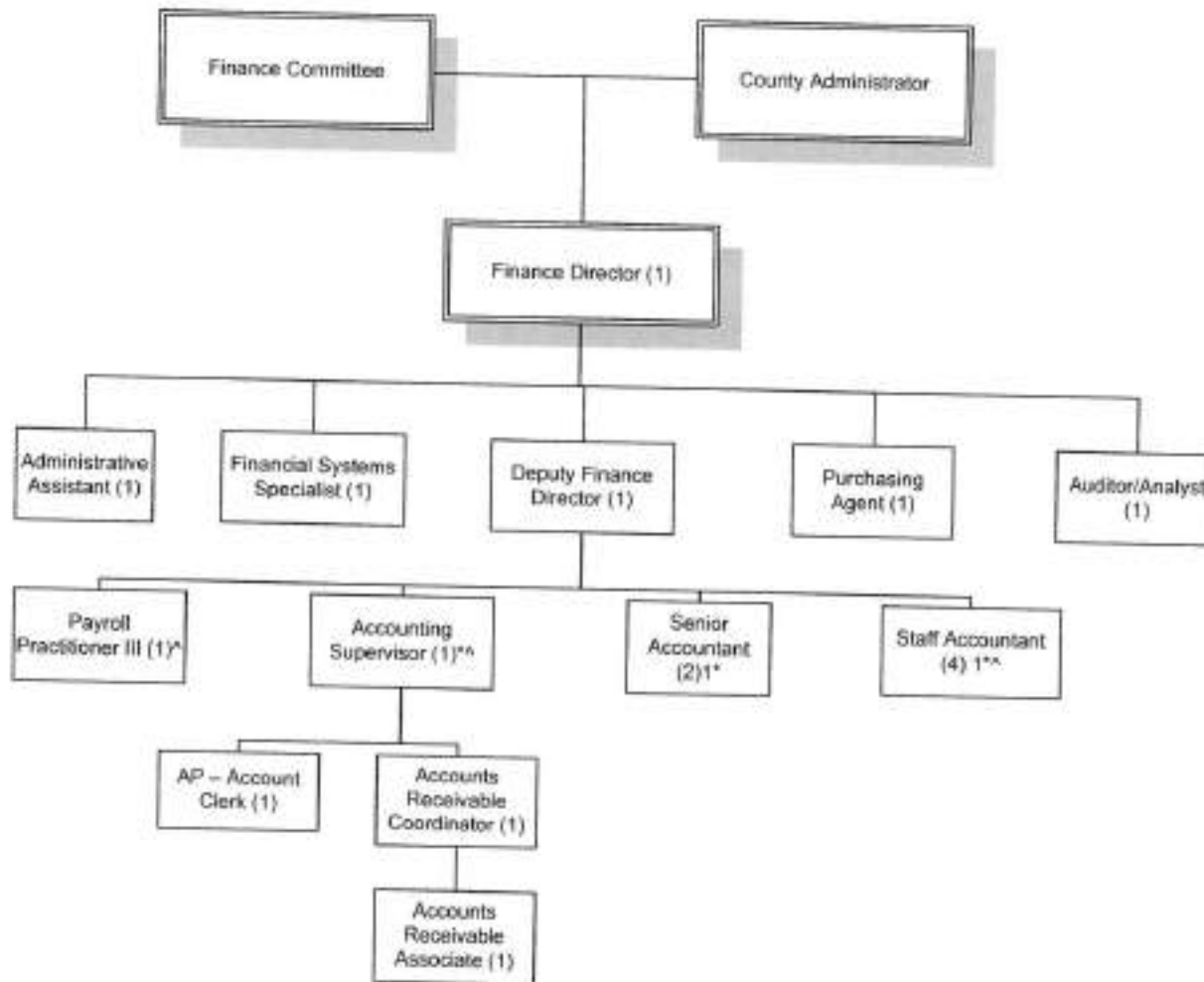
## Special Notes

( ) Number of Positions Authorized

\* Vacant Position

^ Requested Position

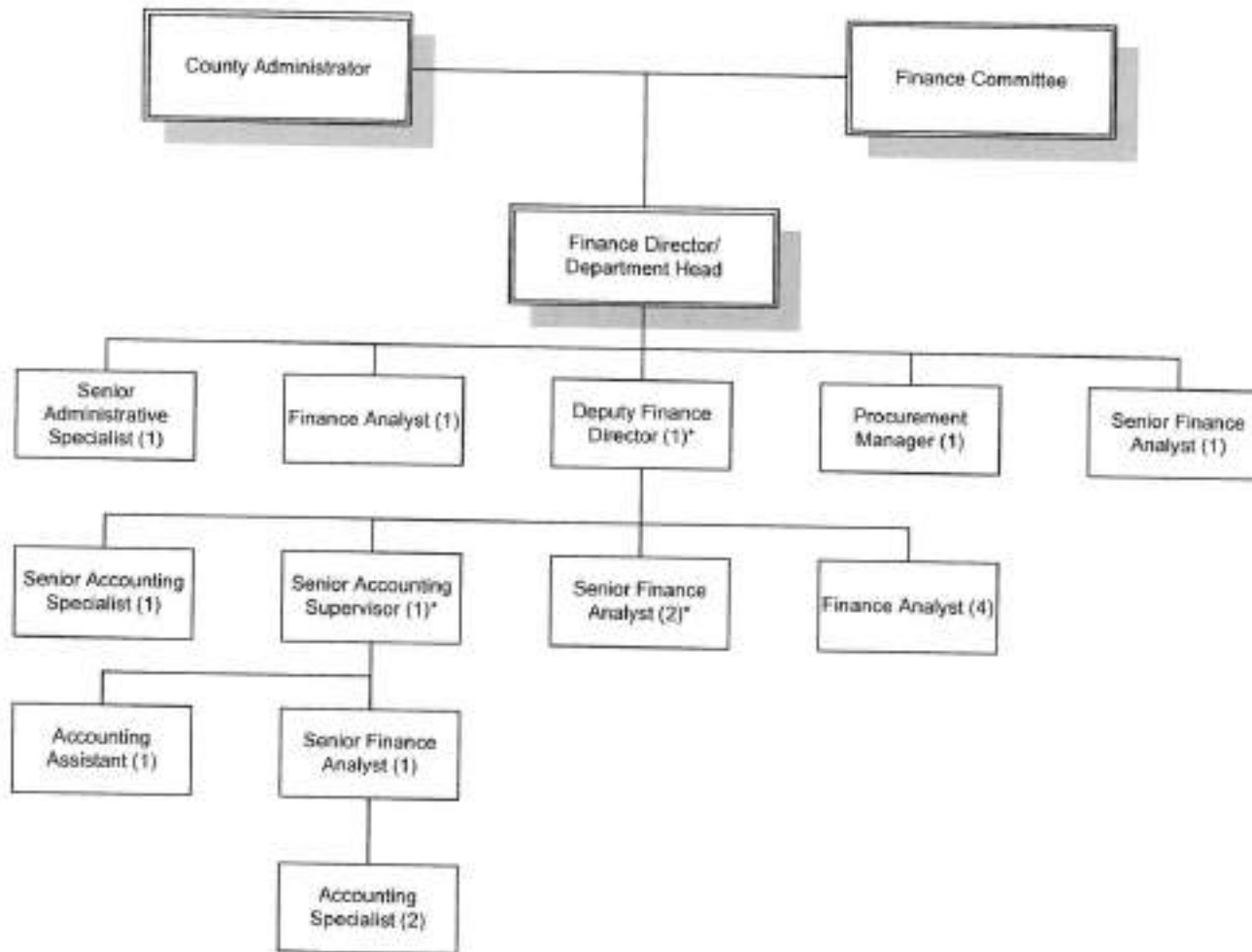
# Sheboygan County Finance - Proposed



**Special Notes**

- ( ) Number of Positions Authorized
- \* Vacant Position
- ^ Requested Position/Change

# Sheboygan County Finance Table of Organization



**Special Notes**

\*Denotes Vacant Positions





# EMPLOYEE PROMOTION REQUEST

Employee Name: Denise Steiner  
Effective Date: 4/30/2017  
Current Title: Payroll Practitioner (Accounting Specialist)

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
30.5	B23	37,634 - 45,161 - 52,687	\$49,666/\$23.88

Requested Title: Payroll Practitioner III

Proposed DBM Rating	Proposed Salary Range	Proposed Salary Rate	Percentage of Change
B25	45,785 - 54,191 - 64,098	\$52,650/25.31	6%

Recent Salary History: include reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2015 \$22.95
- 2016 \$23.41 - Annual
- 2017 \$23.88 - Annual

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (Generally 6 months)  Yes  No
- 2018 – Annual Pay for Performance  Yes  No
- Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.)

This promotion request aligns with a Table of Organization change that is changing the current payroll position in the Finance Department from a Payroll Practitioner I to a Payroll Practitioner III. With this change, duties from the eliminated Operations Manager position are distributed among the Deputy Finance Director, the new Accounting Supervisor position and the new Payroll Practitioner III position. Since the resignation of the Operations Manager, Denise has been performing beyond the current job description by assuming the additional job tasks outlined in the new position of Payroll Practitioner III. This change is designed to increase the direct level of oversight to the Deputy Finance Director and increasing the role of the payroll processing position.

County Administrator/Department Head Recommendation:

Date: 4-21-17

Signature:

Human Resources Support:

Approve

Disapprove

Date: 04/21/2017

Signature:

Liaison Committee Action:

Approve

Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Human Resources Committee:

Approve

Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

February 2017

Attachment: EPR - Payroll (4340 : Promotion of Accounting Specialist to Sr. Accounting Specialist)



WISCONSIN

# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 4/21/2017  
**To:** Finance Committee Members  
**From:** Wendy A. Charnon

**Position Request:**

**Position:** Accountant (Financial Analyst)  
**Reason for Vacancy:** Retirement of Accounting Clerk III/Position change to Accountant

**Justification:** This position is important to the operations of the finance department with focus on the General Fund transactions and reconciliations, capital projects cash tracking, property tax transactions and fixed asset disposal processing.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No   
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

DBM Salary Range of Requested Position: C42 \$50,353 - \$62,941 - \$75,529

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
50,353	24,014	74,367

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Dept. Head Signature Wendy A. Charnon Date: 4-21-17  
 Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/21/2017  
To: Finance Committee Members  
From: Wendy A. Channon

**Position Request:**

Position: Accounting Supervisor (Sr. Accounting Supervisor)  
Reason for Vacancy: Resignation of Accounting Manager

**Justification:** This position is important to the supervision of the Procurement Process (Accounts Payable, Purchase Orders, Vendor Compliance, Contracts,) and the Accounts Receivable and Collections for the County. This position will be the daily payroll processing back up for the Payroll Practitioner III.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No   
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

DBM Salary Range of Requested Position: C43 \$53,195 - \$66,493 - \$79,793

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
58,000	26,122	84,122

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Dept. Head Signature Wendy A. Channon Date: 4-21-17  
 Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015

Attachment: VPR - Supervisor (4344 : Vacant Position Request for Senior Accounting Supervisor)





# SALARY/EQUITY ADJUSTMENT REQUEST

Employee Name: Rosemary Cortinaz

Effective Date: 3/19/2017

Current Title: Food Service Worker II

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
2.3	A12	\$25,787 - \$36,101	\$12.65

Requested Title:

Proposed DBM Rating	Proposed Salary Range	Proposed Salary/Hourly Rate	Percentage of Change
A12	\$25,787 - \$36,101	\$13.65	7.9%

**Future Potential Pay for Performance Opportunities**

- ◆ 2017 – Initial Period (Generally 6 months)       Yes    No
- ◆ 2017 – Annual Pay for Performance    Yes    No
- ◆ Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.)

*Rosemary was working in the role of Food Service Worker I from 1/19/2015 to 3/19/2017. On 3/19/2017, she was promoted into a Food Service Worker II role with a new job description, requiring increased responsibilities and scope of independent decision making and supervisory responsibilities of student workers.*

*As a result of this position change, we are asking for an increase in her hourly rate, which reflects a value falling between entry level and mid point.*

*Previously, under the Local 2427 contract, there was a \$1.14 per hour difference in pay between these two roles.*

*In the interest of employee retention, and allowing for internal promotion, we must seriously consider this wage increase in recognition of this employee applying for and being hired into another position.*

County Administrator/Department Head Recommendation:

Date: 4/18/2017

Signature: *Rachel L. Velliste*

Human Resources Support:

Approve    Disapprove

Date: 04/18/2017

Signature: *Jm Gallimore*

Liaison Committee Action:

Approve    Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Human Resources Committee:

Approve    Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_



## SALARY/EQUITY ADJUSTMENT REQUEST

**Employee Name:** Kari Lauer

**Effective Date:** 3/19/2017

**Current Title:** Food Service Worker II

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
.3	A12	\$25,787 - \$36,101	\$13.15

**Requested Title:**

Proposed DBM Rating	Proposed Salary Range	Proposed Salary/Hourly Rate	Percentage of Change
A12	\$25,787 - \$36,101	\$13.65	3.8%

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (Generally 6 months)       Yes     No
- 2017 – Annual Pay for Performance     Yes     No
- Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.)

*Kari was working in the role of Food Service Worker I from 1/30/2017 to 3/19/2017. On 3/19/2017, she was promoted into a Food Service Worker II role with a new job description requiring increased responsibilities and scope of independent decision making and supervisory responsibilities of student workers.*

*As a result of this position change, we are asking for an increase in her hourly rate, which reflects a value between entry level and mid point.*

*Previously, under the Local 2427 contract, there was a \$1.14 per hour difference in pay between these two roles.*

*In the interest of employee retention, and allowing for internal promotion, we must seriously consider this wage increase in recognition of this employee applying for and being hired into another position.*

**County Administrator/Department Head Recommendation:**

Date: 4/18/2017

Signature: *Rochelle L. Valluskey*

**Human Resources Support:**

Approve     Disapprove

Date: 04/18/2017

Signature: *Jm Gallimore*

**Liaison Committee Action:**

Approve     Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

**Human Resources Committee:**

Approve     Disapprove

Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_



## Sheboygan County Human Resources Department

508 New York Avenue, Room 335  
Sheboygan WI 53081-4126

April 21, 2017

Human Resources Committee

The Human Resources Department respectfully request that Dione Knop and Eric Fehlhaber be re-appointed to the Affirmative Action Committee. Their term expires as of April 30<sup>th</sup> and both has affirmed their desire to continue to be a member of the Committee.

Thank you for your consideration.

Jean Gallimore  
Human Resources Director