

# ***RESOLUTION NO.: 27—2024-25***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**2/3 MAJORITY – 24 VOTES**

1        The Land Conservation Department is requesting approval for an in-year position classification  
2        to change the Environmental Engineer/Project Coordinator position to a Deputy  
3        Director/Environmental Engineer position. The proposed change is presented in order to be  
4        consistent with other deputy Director positions with other County departments. Additionally,  
5        this position has considerable responsibility. The additional costs will be absorbed by existing  
6        grant funding, with no budget adjustment needed at this time.  
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8        NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

9        Committee recommend adoption of the following resolution.

10        BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year  
11        Table of Organization classification request to change the Environmental Engineer/Project Coordinator  
12        position to a Deputy Director/Environmental Engineer position effective May 15, 2024 in the Land  
13        Conservation Department, with no budget adjustment needed at this time, as noted on the attached Position  
14        Classification / Grade Change Form, Job Description, Table of Organization, and Fiscal Note which by  
15        reference are made a part hereof, and

16        BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
17        this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources  
18        Director, and the Outagamie County Land Conservation Director.

19        Dated this \_\_\_\_\_ day of June 2024

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Respectfully Submitted,

## LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

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Cathy Spears

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Sara MacDonald

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Ryan Ferguson

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John Kostelny

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Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

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## County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

POSITION CLASSIFICATION/GRADE CHANGE FORM		
<b>Request Details</b>		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Deputy Director/Environmental Engineer (currently Environmental Engineer/Project Coordinator)	
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Current Pay Grade of Position:	170	
Proposed Pay Grade of Position: (based on market data received from HR)		
New Step(s) in New Grade:	7	
Number of Employees: (if more than 1, complete the "Multiples" worksheet)	1	
<b>Position Justification</b>		
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings. <b>To be consistent with other Deputy Director positions with other County Departments. Position has considerable responsibility as such.</b>		
<b>Employee(s) Impacted By This Change (if no one in position - leave blank)</b>		
Jeremy Freund		
<b>Fiscal Data</b>		
How will this position change be funded (choose from drop-down list)?		Combination - Grants/Levy
<b>NET PROJECTED 2023 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	2,936
Fringe Benefits	\$	435
Other (Describe):	\$	-
Other (Describe):	\$	-
<b>TOTAL EXPENDITURES</b>	\$	<b>3,371</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
	\$	-
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	\$	<b>-</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	\$	<b>3,371</b>

**Outagamie County  
Position Description**

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**Position Title:** Deputy Director/Environmental Engineer

April 3, 2024

**Department:** Land Conservation**Reports to:** County Conservationist**Purpose of Position:**

Reporting to the Land Conservation Director/County Conservationist, the Deputy Director/Environmental Engineer assists the Director in all administrative functions of the Department, including the management of operations and personnel; budgeting and fiscal management; contracting; programming; and development of internal policies and procedures. The Deputy Director substitutes for and represents the Director in their absence. Leads, performs complex work, and supervises professional staff to ensure programs and services are carried out effectively. Builds and sustains partnerships; liaisons with strategic groups to further the Department and County's goals and objectives. Serves on various boards, commissions, and/or committees as needed. Coordinates TMDL watershed implementation for the County and also provides professional engineering assistance for the project and to other departmental staff and County departments

**Duties and Responsibilities:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists the Director in all administrative functions of the Department, including the management of operations and personnel; budgeting and fiscal management, 3 year budget planning; contracting; programming; and development of internal policies and procedures.
- Substitutes for and represents the Director in their absence.
- Leads, performs complex work, and supervises professional staff to ensure programs and services are carried out effectively. Builds and sustains partnerships; liaisons with strategic groups to further the Department and County's goals and objectives.
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- Acts as TMDL Implementation Coordinator and serves as principal liaison representing County at related meetings/events, Coordinates implementation with adjoining counties LCD's and regularly communicates with staff to assure consistent efforts across the entire watershed.
- Trains and supervises project staff, seasonal employees and work crews assigned to watershed projects.
- Serves as co-author of 9-key element watershed plans and subsequent grant applications.
- Serves on applicable committees/boards as related to the position (Fox/Wolf Watershed Alliance, NE WI Stormwater Consortium, etc.)
- Works with Point Sources to facilitate Pollutant Trading efforts between point and non-point sources in the watersheds.

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- Maintains files for records received and sent; maintains accounting and other financial records; prepares various reports.
- Provides professional engineering assistance to project and other departmental staff in the design and installation of Best Management Practices (BMP's).
- Provides professional engineering consultation to Zoning, Highway, and other departments on a limited basis.
- Attends DNR, DATCP, EPA, and other professional training sessions, seminars, and conferences as relevant to the Departments mission.
- Coordinates GIS activities within the Department, Creates and maintains GIS data, develops standards for GIS procedures, analysis, map production, documentation, data management, provides quality control to ensure that data meets approved County operational standards provides GIS technical support, troubleshoots GIS related issues and provides training to LCD staff to help integrate GIS technology to meet the specific needs of various programs.
- Analyzes GIS data to assist in targeting various BMP's and conservation efforts in order to provide the greatest benefit to the resources of Outagamie County.
- Researches and evaluates new GIS related technology and makes recommendations to Director to help staff work more efficiently with it.
- Approves, selects or designs appropriate rural and urban Best Management Practices; supervises and approves construction by independent contractors.
- Provides consultation regarding erosion control and stormwater management to individuals, developers, engineers and units of government.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Requires graduation from an accredited college or university with a degree in Environmental Engineering, Agricultural/Biological Systems Engineering, or Civil Engineering; seven plus years related engineering and project management experience.
- Five years of experience in supervising staff
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Wisconsin Professional Engineer certification.
- Must possess a valid driver's license.

**Knowledge, Skills, and Abilities**

- Ability to effectively supervise and train subordinate staff positions and delegate tasks to provide optimal work flow.
- Experience or training in conservation practices design and construction, surveying, operation of topographic surveying equipment, and GIS software.

- Knowledge of computers, database management and experience with the software utilized by the department.
- Understanding of stormwater engineering practices/principles, Wisconsin DNR Best Management Practices, NRCS Technical Guides, National Conservation Planning Manual, Engineering Field Manual, and Agricultural Waste Field manual.
- Knowledge of rural and urban land use/management issues and activities and appropriate federal, state and local regulations and requirements.
- Ability to interpret aerial photos and soils maps.
- Ability to maintain composure and effectively use tact and diplomacy with co-workers, general public, clients, etc.
- Ability to develop and manage a GIS and related databases, transferring and receiving GIS data from a variety of sources and formats.
- Basic knowledge of cartographic skills required for producing professional mapping products.
- Working knowledge in the functions and applications of GPS related to GIS management.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to understand and follow written and oral instructions, communicate effectively with a wide range of individuals and organizations both verbally and in writing, maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 75 pounds, understanding and utilizing proper body mechanics.
- Ability to operate a variety of office equipment including, but not limited to personal computer, typewriter, calculator, photocopier, and telephone.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to transport oneself to and from various locations in a timely and efficient manner.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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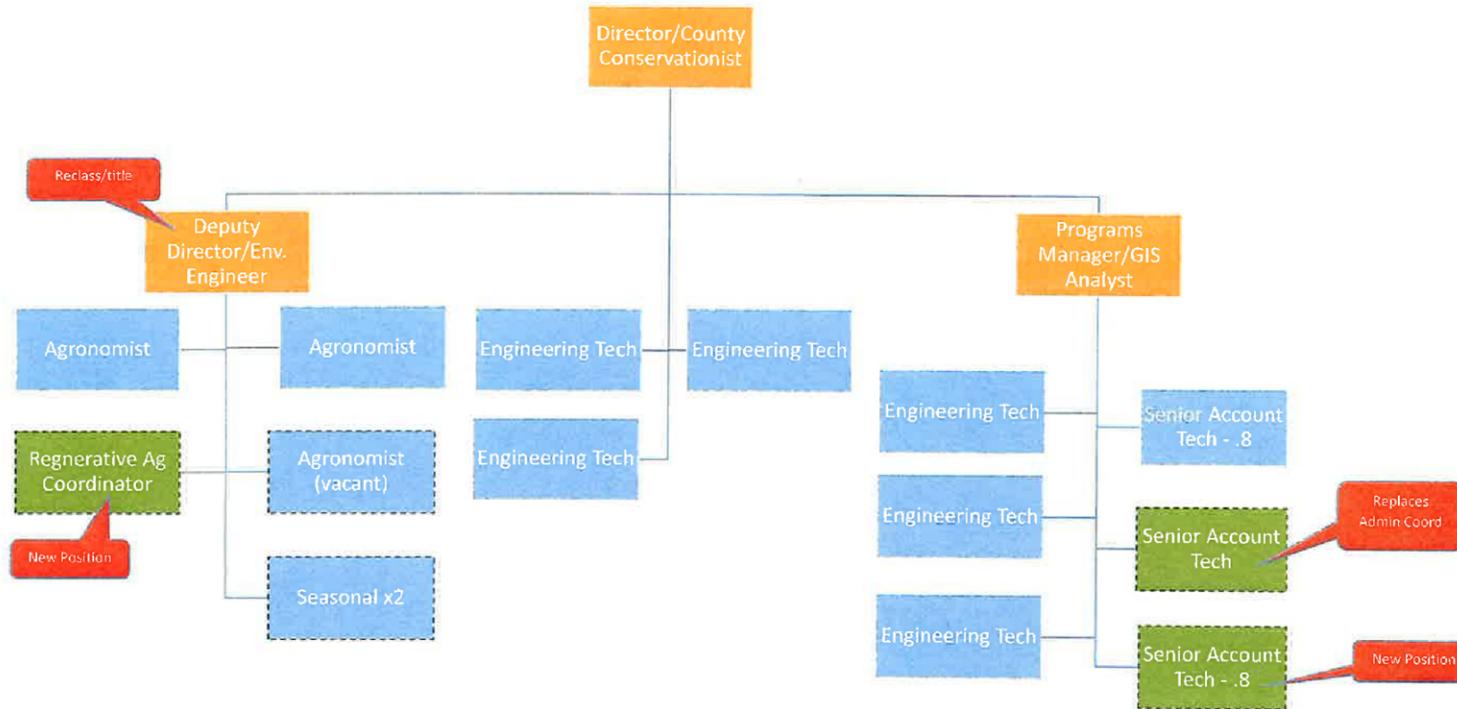
Date

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Human Resources Director's Signature

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Date



**[INTRODUCTION:]** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** In Year Land Conservation Position Request – Environmental Engineer/Project Coordinator to Deputy Director/Environmental Engineer

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Request to reclass the current Environmental Engineer/Project Coordinator to Deputy Director/Environmental Engineer. This position will increase salary (\$2,936), fringe (\$435) and will be absorbed by current grant funding the department receives.

**Current Year Budget Impact** (Check one or more of the following boxes)

Revenues

Expenses (Cost)

None

3. Is the specific cost or revenue included in the current year's budget?      yes (x)    no ( )    partially ( )

4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?      yes ( )    no ( )    n/a (x)

5. Is the proposal to accept additional revenues only?      yes ( )    no (x)

6. Does this request modify/adjust the current year budget?      yes ( )    no (x)  
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

The project on

<b>COST CENTER NAME</b>	<b>LINE ITEM (i.e. Salaries, Supplies, Etc.)</b>	<b>ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)</b>	<b>INCREASE (DECREASE) AMOUNT</b>
<b><i>**No budget adjustment needed at this time**</i></b>			

**Annual and Long-Term Impact**

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?      yes (x)    no ( )    n/a ( )

9. What is the anticipated annual and/or long-term cost or revenue impact?      Annual Cost      Including in future budgets  
Annual Revenue      0

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

<b>For Financial Services purposes only</b>	
Reviewed By:	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <b>Detail Expenditure Account Number</b> <b>Amount</b>

*Michelle Uitenbroek*

Date: 5/20/2024

Comments: