



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES  
COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

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

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

\_\_\_\_\_  
County Clerk

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

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

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

<b>POSITION ADDITION FORM - 2025 BUDGET</b>		
<b>Completion Checklist</b>		
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> <li>o Completed McGrath Consulting Position Questionnaire (if position is not currently on wage schedule)</li> </ul>		
<b>Request Details</b>		
Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2066090	
Position Title:	Case Manager (CCS Kids - Young Adult)	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? Enter number of positions. If Part Time position, how many hours per week will this position be working?	Full Time:	2
	Part Time:	
	Hours:	
What other alternatives were considered?		
If deleting a position to add this position; which position(s) will be deleted?		
(if deleting a position, complete the Position Deletion Form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		
<b>Position Justification</b>		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>We are experiencing a very large demand for more CCS kids services. At the present time we have 29 kids on our CCS waitlist. The State does not allow us to have a wait list. We need these case manager positions to serve these kids timely which ultimately will save long-term County tax dollars. Bringing community based services to these kids will allow us to greatly reduce the likelihood of needing expensive residential placements. These positions would be fully funded by CCS revenues.</p>		
<b>Employee(s) Impacted By This Change (if no one in position - leave blank)</b>		
<b>Fiscal Data</b>		

How will this position be funded (choose from drop-down list)?		
<b>PROJECTED 2023 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	122,142
Fringe Benefits	\$	72,000
Travel/Training	\$	-
Supplies - IT	\$	1,296
Supplies - Other	\$	6,582
Purchased Services - IT	\$	5,380
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	\$	<b>207,400</b>
<b>COST SAVINGS OR INCREASED REVENUES:</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.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		(207,400)
CCS Billing Revenue	\$	-
	\$	(207,400)
<b>TOTAL COST SAVINGS/REVENUES</b>	\$	<b>(207,400)</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$	<b>-</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



**Outagamie County**

**Case Manager (DHHS-MH)**

Job Description Code: 6600-1  
 Established Date: 04/05/2017  
 Last Revised Date: 11/27/2023  
 Effective: 11/28/2023

**Salary Range**

\$60,465.60 -  
 \$78,873.60 Annually

**Bargaining Unit**

N/A

**EEO**

Other

**Occupational Group**

500

**FLSA**

Exempt

**Benefit Code**

General

**Physical Class**

N/A

**Grade**

145

**Position Purpose**

Reporting to their respective program supervisor, the Case Manager - MH serves as a case manager for assigned clients and performs related duties toward the objectives and goals of the division.

**Key Responsibilities**

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

- Provides protection and advocacy services including oversight of Chapters 51, 54 and 55.
- Transports and escorts consumers to meetings, services, appointments and other activities.
- Attends Unit and other meetings as required.
- Maintains accurate records and prepares reports and documentation for court proceedings.

**Employee Group (General, AS&P, etc.)**

Exempt

**Hepatitis Category**

B

- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Responds to client needs in crisis situations during work and off hours; evaluates suicide, homicide, and other risks.
- Provides on going symptom assessment and monitors client's stability, mental status, and court ordered treatment requirements at each client contact.
- Manages a caseload of individuals diagnosed with severe and persistent mental illness with a focus on supportive therapy, symptom management, employment, housing, social and recreational activities, medical management, daily living skills, and community integration.
- Provides on-call services as assigned.
- Works in conjunction and coordinates services with an interdisciplinary team.

**Education/Certifications/Experience Requirements**

- Bachelor's degree in behavioral science or a related field required.
- Two years of experience with the respective target group preferred.

**Required or Preferred Skills**

- Ability to transport oneself from location to location in an efficient and expedient manner.
- Adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of

crisis demands.

- Comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Work well in a team environment displaying a supportive and positive attitude.
- Communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of disabilities and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

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.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**COST CENTER 2064010**

ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	4	1	4	1	4	1	4	1
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

**COST CENTER 2063100**

OFFICE ASSISTANT *	5	0	5	0	5	0	5	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>

**COST CENTER 2062040**

ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
DIVISION ASSISTANT	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	5	0	5	0	6	0	6	0
RECORDS SPECIALIST	0	0	0	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>

**TOTAL ADMINISTRATIVE REGULAR POSITIONS: 41 5 42 5 44 5 45 5**

\*ADRC Function CC2063100

**POSITION COUNT**

**REGULAR POSITIONS:**

2022		2023		2024		2025	
FT	PT	FT	PT	FT	PT	FT	PT

**MENTAL HEALTH & SUBSTANCE ABUSE**

**COST CENTER 2066090**

ADULT PROTECTIVE SERVICES WORKER	2	0	2	0	3	0	3	0
BENEFIT SPECIALIST	2	0	2	0	2	0	2	0
CLINICAL PSYCHOLOGIST	2	0	2	0	2	0	2	0
CLINICAL THERAPIST	21	0	21	0	24	0	24	0
CASE MANAGER	20	0	20	0	23	0	25	0
CRISIS PHONE COUNSELOR	4	9	5	7	5	7	5	7
DIV. MGR/CLINICAL DIRECTOR - MH & SU SERV.	1	0	1	0	1	0	1	0
HOME CONSULTANT	12	0	12	0	13	0	13	0
HUMAN SERVICES SUPERVISOR - MH & SU	6	0	6	0	8	0	8	0
PSYCHIATRIC NURSE	4	0	4	0	4	0	3	0
PSYCHIATRIC NURSE - LEAD	0	0	0	0	0	0	1	0
QUALITY ASSURANCE SPECIALIST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>76</b>	<b>9</b>	<b>77</b>	<b>7</b>	<b>87</b>	<b>7</b>	<b>89</b>	<b>7</b>