

RESOLUTION NO.: 12—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 to approve the following amendments to
2 their Table of Organization:

- 3 • Delete one (1) full-time Administrative Coordinator position
- 4 • Add one (1) full-time Senior Account Technician position
- 5 • Add one (1) part-time Senior Account Technician position

6
7 The Land Conservation Department has elected to create a new Senior Account Technician
8 position rather than fill the Administrative Coordinator position. The new position will not
9 have the supervisory responsibility of the Administrative Coordinator, which has shifted to
10 other department management staff. The change in positions will be a net reduction of \$995
11 to the budget.

12
13 The creation of a part-time Senior Account Technician is due to the amount of grant reporting
14 and requirements, which is significant administrative work that exceeds current capacity. The
15 addition of the position will cost \$46,530 in 2024. The position funding will be with existing
16 grants with no budget impact.

17
18 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
19 Committee recommend adoption of the following resolution.

20 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year
21 Table of Organization request for the Land Conservation Department effective May 15, 2024 to delete
22 one (1) full-time Administrative Coordinator position and add one (1) full-time Senior Account
23 Technician position and one (1) part-time Senior Account Technician position as noted on the attached
24 Position Deletion Form – In Year Change, Position Addition Forms – In Year Change (2), Job Description,
25 and Table of Organization, which by reference are made a part hereof, and

26 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve
27 of decreasing the Land Conservation Salaries line item by \$533 and decreasing the Land Conservation
28 Fringe line item by \$462, as noted on the attached fiscal note, which by reference is made a part hereof,
29 and

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

4 Dated this _____ day of May 2024

5 Respectfully Submitted,

6
7 LEGISLATIVE/AUDIT & HUMAN RESOURCES
8 COMMITTEE
9

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11
12 _____
13 Cathy Spears

14
15
16 _____
17 Sara MacDonald

18 _____
19 Ryan Ferguson

20 _____
21 John Kostelny

22 _____
23 Sarah Weinberg

24
25
26 Duly and officially adopted by the County Board on: _____
27

28
29 Signed:

30 _____
31 Board Chairperson

32 _____
33 County Clerk

34 Approved: _____

35 Vetoed: _____

36 Signed: _____

County Executive

POSITION DELETION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Administrative Coordinator	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	X
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Senior Account Technician	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
The staff in this position took another job outside of County Employment. We are using the opportunity to internally restructure by reducing the number of supervisory staff within the Department.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	34,884
Fringe Benefits	\$	22,519
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	57,403
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
TOTAL REVENUE REDUCTION	\$	-
NET COUNTY COST (Levy/Fund Balance)	\$	57,403

POSITION ADDITION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Senior Account Technician - Land Conservation	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	130	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Re-filling existing Administrative Coordinator pstn.	
If deleting a position to add this position; which position(s) will be deleted?	Administrative Coordinator	
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	Agronomist (filling in 2024 with Grant funding)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>The Land Conservation Department receives and manages over \$2 million in grant funding annually through multiples sources, each of which requires their own reporting/accounting/reimbursement processes. In-lieu of re-filling the recently vacated Administrative Coordinator position, we are backfilling by creating a new Senior Account Technician (a lower grade without supervisory responsibility), and shifting supervisory responsibility to a different Management staff.</p>		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Grants/Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	33,133
Fringe Benefits	\$	23,274
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	56,407
COST SAVINGS OR INCREASED REVENUES:		

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)	\$ (57,403)
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (57,403)
NET COUNTY COST (Levy/Fund Bal)	\$ (995)
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 52,353
Fringe Benefits	\$ 36,775
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 89,128
Deleted Position (if applicable)	\$ (90,701)
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ (1,573)

POSITION ADDITION FORM - IN YEAR CHANGE		
Request Details		
Effective Date of Requested Change:	5/15/2024	
Department:	Land Conservation	
Department Head:	Greg Baneck	
Cost Center Number:	1008200	
Position Title:	Senior Account Technician	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	130	
Estimated Starting Step:	3	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	
	Part Time:	X
If Part Time position, how many hours per week will this position be working?	Hours:	32
What other alternatives were considered?	Not adding	
If deleting a position to add this position; which position(s) will be deleted?		
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	Agronomist (filling with grant funds later this year)	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
The Land Conservation Department relies heavily on grants as part of its annual budget and programming. Each grant source has its own reporting requirements and procedures, resulting in significant administrative workload which exceeds current capacity.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Grants/Levy	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	24,769
Fringe Benefits	\$	21,761
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	46,530
COST SAVINGS OR INCREASED REVENUES:		

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)	
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ 46,530
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 39,137
Fringe Benefits	\$ 34,384
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 73,521
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ 73,521

Job Title: Senior Account Technician

Department: Outagamie County Land Conservation Department

Position Purpose

Reporting to the Programs Supervisor/GIS Analyst, the Senior Account Technician performs general administrative duties and assumes a lead role in the administration of one or more programs within the department.

Key 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 County Conservationist with preparation and tracking of the departmental budget, performs reconciliation of monthly budget reports, tracks revenue to expenditures, labor, supplies, etc.
- Prepares, maintains, and updates program and department records, reports, confidential records and files.
- Documents and compiles program statistical information.
- Corresponds with various county, state, and federal offices, the general public, and professionals to obtain and provide necessary information.
- Coordinates departmental payroll processes, including approval of timesheets and time off requests in absence of the Director.
- Assists in the preparation of bid documents and specifications required for competitive pricing of purchased equipment, materials, and labor in compliance with department and county procedures, assists with ordering supplies for maintenance, projects, equipment, and departmental fleet of vehicles, maintains records for inventory and maintenance activities.
- Works with Departmental staff in the preparation of cost-share contracts and tracking of contracts as related to various grant-funded conservation projects.
- Processes incoming and outgoing mail.
- Serves as receptionist, answers the telephone, takes messages, greets the public, directs and assists customers, provides program information and makes referrals to various agencies/services when appropriate.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Determined by the department, the following Duties and Responsibilities are also essential for the Senior Account Technician:

Land Conservation Department

- Serves as Outreach/Social Media coordinator for the Department; plans, designs and prints pamphlets, brochures, news releases and other promotional material for the Department promotes Departmental programs via advertising and other forms of public relation including social media, website, and YouTube.
- Coordinates departmental youth education programming and events.
- Coordinates annual County Tree and Wildflower Sale Program.
- Assists in preparation and monitoring of Departmental grant budgets – prepares requisitions, vouchers, grant invoicing, and reporting.

- Coordinates the departmental equipment rental program.
- Assists departmental staff with CityView permitting system.

- Regularly attend seminars, conferences and meetings pertaining to the various programming and related grants in order to stay up-to-date with local, state and federal mandates.

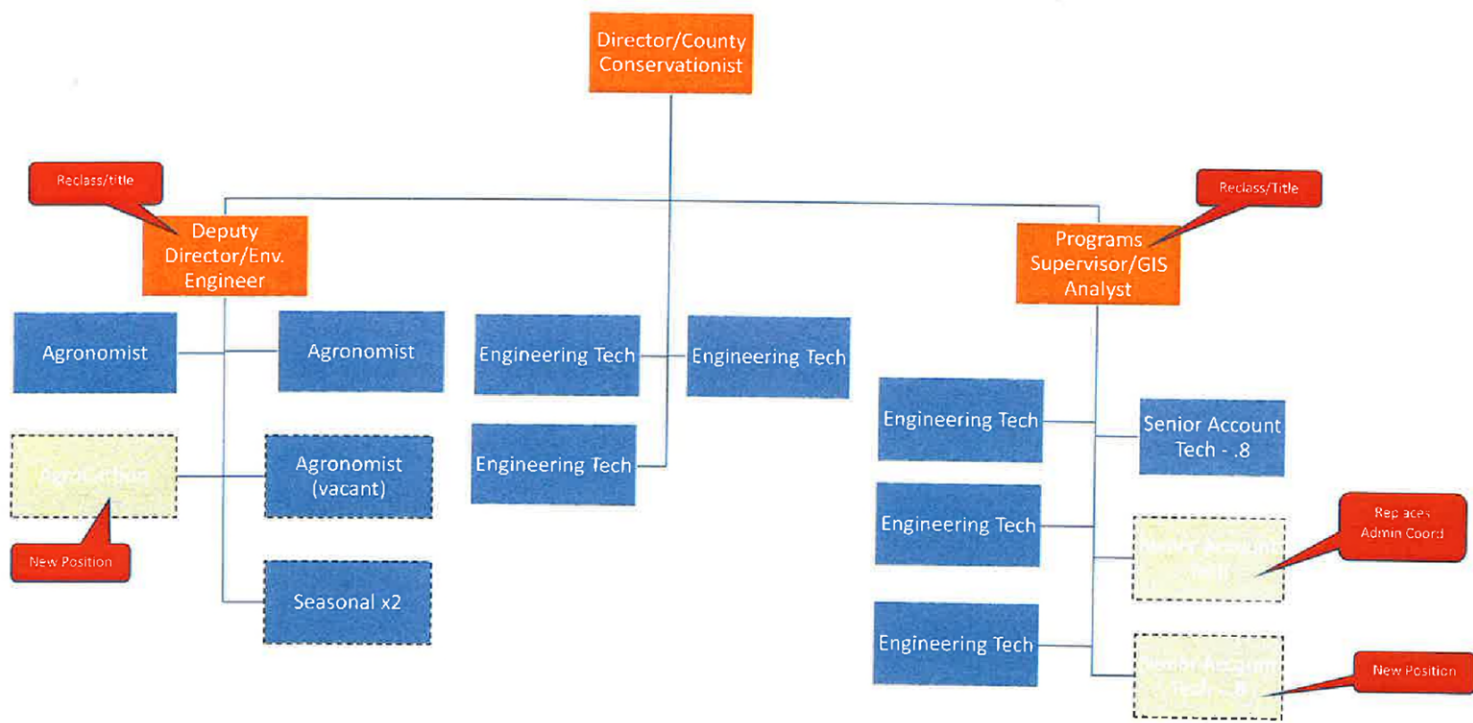
Education/Certifications/Experience Requirements

Associates Degree in Office Administration, Accounting or related field with relevant business classes, computer background, strong typing skills, and at least two years of general office experience. OR, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Knowledge of and ability to use modern office practices, procedures, and equipment such as calculator, typewriter, computer, photocopies, FAX machine, telephone, etc.
- Proficient in the use of MS Office Suite, website and social media platforms.
- Familiarity with LaserFiche, JD Edwards, Tyler Munis and CityView or similar documents imaging, financial, human resource and permitting/workflow software is a plus.
- Knowledge of and demonstrated skill in performing general administrative duties.
- Knowledge of pertinent laws, statutes, codes, regulations, and terminology.
- Ability to work semi-independently, make sound decisions, and use good judgment.
- Ability to understand and utilize a variety of advisory information or data in support of the position such as financial statements, vouchers, budget reports, general ledgers, journal entries, annual reports, grant applications and reports, resolutions, state statutes, meeting agendas and minutes, department and other agency forms, contracts, bank statements, time sheets, press releases, newsletters, maps, procedure guidelines, and non-routine correspondence.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Demonstrated proficiency with typing and other office functions.
- Ability to maintain composure and effectively use tact and diplomacy with co-workers, agencies, general public, etc.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to understand and follow written and oral instructions.
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Ability to lift, carry, push, pull, or otherwise move objects up to 25 pounds, understanding and utilizing proper body mechanics.

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.



OUTAGAMIE COUNTY FISCAL NOTE

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 (1675), Controller (1674) 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:** Land Conservation request for in year position additions and deletion

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)

Land Conservation is submitting an in-year request to approve an amendment in their Table of Organization for the following position change:

- Delete the Administrative Coordinator position
- Add a Senior Account Technician
- Add a part time Senior Account Technician

The department has elected to create the new Senior Account Technician rather than refill the Administrative Coordinator position. The new position will not have the supervisory responsibility of the Administrative Coordinator, which has shifted to other Management Staff. The change in positions will see a savings of \$995.

The creation of a part time Senior Account Technician is due to the amount of grant reporting and requirements, which is significant administrative work that exceeds current capacity. The addition of the position will cost for 2024 will be \$46,530. The position funding will be with existing grants, so there will be no budget impact.

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

Revenues Expenses (Cost) None – 2024 Budget

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

COST CENTER NAME	(i.e. Salaries, Supplies, Etc.)	(i.e. 1004100.5100, 1004100.5400, etc.)	AMOUNT
Land Conservation	Salaries	1008200.5100	(533)
Land Conservation	Fringe	1008200.5500	(462)

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (x) n/a ()
9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost Including in future budgets
- Annual Revenue _____

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only

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:

<i>Michele Utens</i>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>
Date: <i>May 8, 2024</i>		
Comments:		