

RESOLUTION NO.: 13—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Highway Department is requesting to approve the following amendment to their Table of
2 Organization:

- 3 • Delete one (1) full-time Administrative/Real Estate Coordinator position
- 4 • Add one (1) full-time Management Assistant position

5
6 Due to the recent retirement of the Administrative/Real Estate Coordinator position, the
7 Highway Department evaluated the position, and with the licensing required, determined it
8 would not be easily filled. Therefore, the Highway Department is requesting to repurpose to a
9 Management Assistant position doing many of the same duties, but contracting out the real
10 estate portion. The change in position will save the Highway Department approximately
11 \$20,000 per year in administrative costs, and the real estate costs will be absorbed in project
12 budgets. Therefore, no budget adjustment is needed at this time.

13
14 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
15 Committee recommend adoption of the following resolution.

16 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year
17 Table of Organization request for the Highway Department effective May 6, 2024 to delete one (1) full-
18 time Administrative/Real Estate Coordinator position and add one (1) full-time Management Assistant
19 position with no budget adjustment needed, as noted on the attached Position Deletion Form – 2025
20 Budget, Position Addition Form – 2025 Budget, Job Description, Table of Organization and fiscal note,
21 which by reference are made a part hereof, and

22 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
23 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources
24 Director, and the Outagamie County Highway Commissioner.

25 Dated this _____ day of May 2024

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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

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	5/2/2024	
Department:	Highway	
Department Head:	Dean Steingraber	
Cost Center Number:	600 8000	
Position Title:	Administrative/Real Estate 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:	Yes
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Yes, Management Assistant	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
<p>The real estate function is such a highly specialized field that takes years of experience to learn, and therefore reducing potential candidates to fill the position. The highway department will contract out to real estate consultants on a project by project basis going forward. The new Management Assistant position fills the accounting and administrative functions.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		
Cindy Roberts		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	63,066
Fringe Benefits	\$	22,943
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	86,009
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)	\$	86,009

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

POSITION ADDITION FORM - 2025 BUDGET	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionnaire (if position is not currently on wage schedule) 	
Request Details	
Effective Date of Requested Change:	5/6/2024
Department:	Highway
Department Head:	Dean Steingraber
Cost Center Number:	600 8000
Position Title:	Management Assistant
Sunset Position? (Yes or No)	No
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Pay Grade of Position:	130
Estimated Starting Step:	1
Position exists in current the Table of Organization?	No
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: Yes
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	Keeping it the way it was
If deleting a position to add this position; which position(s) will be deleted?	Yes, Administrative/Real Estate 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:	N/A
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>Reporting to the Highway Commissionner, the Management Assistant performs various accounting and administrative duties. The new position eliminates the real estate coordinator function and therefore is proposed at a lower grade (130) and a cost savings to the overall highway administration cost center.</p>	
Employee Impacted By This Change (if no one in position - leave blank)	
Fiscal Data	
How will this position be funded (choose from drop-down list)?	Other

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	49,358
Fringe Benefits		
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	49,358
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)	\$	(86,009)
Administrative\Real Estate Coord.		
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(86,009)
NET COUNTY COST (Levy/Fund Bal)	\$	(36,650)
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	\$	32,906
Fringe Benefits		
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	32,906
Deleted Position (if applicable)		Administrative/Real Estate Coordinator
Less Increased Revenue/Cost Savings (enter as negative)	\$	(57,339)
NET COUNTY COST (Levy/Fund Bal)	\$	(24,433)

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

01/12/24, 11:01 AM

Outagamie County - Class Specification Bulletin



Management Assistant (Hwy)

Class Code:
4000-2

Bargaining Unit:

OUTAGAMIE COUNTY
Established Date: Jun 5, 2017
Revision Date: Mar 18, 2024

SALARY RANGE

\$23.73 - \$30.97 Hourly

POSITION PURPOSE:

Reporting to the Highway Commissioner, the Management Assistant performs various accounting and administrative duties.

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.

- Answers and screens telephone calls determining if questions/messages are appropriate to department; relays messages to other departments as appropriate; assists with responding to inquires about various operations from the general public.
- Assists full management staff in various projects including confidential personnel actions, recruiting efforts, scheduling interviews, performing seasonal phone screens, onboarding and training new employees. Assists with marketing, budget and CIP preparation, voucher and journal processing, accounts receivables and payables, new hire orientation and processes, maintenance data entry, contract management, educational material generation, and operational analysis/tasks. D
- Development and implementation of departmental policies and procedures; including administering and arranging training for the CDL drug & alcohol procedures in accordance with Federal Motor Carrier Safety Administration (FMSCA) and 49 CFR 382 regulations. Assures all pre-employment requirements are complete.
- Manage and coordinate all office purchases and serve as point of contact to all outside vendors; coordinates meetings and appointments with various department personnel, internal/external staff, local officials, and general public; schedules internal department meetings and external meetings and events, allotting sufficient time for staff to prepare for said meetings/appointments.
- Acts as liaison between Department Head and other department heads, Highway supervisory staff, employees, staff officials, municipal officials, engineers, contractors, vendors, and others.

5/7/24, 7:01 AM

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- Assists with generating memos, letters, reports, and correspondence for distribution to staff and public for the various members of the management staff.
- Assists with developing and updating departmental website, assists with social media and other various marketing and customer service education and outreach.
- Assists with various tasks for safety such as supply ordering, setting up training, updating procedure manuals, and making vendor appointments.
- Assists with maintaining department files.
- Prepares a variety of analytical, statistical documents and comparison reports and maintains a variety of records.
- Coordinates meetings, prepares and distributes meeting agendas, attends meetings, prepares and distributes meeting notes, prepares resolutions and ordinances. Specifically serves the Safety Committee and others that occur throughout the year.
- Prepares, maintains and is able to comprehend and explain a variety of financial, payroll, HR related reports
- Generates a positive image for the department by communicating with internal/external customers in a timely and efficient manner, conducting such business in a professional manner.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Associate's degree in administrative assistance science or a related field, with six to nine years administrative assistant experience which includes handling confidential materials.
- Above average verbal and written communication skills, and experience taking minutes.
- Advanced computer skills and the ability to train others in system usage are preferred; requires some accounting knowledge.
- Experience with social media platforms, marketing and accounting basics.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

REQUIRED OR PREFERRED SKILLS:

- Ability to proficiently multitask and prioritize while supporting a variety of staff and functions.
- Ability to operate a variety of office machines including personal computer with intermediate knowledge of Microsoft Office suite (Excel, Word, PowerPoint, Access, Outlook) and data entry, multi-functional copier, and multi-line telephone.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Ability to comprehend and interpret a variety of documents including payroll and attendance records, bid specifications, budgets, engineering and construction contracts, and general correspondence.
- Ability to prepare a variety of documents including letters and other correspondence, performance evaluations, budgets, and employee handbooks, etc., using a personal computer; must have working knowledge of and ability to use computer software and applications utilized by the department.

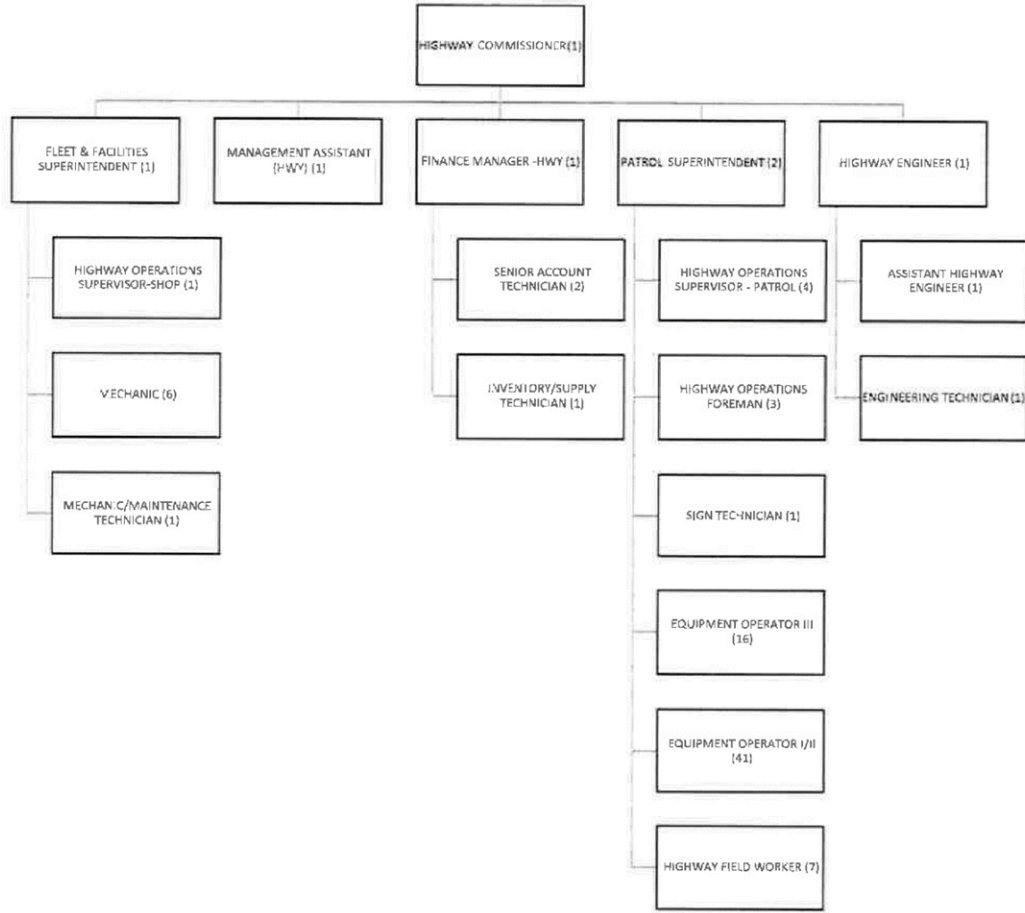
MINUTE ORDER

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- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with Highway personnel, engineers, customers, State and other government officials, and others verbally and in writing.

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.

Highway Department 2024 Table of Organization



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: The Highway Department is requesting an in year position request to delete the Administrative/Real Estate Coordinator and add a Management Assistant.

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)

With the retirement of the Administrative/Real Estate Coordinator, the Highway Department evaluated the position and with the licensing required determined it would not be easily filled. Therefore, the Highway Department would repurpose to a Management Assistant position doing many of the same duties, but contracting out the real estate portion. The change in position will save the Highway Department approximately \$20,000 per year in the administrative costs, however the real estate costs would be absorbed in project budgets.

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 ()

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

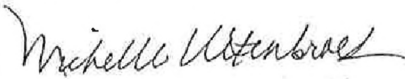
COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
			N/A

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 0
Annual Revenue 0

Fiscal Note Prepared by: Dean Steingraber /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: <u>Detail Expenditure Account Number</u> <u>Amount</u>
<u>May 7, 2024</u>	
Comments:	