

RESOLUTION NO.: 26—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 Watershed GIS Analyst position to a Programs Manager/GIS Analyst position.
3 The position has taken on supervisory responsibilities and additional programs in the
4 department. The additional costs will be covered by existing grant funding.
5

6 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

7 Committee recommend adoption of the following resolution.

8 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year
9 Table of Organization classification request to change the Watershed GIS Analyst position to a Programs
10 Manager/GIS Analyst position effective May 15, 2024, in the Land Conservation Department, as noted
11 on the attached Position Classification / Grade Change Form, Job Description, and Table of Organization,
12 which by reference are made a part hereof, and

13 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize
14 and approve of increasing the following Land Conservation line items: Salaries by \$2,642; Fringes by
15 \$395; Intergovernmental Revenue by \$3,037 as noted on the attached fiscal note, which by reference is
16 made a part hereof, and

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

20 Dated this _____ day of June 2024

21

22

23

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 CLASSIFICATION/GRADE CHANGE FORM	
Request Details	
Effective Date of Requested Change:	5/15/2024
Department:	Land Conservation
Department Head:	Greg Baneck
Cost Center Number:	1008200
Position Title:	Programs Manager/GIS Analyst (previously Watershed GIS Analyst)
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	155
Proposed Pay Grade of Position: (based on market data received from HR)	155
New Step(s) in New Grade:	3
Number of Employees: (if more than 1, complete the "Multiples" worksheet)	1
Position Justification	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
This position has taken on supervisory responsibilities over 5 (soon to be 6) positions and additional programs within the Department.	
Employee(s) Impacted By This Change (if no one in position - leave blank)	
Sarah Kussow	
Fiscal Data	
How will this position change be funded (choose from drop-down list)?	Combination - Grants/Levy
NET PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 40,453
Fringe Benefits	\$ 6,659
Other (Describe):	\$ -
Other (Describe):	\$ -
TOTAL EXPENDITURES	\$ 47,112
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>
position deletion - wages	\$ (37,811)
position deletion - fringe	\$ (6,264)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (44,075)
NET COUNTY COST (Levy/Fund Balance)	\$ 3,037

**Outagamie County
Position Description**

####

Position Title: Programs Manager/GIS Analyst December 27, 2023
Department: Land Conservation
Reports to: County Conservationist

Purpose of Position

Reporting to the County Conservationist, the Programs Manager/GIS Analyst supervises conservation program and administrative activities and employees. This position involves Geographic Information Systems (GIS) work in the areas of complex spatial data analysis, application development, watershed modeling, project management and assists with County GIS Initiatives.

Essential 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.

- Supervises subordinate program and administrative staff. Assigns work to and reviews work of program and administrative staff; establishes performance expectations and recommends disciplinary actions and terminations.
- Responsible for Department administrative work flows and procedures. Trains staff on departmental procedures, grant/program documentation requirements, software and conservation contracts.
- Assists County Conservationist with annual department budget process and tracking of department and grant budgets.
- Serves as the lead watershed planner, including conducting field investigations, surveys, watershed inventory, streambank monitoring, and analytical reports. Develops watershed plans for DNR & EPA review.
- Develop and maintain GIS datasets and utilize GIS data to perform various watershed modeling (ACPF, EVAAL, STEPL/PLET) in the planning and implementation of watershed projects.
- Assists with the preparation of grant proposals by conducting research, gathering support data, and preparing maps/graphics.
- Department lead on configuration and maximizing the use of CityView database software and other programs/software/technologies to drive efficiencies within Land Conservation operations.
- Responsible for analysis and improvement of department systems and processes. Assists in maintaining records, monitoring, developing and writing departmental policies and

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procedures while working closely with County Conservationist and other Leadership team staff.

- Participate in regional planning/GIS initiatives.
- Responsible for all Land Conservation Department general mapping on the County computerized mapping system and major GIS projects; compiles geographic data from a variety of sources including existing databases, field observation, orthophotography, and existing maps.
- 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.
- Provides mapping support for department staff.
- Coordinate, manage, and participate in research projects.
- Participate on committees where appropriate.
- Prepares and provides graphic and other educational information to the general public, project partners and others, including digital materials, aerial photography, brochures, paper maps and through in person presentations.
- 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

Bachelor's Degree in Planning, Geography, Engineering, Cartography, Watershed Management, Natural Resource Management, Soil Science, or related field or any combination of education and experience that provides the equivalent knowledge, skills and abilities. Previous experience preferred; experience or training in GIS (ESRI suite); experience in watershed project management/planning and experience in supervising staff.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

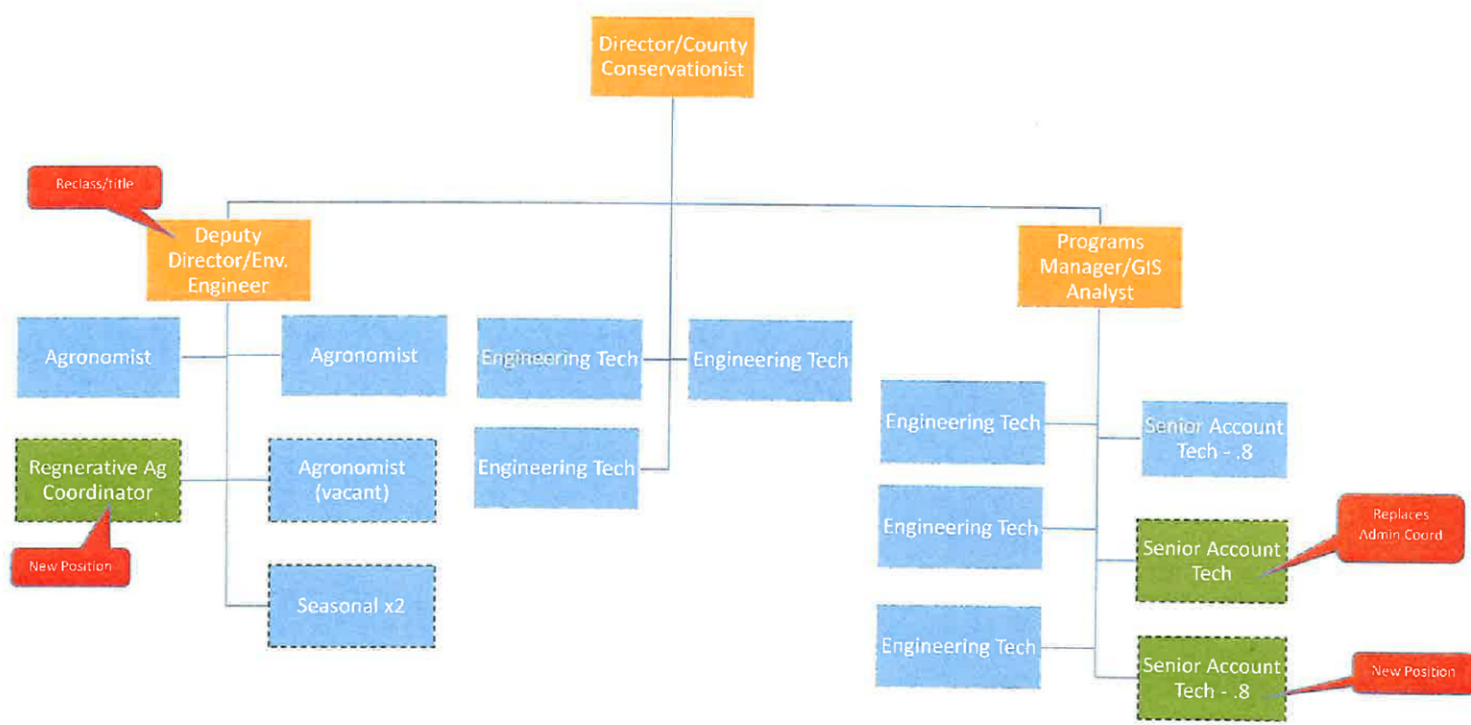
- Ability to operate a variety of office equipment, including a personal computer, telephone, fax machine, photocopier, scanner, etc.
- Ability to transport oneself to and from various locations in a timely and efficient manner.
- Knowledge of computers, database management and experience with software utilized by the department.
- Ability to operate a variety of map making and design equipment, including AutoDesk and ESRI software.
- Ability to develop and manage a GIS and related databases, transferring and receiving GIS data from a variety of sources and formats.
- Ability to effectively supervise and train subordinate staff positions and delegate tasks to provide optimal workflow.

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- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics and college level algebra, trigonometry, and geometry.
- Ability to comprehend and interpret a variety of documents, including survey data and other maps, address and other requests, site plans, permits, deeds, pertinent federal, state, and/or local statutes and regulations, planning reports, accounting records, etc.
- Ability to prepare a variety of documents, maps, billing statements, contracts, letters and other correspondence.
- Ability to interpret aerial photos and soils maps.
- Ability to communicate effectively with co-workers, cooperating agencies, program partners, and the general public both verbally and in writing.
- Basic knowledge of cartographic skills required for producing professional mapping products.
- Working knowledge in the functions and application of GPS related to GIS management.

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.

BLOODBORNE PATHOGENS
Exposure Risk Category C



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 – Programs Manager/GIS Analyst

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)

Requesting a change from the Watershed GIS Analyst to Programs Manager/GIS Analyst. This position has taken on supervisory responsibilities and additional programs in the department. The additional costs will be covered by existing grant funding.

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

X

Revenues

X

Expenses (Cost)

11

None

3. Is the specific cost or revenue included in the current year's budget?

yes () no (x) 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?
If no, skip to question 8 below.

yes (x) no ()

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
Land Conservation	Salaries	1008200.5100	2642.00
Land Conservation	Fringes	1008200.5200	395.00
Land Conservation	Intergovernmental Revenue	1008200.4200	3037.00

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
£100,000	£100,000
£200,000	£200,000
£300,000	£300,000
£400,000	£400,000
£500,000	£500,000
£600,000	£600,000
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Annual Revenue $\frac{1}{0}$

Fiscal Note Prepared by: Greg Banek/Michelle Uitenbroek

For Financial Services purposes only

Reviewed By:

Michelle Uitenbroek

Date: 5/20/2024

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:

Detail Expenditure Account Number

Amount

Comments: