

RESOLUTION NO.: 64—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Criminal Justice Treatment Services
2 (CJTS) Table of Organization changes, and the same have been made a part of the 2025
3 County Executive Budget:

4
5 Create: One (1) Part-Time Office Assistant position (sunset position)
6

7 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
8 Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
10 authorize and approve of amending the Table of Organization for the Criminal Justice Treatment Services
11 (CJTS), cost center 2101000 by creating one (1) part-time Office Assistant position (sunset position)
12 effective January 1, 2025 as described in the attached Position Addition Form, Position Description, and
13 Table of Organization, which by reference are made a part hereof, and

14 BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the
15 aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the
16 attached, 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 Human Resources Director and the Outagamie County Director
19 of Criminal Justice Treatment Services.

20 Dated this _____ day of November 2024

21
22
23

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

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Criminal Justice Treatment Services	
Department Head:	Bernie Vetrone	
Cost Center Number:	2101000	
Position Title:	Office Assistant	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	120	
Estimated Starting Step:	3	
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:	
	Part Time:	1
If Part Time position, how many hours per week will this position be working?	Hours:	24
What other alternatives were considered?	Allowing over-time for other staff.	
If deleting a position to add this position; which position(s) will be deleted?	Not Applicable	
<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:	Not Applicable	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>Reporting requirements for our Treatment Alternative and Diversion (TAD) grant are intensive and time sensitive. A dedicated part-time position is needed to gather and enter the necessary data to remain in compliance with grant requirements. This position relieves Treatment Court Coordinators of this duty, who are six grades higher on the wage schedule. Funding for this position is fully under the TAD grant. CJTS has been receiving the TAD grant for over 10 years and anticipates continued grant funding for the foreseeable future. Currently CJTS has a contracted position, using grant funds, for these job duties, however, this contract employee can only remain in this position until January of 2025 before a new individual would have to be trained due to limitations on the length of time any one contract employee can remain in a position. Grant funds have already been utilized to purchase all IT equipment for this position.</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)?	Grants	
PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	27,444
Fringe Benefits	\$	23,623
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-

Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 51,067
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)	\$ 51,067

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	

5/6/24, 7:30 PM

Class Spec Details



Outagamie County

Office Assistant (CJTS) *Contractor position

Job Description Code: 2300-16

Established Date: 01/16/2024

Effective: 01/16/2024

Salary Range

\$20.73 Hourly

Bargaining Unit

N/A

EEO

EEO1-Administrative
Support Workers

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

N/A

Physical Class

N/A

Grade

contractor

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

Position Purpose

The Office Assistant performs a variety of general and specialized administrative functions to support the Criminal Justice Treatment Services department with the various programs of the department.

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.

- Effectively communicating with the public. Greeting and directing the public, providing program information, answering multi-line telephone, taking messages, making referrals to other services when appropriate, and otherwise assisting the public.
- Gathers and documents information to determine client enrollment into programs. Schedules appointments. Enters data and program specific information into various

5/6/24, 7:30 PM

Non-Exempt

Hepatitis Category

C

Class Spec Details

computer systems, programs, and case files.

- Prepares, edits and revises various documents including correspondence, reports, meeting minutes, questionnaires, etc., from handwritten notes, meeting information, or prior documents.
- Opens, maintains, and closes electronic files/charts. Scans documents into electronic case files.
- Develop and maintain spreadsheets, create charts and tables, or generate reports.
- Process, distribute, and/or scan mail following standard procedures.
- Processes paperwork specific. Prepares legal documents and processes paperwork for court actions. Opens and files court documents as appropriate. Coordinates serving the client with court documents.
- Decipher complex documents such as legal documents, program progress reports, participant worksheets, and treatment records.
- May provide financial assistance functions including accepting client payments, recording payments, and preparing billing statements.
- Maintains inventory of office and computer supplies, forms, papers, program supplies.

Education/Certifications/Experience Requirements

- Minimum of a high school diploma or GED equivalent with at least two years of office experience.
- Experience in Word, Excel, scanning, and public contact preferred.

5/6/24, 7:30 PM

Class Spec Details

- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities

Required or Preferred Skills

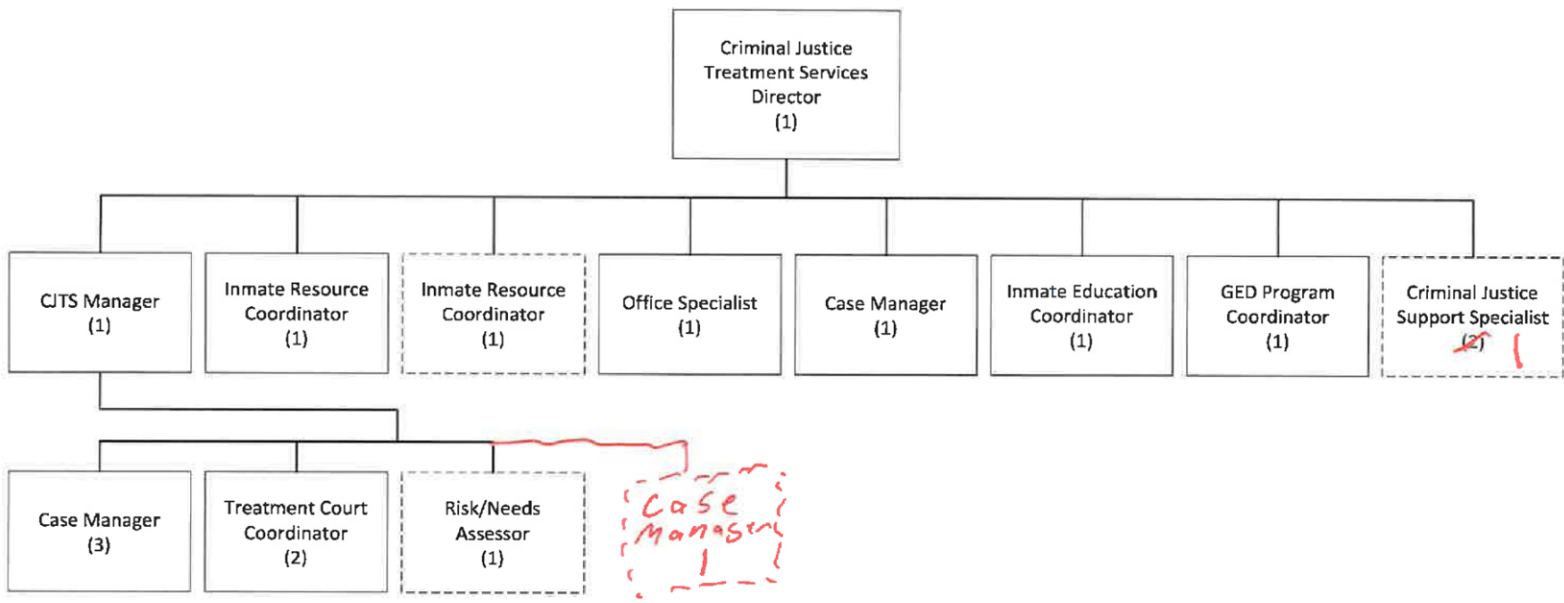
- Knowledge of and ability to use modern office practices, procedures, and equipment.
- Skill in operation of computers and software programs utilized by the department.
- Demonstrated ability to type a minimum of 40 wpm with 95% accuracy. After the first year, will demonstrate ability to type 50 wpm with 95% accuracy.
- Effectively communicate in English. The ability to understand and follow written and oral instructions.
- Determine priorities, multi-task, plan and organize work schedule to meet deadlines and goals.
- Respect individual and their differences, and work with members of all socioeconomic groups.
- Maintain confidentiality and accountability.
- Establish and maintain effective working relationships with co-workers, other county and department employees, and the general public.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to lift, carry, push, pull or otherwise move up to 20 pounds. Understand and use proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE

5/6/24, 7:30 PM

Class Spec Details

ACCOMMODATIONS TO QUALIFIED
INDIVIDUALS WITH DISABILITIES AND
ENCOURAGES BOTH PROSPECTIVE
EMPLOYEES AND INCUMBENTS TO
DISCUSS POTENTIAL
ACCOMMODATIONS WITH THE
EMPLOYER.



FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

POSITION COUNT

REGULAR POSITIONS:

	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
<u>COST CENTER 1009100</u>								
CASE MANAGER	5	0	5	0	4	0	4	1
CJTS DIRECTOR	1	0	1	0	1	0	1	0
CJTS MANAGER	1	0	1	0	1	0	1	0
CRIMINAL JUSTICE SUPPORT SPECIALIST	0	2	0	2	0	2	0	1
GED PROGRAM COORDINATOR	1	0	1	0	1	0	1	0
INMATE EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
INMATE RESOURCE COORDINATOR	1	1	1	1	1	1	1	1
MENTAL HEALTH COURT COORDINATOR	0	0	1	0	1	0	0	0
OFFICE SPECIALIST	1	0	1	0	1	0	1	1
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
COST CENTER TOTALS	11	4	12	4	11	4	10	5

COST CENTER 1009110

TREATMENT COURT COORDINATOR	1	0	2	0	2	0	2	0
COST CENTER TOTALS	1	0	2	0	2	0	2	0
TOTAL POSITIONS-REGULAR:	12	4	14	4	13	4	12	5
TOTAL ALL POSITIONS:	12	4	14	4	13	4	12	5

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

