

RESOLUTION NO.: 73—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Health and Human Services Department
2 Table of Organization change, and the same has been made a part of the 2025 County
3 Executive Budget:

4
5 Create: One (1) Full-time Systems Analyst II 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 Health and Human Services
11 Department, cost center 2066090 by creating One (1) full-time Systems Analyst II position effective
12 January 1, 2025 as described in the attached Position Addition Form, Position Description, and Table of
13 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 Health
19 and Human Services Director.

20 Dated this _____ day of November 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 ADDITION FORM		
Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2066090	
Position Title:	Systems Analysts II	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	150	
Estimated Starting Step:	1	
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:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
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:		
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>We are requesting another Systems Analyst II position to help our department with our rapidly growing information technology workload. From April of 2020 to the present, we have increased the number of employees in our department from 350 to 427. This is a 17% increase in staff. In addition, our Department is also in the process of implementing Smartcare, an integrated fiscal and database system that will replace our current system called TCM (The Clinical Manager). Our new system has many new features and enhancements. To take full advantage of all of these abilities to further automate work and processes in the department it will take Analysts staff time to learn the entire system, create new forms, screens and reports for the entire dept, assist the entire department with reviewing process flows and how all new processes will fit in the new system. We are planning to dedicate this new position to our mental health area, which will allow us to recoup a large portion of these positions on-going costs.</p> <p>Along with this major undertaking, the state is also undergoing 3 major system upgrades that will require analysts time to understand the security and connections to these systems and help support our end users on a daily basis. We have also had a higher amount of new staff members in the Department, which has greatly increased the amount of training, needed to ensure these staff are fully utilizing technology to maximize their productivity and efficiency.</p>		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Combination - Levy/Non-Levy	

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	65,356
Fringe Benefits	\$	36,655
Travel/Training	\$	350
Supplies - IT	\$	330
Supplies - Other	\$	1,079
Purchased Services - IT	\$	4,215
Purchased Services - Other		
Capital Outlay		
TOTAL EXPENDITURES	\$	107,985
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>	
	\$	(87,791)
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(87,791)
NET COUNTY COST (Levy/Fund Bal)	\$	20,194

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	



Outagamie County

Systems Analyst II (DHHS-SS)

Job Description Code: 6550-11
Established Date: 01/29/2021
Last Revised Date: 01/16/2024
Effective: 01/16/2024

Salary Range

\$31.11 - \$40.58 Hourly

Bargaining Unit

N/A

EEO

EEO1-Administrative
Support Workers

Occupational Group

140

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

150

Position Purpose

The Systems Analyst II serves as liaison between IT and Health and Human Services; manages projects; trains staff; creates documentation; implements and assists in the maintenance of software in the Health and Human Services area; and is the primary contact for technical related requests from Health and Human Services to IT.

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.

- Analyzes and evaluates user's processes and procedures for efficiency; learns and understands user's needs; requests enhancements to data systems, and recommends technology solutions.
- Provides leadership, data, and information for the creation of the

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

Non-Exempt

Hepatitis Category

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- department's 3 year Information Technology Plan.
- Coordinates installation, implementation and training of staff on software packages.
- Tests and verifies requested program changes and provides necessary feedback.
- Writes and revises procedures manuals and training material. Documents necessary meetings.
- Assists users with problems or questions relating to computer hardware and software.
- Reviews available software packages and makes recommendations. Reviews new products, procedures, and methods of operation.
- Maintains electronic records; reviews data for accuracy and quality assurance; monitors data to assist in meeting federal, state and local performance standards.
- Develops, maintains and monitors interfaces to other systems.
- Coordinate IT projects with state and regional partners as required. Attends state and regional meetings as needed.

Education/Certifications/Experience Requirements

- Associates Degree in computer related field with three to five years of experience in computer systems
- Project coordination, system development, and strong communication abilities.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Analyze software and design information flow; make recommendations as necessary.
- Manage multiple, concurrent projects, activities and tasks under time constraints.
- Exceptional communication, teamwork and influencing skills that foster a collaborative and continuous improvement environment.
- Comprehend and interpret a variety of documents including letters and other correspondence, records, various internal and external reports, policy and procedure manuals, evaluations, logs, statements, etc.
- Prepare a variety of documents including general correspondence, reports, statistical reports, procedures, etc.
- Excellent facilitation and organizational skills.
- Strong critical/analytical thinking and problem-solving skills. Problem solve issues between department and IT, and to resolve conflicts.
- Effectively interface with staff at all levels and train other staff as needed.
- Use and interpret computer related terminology and interpret department needs to programmers.
- May also require ability to make use of descriptive statistics.

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

POSITION COUNT

REGULAR POSITIONS:

	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<u>MANAGEMENT & ADMINISTRATIVE SERVICES</u>								
<u>COST CENTER 2065010</u>								
ADMINISTRATIVE ASSISTANT	2	0	2	0	2	0	2	0
DEPUTY DIRECTOR	1	0	1	0	1	0	1	0
HEALTH AND HUMAN SERVICES DIRECTOR	1	0	1	0	1	0	1	0
MANAGEMENT ASSISTANT	1	0	1	0	1	0	1	0
SYSTEMS ANALYST II	2	0	2	0	2	0	2	0
SYSTEMS ANALYST SUPERVISOR	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	1	0	1	0	1	0	1	0
ADMINISTRATIVE SERVICES MANAGER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	10	0	10	0	10	0	10	0
<u>COST CENTER 2066090</u>								
ADMINISTRATIVE SERVICES SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE ASSISTANT	6	3	6	3	6	3	6	3
DIVISION ASSISTANT	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	0	0	1	0	1	0	1	0
SYSTEMS ANALYST II	0	0	0	0	0	0	1	0
COST CENTER TOTALS	8	3	9	3	9	3	10	3
<u>COST CENTER 2061010</u>								
OFFICE ASSISTANT	3	0	3	0	3	0	3	0
COST CENTER TOTALS	3	0	3	0	3	0	3	0
<u>COST CENTER 2067040</u>								
OFFICE ASSISTANT	3	1	3	1	3	1	3	1
COST CENTER TOTALS	3	1	3	1	3	1	3	1