

RESOLUTION NO. 5-698

RESOLUTION REORGANIZING COUNTY ADMINISTRATIVE OFFICES

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the complexity of the services and programs operated by Iowa County have increased significantly during the past 20 years;

WHEREAS, as programs have increased in complexity, Iowa County has had to respond by increasing its administrative staff so as to be able to respond to the demands of the County's mandatory functions with sophisticated personnel;

WHEREAS, in addition to the County Clerk, Iowa County now employs a Finance Director, Personnel Coordinator and support staff, as part of its administrative structure, and it is appropriate to formalize the interrelationship of these offices and assure that appropriate support staff is provided;

WHEREAS, the Personnel Committee has indicated that the Personnel Coordinator currently has no clerical support, which has required her to perform her own clerical duties such as typing, mailing, filing and copying in support of her labor relations duties;

WHEREAS, the Chief Deputy Clerk position can be increased from 35 to 40 hours per week to provide clerical support for the Personnel Coordinator, and the Personnel Committee believes that clerical support will increase the effectiveness of the Personnel Coordinator and the County's labor relations, and recommends that the Chief Deputy County Clerk be increased from 35 to 40 hours per week to perform those clerical support tasks;

WHEREAS, the Finance, Bonds and Insurance Committee concurs in the recommendation that additional hours be authorized for the Chief Deputy Clerk, and recommends that the County Board authorize expanding the position's hours and transfer funds as necessary to pay for the additional time;

NOW, THEREFORE, BE IT RESOLVED, by the Iowa County Board of Supervisors that the following statement of responsibilities and duties is adopted to provide overall guidance for the operation of County administration and the County Departments:

ADMINISTRATIVE OFFICES POLICY

Administrative Offices. Iowa County's policy-making body shall be the Iowa County Board of Supervisors and its committees. In order to effectively implement the policy directives of the County Board, the Board delegates administrative responsibilities to the following officers or employees of the County:

1. County Board Chairperson / Administrative Coordinator. The County Board Chairperson exercises the duties of that office under the Wisconsin Statutes. The County Board has designated the Chairperson as the Administrative Coordinator to assure that the policies of the County Board are implemented fully and efficiently by the County departments. The Coordinator shall provide general oversight of the administrative offices and the County departments.
2. County Clerk. The Clerk shall be responsible for recording the proceedings of the County Board and committees; management of County insurance, property management, records management, and other duties provided by the Wisconsin statutes and advise the County Board on such matters.
3. Finance Director. The Finance Director shall be responsible for establishing and maintaining the accounting and financial records of the County, and assure that departments have and maintain appropriate accounting systems, and that departments track expenditures and revenues in a manner which is consistent with state law, County ordinances and the adopted County budget. The Finance Director shall provide the Personnel Coordinator with financial information to support the Coordinator's work in formulation and implementation of the County's position in labor negotiations. The Finance Director shall advise the County Clerk on the valuation of county property for insurance purposes. The Finance Director shall supervise the payroll system in compliance with federal and state law.
4. Personnel Coordinator. The Personnel Coordinator shall advise the County in development of compensation, management, labor relations, and administrative policies which will enable Iowa County to attract and retain quality employees. The Personnel Coordinator shall supervise employee benefit plans, participate in labor relations and negotiations, and develop recommended positions in collective bargaining for review by the County Board or the Personnel Committee.
5. Chief Deputy County Clerk. The Chief Deputy County Clerk shall serve as the main assistant to the County Clerk in the performance of the Clerk's duties, and shall carry out the duties of the Clerk in the absence of the Clerk. The Chief Deputy Clerk shall also act as the clerical and paraprofessional support staff for the Personnel Coordinator and the County Board Chairperson.

AND BE IT FURTHER RESOLVED, that the Chief Deputy County Clerk position in the County Clerk's office be increased from thirty five (35) hours per week to forty (40) hours per week effective on the adoption of this Resolution. The additional five hours per week shall be made available to the Personnel Coordinator for clerical support of the

RECOMMENDED MODIFICATIONS TO POSITION DESCRIPTIONS:

I. Chief Deputy Clerk

a. Add to the "Position Summary" section as a new second paragraph:

The Chief Deputy Clerk is also designated as the clerical support person for the Personnel Coordinator. The clerical support will include preparation of correspondence, memoranda, filing and minutes which include information related to the County's relations with its collective bargaining units, including information which is withheld from the union for bargaining purposes.

b. Add to Duties and Responsibilities as follows:

Add to list of positions supported in item 10:

10. Type correspondence, forms, letters and perform other clerical support for the County Clerk, County Board, Personnel Coordinator and Finance Director, including the handling of information pertaining to the County's strategy and positions in collective bargaining and relations with its bargaining units.

Insert as a new point 11, and renumber the following sections:

11. Act as the clerical and paraprofessional support staff person designated at this time for confidential labor relations matters involving Iowa County and its bargaining units.

c. Reword Required Training and Work Experience, item 4, as follows:

4. Ability to establish working relationships with county officials, department heads, employees, and the general public, including the ability to maintain the confidentiality of information concerning the County's position in labor relations.

II Finance Director.

a. Add to the duties and responsibilities:

Confer with the Personnel Committee and Coordinator on the fiscal impact of proposals received from the employee unions and provide costing information to the Personnel Committee and Coordinator with respect to the County's proposals for labor negotiations.

b. Add to the required training and experience:

Ability to maintain confidentiality of information concerning the County's position in labor relations.

Personnel Coordinator in the administration of employee relations, including support of labor relations. The position description of the Chief Deputy County Clerk shall be revised to include the additional responsibilities and to specify that the Chief Deputy County Clerk shall provide confidential clerical support to the Personnel Coordinator in labor relations with the collective bargaining units representing county employees.

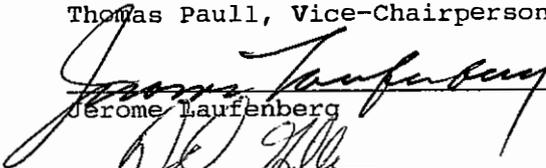
AND BE IT FURTHER RESOLVED that funds sufficient to pay the increased cost of the additional hours of work shall be transferred to the appropriate budget lines.

Respectfully submitted,

PERSONNEL COMMITTEE


Neil Jefferson, Chairperson

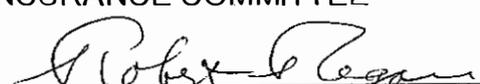
Thomas Paull, Vice-Chairperson

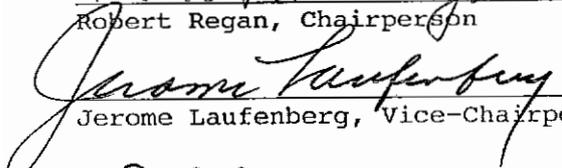

Jerome Laufenberg


David Gollon

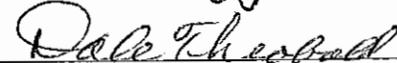
Diane McGuire

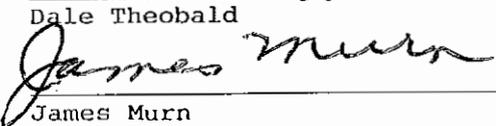
FINANCE, BONDS, AND
INSURANCE COMMITTEE


Robert Regan, Chairperson


Jerome Laufenberg, Vice-Chairperson


Neil Jefferson


Dale Theobald


James Murn