

RESOLUTION NO. 7-1298

Shared Position Personnel/Finance Confidential Administrative Secretary

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, Iowa County employs a Personnel Director and Finance Director as Management/Non-Represented personnel within the Administrative Offices; both of these positions are deemed "confidential" in nature and therefore exempt from inclusion in any bargaining unit because of their administrative duties;

WHEREAS, the Iowa County Department of Personnel was established in January of 1995 with a full-time professional position of Personnel Coordinator to assist the Committee on Salary & Personnel in the County's labor relations and other mandatory functions such as Equal Employment Opportunity (EEO), Affirmative Action plan (AA), and, the American Disabilities Act (ADA). The Personnel Coordinator was re-titled Personnel Director on October 21, 1998. The Personnel Director provides extensive and specialized assistance to the Committee on Salary & Personnel in the administration of all personnel and labor relations functions, including the planning, development and implementation of all policies and procedures which affect employees and their working conditions. In addition, the Personnel Director exercises supervision over all departments in Iowa County in personnel related functions and acts as the department head of the Personnel Department. The required education for this position includes a Bachelor's Degree and many years of experience in the areas of human resources/personnel;

WHEREAS, the Iowa County Department of Finance was established in April of 1997 with a full-time professional position of Finance Director to be responsible for performing mandatory functions such as technical work with accounting services in accordance with Wisconsin Statute 59.23. The Finance Director's duties include but are not limited to the development, implementation, and administration of a fund-based accounting and financial reporting system. In addition, the Finance Director exercises supervision over departmental accounting and reporting methods for all departments in Iowa County and acts as the department head of the Finance Department. The required education for the Finance Director includes a Bachelor's Degree and licensed as a Certified Public Accountant (CPA);

WHEREAS, the complexity and the volume of the services and programs of the Personnel and Finance administrative offices have increased. In addition, it is further recognized clerical support can not be provided by a bargaining unit employee due to the "confidential" administrative nature of job duties for both the Finance and Personnel Director positions.

WHEREAS, both Directors are currently required to perform their own "confidential" clerical support duties such as typing, mailing, filing, photocopying;

WHEREAS, Iowa County Committees of Finance and Salary & Personnel recognizes that programs and services in the Personnel and Finance offices have increased in complexity and that Director level Administrative staff are performing their own "confidential" clerical support duties; the committees further recognize that Directors performing clerical support duties is not an efficient use of the Directors' time and takes time away from Directors' fulfilling and expanding their current job description duties;

THEREBY, BE IT RESOLVED, that the Iowa County Committees on Finance and Salary & Personnel recommend the addition of full-time Personnel/Finance Confidential Administrative Secretary to assist the Personnel Director (i.e., 60%) and the Finance Director (i.e., 40%) in performing the confidential clerical support duties of these two Administrative offices;

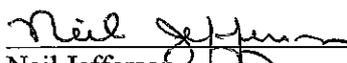
BE IT FURTHER RESOLVED, the Committees believe that the establishment of a confidential clerical support position will further increase the effectiveness of the Personnel and the Finance Director and thereby Iowa County's position on labor relations and other personnel related functions in addition to, departmental accounting and reporting methods;

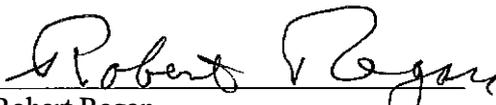
THEREFORE, BE IT RESOLVED, BY THE IOWA COUNTY BOARD OF SUPERVISORS THAT: the Iowa County Board of Supervisors adopt the recommendations of the Committees on Finance and Salary & Personnel, and approve the addition of the full-time (i.e., 35hrs./wk.) Personnel/Finance Confidential Administrative Secretary to increase the effectiveness of the two aforementioned Administrative Director level staff;

BE IT FURTHER RESOLVED BY THE IOWA COUNTY BOARD OF SUPERVISORS THAT: the salary and fringe benefits allocations for the above position be allotted as follows from the two departmental budgets: 60% Personnel Office and 40% Finance Office; and, that the shared full-time (i.e., 35hrs./wk.) confidential administrative secretary position be approved effective January 1, 1999 in conformance with all of the recruiting and hiring requirements contained in the Iowa County Personnel Policies for Management and Non-Represented Personnel.

Dated this 9th day of December, 1998.

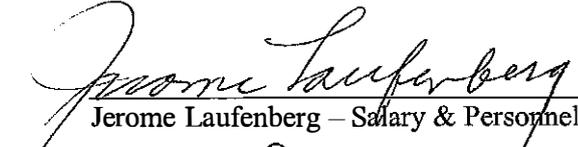
Respectfully submitted:

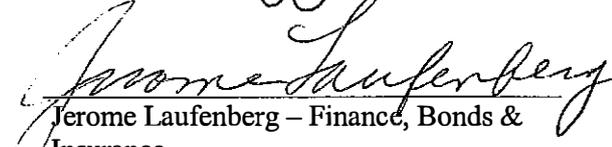

Neil Jefferson,
Chairperson - Salary & Personnel


Robert Regan,
Chairperson - Finance, Bonds & Insurance

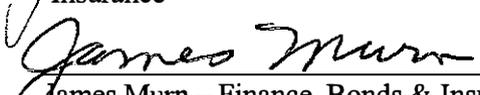

David Gollon, Jr. - Salary & Personnel

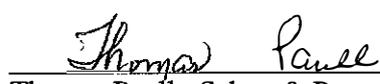

Neil Jefferson - Finance, Bonds & Insurance

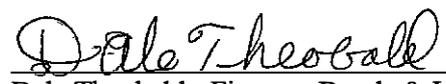

Jerome Laufenberg - Salary & Personnel


Jerome Laufenberg - Finance, Bonds & Insurance


Diane McGuire - Salary & Personnel


James Murn - Finance, Bonds & Insurance


Thomas Paull - Salary & Personnel


Dale Theobald - Finance, Bonds & Insurance

Adopted this 15th day of December, 1998.


Richard Scullion
Iowa County Chairman

ATTEST:

David D. Meudt
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the above resolution was duly adopted by the County Board of Iowa County on the _____ day of December, 1998.

David D. Meudt
Iowa County Clerk; Iowa County, Wisconsin