

CHIPPEWA COUNTY
FACILITIES & PARKS COMMITTEE
SPECIAL MEETING
AUGUST 31, 2021
CHIPPEWA COUNTY COURTHOUSE, RM 302
8:00 AM

1. CALL TO ORDER

The meeting was called to order at 8:00 am.

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Harold Steele	Chippewa County	District 1 (Chair)	Present	
David Eisenhuth	Chippewa County	District 11 (Vice-Chair)	Present	
Charlene Kervina	Chippewa County	District 10	Present	
James Mickelson	Chippewa County	District 8	Present	
Glen Sikorski	Chippewa County	District 2	Present	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

There were no members of the public.

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 2
SECONDER:	Charlene Kervina, District 10
AYES:	Steele, Eisenhuth, Kervina, Mickelson, Sikorski

1. Approve the Agenda
2. Schedule next meeting date - September 22nd 2021 10:00 AM

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Create a Full-Time Shared Position in the Human Resources and Facilities & Parks Divisions of the Department of Administration Entitled Human Resources Assistant/Administrative Assistant III Administrator Scholz addressed the Committee regarding the Resolution.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]
MOVER:	James Mickelson, District 8
SECONDER:	Charlene Kervina, District 10
AYES:	Steele, Eisenhuth, Kervina, Mickelson, Sikorski

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

Facilities & Parks Committee

Minutes
Special Meeting

Chippewa County Courthouse, Rm 302

August 31, 2021
8:00 AM

8. ADJOURN

The meeting was adjourned at 8:17 am.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 2
SECONDER:	David Eisenhuth, District 11 (Vice-Chair)
AYES:	Steele, Eisenhuth, Kervina, Mickelson, Sikorski



STATEMENT OF EXPLANATION

Resolution No.

RESOLUTION TO CREATE A FULL-TIME SHARED POSITION IN THE HUMAN RESOURCES AND FACILITIES & PARKS DIVISIONS OF THE DEPARTMENT OF ADMINISTRATION ENTITLED HUMAN RESOURCES ASSISTANT/ADMINISTRATIVE ASSISTANT III

1 Passage of this resolution will create one full-time shared position in the Department of
2 Administration shared by the Human Resources Division (75% - approximately 1560 hours
3 annually) and Facilities & Parks Division (25% - approximately 536 hours annually). This Human
4 Resources Assistant/Administrative Assistant III would be created effective September 20,
5 2021, and will initially be dedicated to the Human Resources Division through December 31,
6 2021, to assist with the increased workload due to the transition to a self-funded health
7 insurance plan effective January 1, 2022.

8 Effective January 1, 2022, the Human Resources Assistant/Administrative Assistant III
9 will be shared between the Divisions and will work 75% (approximately 1,560 hours) in the
10 Human Resources Division and 25% (approximately 520-536 hours) in the Facilities & Parks
11 Division, due to the increased workload in the Facilities & Parks Division. Passage of this
12 resolution will also eliminate the LTE position currently budgeted in the Human Resources
13 Division working 975 hours annually.

14 The County Board approved that the County transition from a fully insured health
15 insurance plan to a self-funded health insurance plan, effective January 1, 2022. The Human
16 Resources Division will be tasked with researching, administering and communicating all
17 changes associated with transitioning to a self-funded health insurance plan. The Human
18 Resources Division will also work with the County's broker to recommend solutions that align
19 with the County's goals related to recruitment, retention and employee engagement, while also
20 seeking to reduce costs due to the large increases that the healthcare market places on
21 organizations annually. Some of the extra Human Resources Division tasks will include research
22 and administration of an onsite / near-site clinic, improved network steerage, improved
23 network access, ability to do direct contracting with employee/County cost savings, to better
24 leverage current and new benefit technologies, improve pharmacy benefit design, discover
25 better health or wellness strategies, education and communication due to better claims data
26 available, and researching and implementing health incentives to improve the health and

wellbeing of employees and also reduce costs for employees and the County.

A Human Resources Generalist gave a notice to terminate employment with Chippewa County effective August 31, 2021. That generalist has been intimately involved in the transition to a self-funded health insurance plan. The current Human Resources Assistant Limited Term Employee (LTE) is fully trained in the areas of payroll, recruitment and preparing documents for onboarding employees. The Human Resources Director and County Administrator are recommending transitioning the Human Resources Assistant LTE to full-time status effective upon passage of this resolution to fill this newly created position. As a result, the Human Resources LTE position would be eliminated from the Human Resources budget in 2022.

With open enrollment in October and the county transitioning to a self-funded health insurance plan, it is critical to provide the best service possible to our employees. This increase to full-time hours will allow for lower anxiety and a smooth transition for our employees during this time. The Human Resources Budget will be able to absorb the cost of this full-time position from September 20 to December 31, 2021, with the funds currently in its 2021 budget.

The Facilities & Parks Division has seen a 68% increase in camping reservations since 2013. Camping reservations have increased 12.8% from 2018 to 2019 and increased 25.7% from 2019 to 2020, and continue to increase in 2021. As a result, this has increased the workload as well as revenue for the Division. In 2014, the County purchased and installed a Maintenance Management System (MMS) to assist the Division with work orders and to manage the schedule for preventative maintenance. Since then, the Division has experienced continued growth and workload in the office, leveling off at approximately 3,900 work orders in 2019 and 2020. The Chippewa County Public Firearms Range has also experienced continued growth since it opened in 2006. The range had 71 members in 2009 and increased to 539 in 2020 and this too has increased workload in the office, as well as revenue for the Division. The Facilities & Parks Division Director requested additional administrative assistant support of 520 hours annually to assist the current full-time Administrative Assistant III with the increase in workload.

Effective January 1, 2022, the Human Resources Assistant/Administrative Assistant III shared position will begin working approximately 520-536 hours in the Facilities & Parks

56 Division to address the workload issues in that Division of the Department of Administration.
57

Resolution No.

RESOLUTION TO CREATE A FULL-TIME SHARED POSITION IN THE HUMAN RESOURCES AND FACILITIES & PARKS DIVISIONS OF THE DEPARTMENT OF ADMINISTRATION ENTITLED HUMAN RESOURCES ASSISTANT/ADMINISTRATIVE ASSISTANT III

WHEREAS, there is an increased need for administrative support in both the Human Resources Division and Facilities & Parks Division of the Department of Administration; and

WHEREAS, the County Board authorized the transition of the County's health insurance program from a fully insured health insurance plan to a self-funded health insurance plan effective January 1, 2022; and

WHEREAS, transitioning the County's health insurance plan from a fully insured plan to a self-funded health insurance plan will allow the County to research and take advantage of many of the following options or features primarily available or recommended to self-funded health insurance plans including:

- Onsite / near-site clinics
- Improve network steerage
- Improve network access
- Direct contracting and employee/County cost savings
- Leveraging current and new benefit technologies
- Improve pharmacy benefit design
- Better health or wellness strategies, education and communication due to better claims data available
- Ability to research and implement health incentives to improve health and wellbeing of employees and also reduce cost for employees and the County; and

WHEREAS, Chippewa County's strategic plan states that one of the County's goals is to, "Effectively communicate information about programs, services and resources to all residents and employees"; and

WHEREAS, transitioning Chippewa County's health insurance plan from a fully insured model to a self-funded health insurance model may include many new features, which will require additional research and administration, and will increase the need for better employee communication and education due to the changes that may occur; and

WHEREAS, one of the Human Resources Generalists provided notice to terminate employment with Chippewa County effective August 31, 2021, and that Generalist was intimately involved in the transition from a fully funded health insurance plan to a self-funded plan; and

WHEREAS, that soon to be vacant Human Resources Generalist position is also responsible for processing bi-weekly payroll, administering Chippewa County recruitments, managing all onboarding and bi-weekly new employee orientations, managing employee separations, administering County benefits and the annual open enrollment benefit process each fall; and

WHEREAS, the current Human Resources Assistant Limited Term Employee (LTE) is fully trained in the areas of payroll, recruitment and preparing documents for onboarding employees; and

WHEREAS, increasing the hours available for the Human Resources Assistant LTE to full-time hours would allow the Division to continue to provide all Human Resources services to Chippewa County Department Heads, managers and employees without delay and would also allow the Human Resources Division adequate time to recruit and train a new full-time Human Resources Generalist by the end of the year; and

WHEREAS, the Human Resources Division is in the process of recruiting to replace the Human Resources Generalist and estimates the start date for a new employee to be October 4, 2021; and

WHEREAS, the Chippewa County Facilities & Parks Division manages multiple boat landings and 4 County Parks with 98 campsites; and

WHEREAS, the Chippewa County Facilities & Parks Division maintains the Government Center Campus, Public Firearms Range and multiple Communication Tower sites; and

WHEREAS, the Chippewa County Parks revenue and camping reservations have realized continual growth for the last several years, experiencing a 68% increase in revenue between 2014 and 2020, and a 54% increase in campsite reservations between 2013 and 2020; and

WHEREAS, the Chippewa County Facilities & Parks Division purchased and installed a Maintenance Management Software (MMS) in 2014; and

WHEREAS, the MMS generated about 2,500 work orders in 2014, and has experienced continual growth - leveling off at about 3,900 work orders in 2019 and 2020; and

WHEREAS, the Chippewa County Public Firearms Range was opened to the public in 2006, and has experienced continual growth in usage such that the Range annual membership has increased from 71 annual members in 2009 to 539 in 2020 and the range revenue has grown from \$5,990 in 2010 to \$18,273 in 2020; and

WHEREAS, the Facilities & Parks Division Director has requested that an LTE Administrative Assistant III be hired to work 520 hours annually to provide support for the

145 additional work load that has developed over time; and

146
147 WHEREAS, the County Administrator has the authority to approve a request for a new
148 LTE position, however, due to the difficulty in filling LTE positions and the increase in turnover
149 in LTE positions, the County Administrator recommends creating a full-time shared position
150 between the Human Resources Division and Facilities & Park Division to address their increased
151 workloads; and

152
153 WHEREAS, a local employment recruitment agency has stated that “part-time workers
154 usually have less commitment to the organization because they spend less time at the
155 organization and they find it easier to leave because of lack of full-time income and benefits”;
156 and

157
158 WHEREAS, the Human Resources Division confirmed that most LTE positions are not
159 only extremely difficult to recruit for, requiring multiple advertisements and delays in filling the
160 positions, but also have a higher than average turnover rate due to the limited or part time
161 nature of the position and offers no benefits; and

162
163 WHEREAS, it is believed that an increase of 525 hours to the current Human Resources
164 Assistant LTE position in the Human Resources Division would allow the current Human
165 Resources Generalist to reduce other tasks to allow for better communication that is more
166 frequent and detailed regarding the plan design options that will allow the County and
167 employees to save money in health care costs; and

168
169 WHEREAS, the Human Resources Director, Facilities & Parks Director and the County
170 Administrator recommend that the current Human Resources LTE position be eliminated and
171 replaced by a full-time shared position, entitled “Human Resources Assistant/Administrative
172 Assistant III” where the employee would work 75% (approximately 1,560 hours) in the Human
173 Resources Division and 25% (approximately 536 hours) in the Facilities & Parks Division; and

174
175 WHEREAS, both positions require similar job skills, including several office or
176 administrative tasks and customer service skills; and

177
178 WHEREAS, it is also recommended that the Human Resources Assistant/Administrative
179 Assistant III initially be dedicated to the Human Resources Division for 40 hours per week until
180 December 31, 2021, to assist in the transition to a self-funded health insurance plan and with
181 other duties necessary during the recruitment and training of the next Human Resources
182 Generalist; and

183
184 WHEREAS, commencing in 2022, the increased cost from 975 hours up to 1,560 hours in
185 the Human Resources Division along with 75% of the benefit costs will be fully funded by the
186 health insurance plan and other Human Resources expenditure reductions in advertising; and

187
188 WHEREAS, the increase of up to 536 hours in the Facilities & Parks Division along with

25% of the benefits will be fully funded by the increase in revenue generated by the Parks;

NOW, THERFORE BE IT RESOLVED, that effective September 20, 2021, the current Human Resources LTE position is hereby eliminated; and

BE IT FURTHER RESOLVED, that effective September 20, 2021, the current Human Resources Assistant LTE position will be replaced by a full-time position, entitled Human Resources Assistant/Administrative Assistant III, that will initially work 40 hours per week in the Human Resources Division until December 31, 2021; and

BE IT FURTHER RESOLVED, that the current Human Resources Assistant LTE shall become the new Human Resources Assistant/Administrative Assistant III, effective September 20, 2021; and

BE IT FURTHER RESOLVED, that effective January 1, 2022, the Human Resources Assistant/Administrative Assistant III will begin working as a shared position and will work 75% (approximately 1,560 hours) in the Human Resources Division and 25% (approximately 520-536 hours) in the Facilities & Parks Division; and

BE IT FURTHER RESOLVED, that Human Resources Assistant/Administrative Assistant III will have job duties and responsibilities as set out in the attached draft job descriptions from the Human Resources Division and Facilities & Parks Division.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2021 – Total Wages and Benefits Fiscal Impact for HR Assistant moving from LTE to Full Time in Human Resources Division

\$19,307	Tax Levy Funded within 2021 HR Budget
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2022 – Total Wages and Benefits Fiscal Impact for one (1) shared Full Time position in Human Resources Division and Facilities and Parks Division

\$70,967	Total Wages and Benefits for shared position
(\$22,729)	Tax Levy Funded with HR LTE and Advertising funding
(\$15,496)	Reallocation Workers Comp for HR Generalist
(\$15,000)	Self-Funded Health Insurance
(\$17,742)	Park Revenues

09/7/2021 Executive Committee

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

8/23/2021

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

8/23/2021

Randy B. Scholz
Randy B. Scholz, County Administrator

8/23/2021



Department of Administration

Randy B. Scholz, County Administrator

August 17, 2021

TO: County Board Supervisors

FR: Randy Scholz

RE: Update on July 16, 2021 Memo: Recommendation to Transition to Self-Funded Health Insurance for 2022 and Request for Additional Staff Hours in the Human Resources and Facilities & Parks Divisions

In a memo dated July 16, 2021, (see attached) I talked about Chippewa County possibly moving to self-funded health insurance. I also informed you of the request from the Human Resources Division and Facilities & Parks Division for additional support staff hours. The Human Resources Division's need was based on Chippewa County moving to self-funded health insurance. At the August 10, 2021 County Board meeting the Board voted to transition to self-funded health insurance.

Since the August 10, 2021, County Board meeting, the Human Resources Generalist responsible for benefits and open enrollment each fall submitted a notice to terminate employment with Chippewa County effective August 31, 2021. The current Human Resources Assistant LTE is fully trained in the areas of payroll, recruitment and preparing document for onboarding employees. Both the Human Resources Director and I are recommending that we increase the HR Assistant LTE to full-time status effective upon passage of a resolution that will go to the Executive Committee on September 7, 2021 and the County Board on September 14, 2021.

With open enrollment coming soon and the county transitioning to a self-insured health insurance plan, it is critical to provide the best service possible to our employees. This will allow for lower anxiety and a smooth transition for our employees during this time. The Human Resources 2021 budget will be able to absorb the cost for the 2021 budget.

The Human Resources Director requests that the Human Resources Assistant LTE be approved to increase hours from 19 hours per week to 40 hours per week effective September 20, 2021 and through December 31, 2021. This will allow the department to continue to provide all Human Resources services to Chippewa County Department Heads, managers and employees without delay and would also allow the Human Resources Division adequate time to train a new full time Human Resources Generalist by the end of the year.

It is my intent to bring forward a resolution to the Facilities & Parks Committee on August 31, 2021, to the Executive Committee on September 7, 2021, and then to the County Board on September 14, 2021. There will be one resolution to approve the following:

1. Increase the current HR Assistant LTE from 19 hours per week to 40 hours per week effective September 20, 2021 through December 31, 2021. The current HR Assistant LTE position will be eliminated. The current HR Assistant LTE will become the new full-time employee.
2. Create a shared position between the HR Division and the Facilities & Parks Division effective January 1, 2022. The full-time HR Assistant will be replaced by a full-time shared position where the employee works 75% (approximately 1,560 hours) in the Human Resources Division and 25% (approximately 520-536 hours) in the Facilities & Parks Division. The current HR Assistant will become the new shared full-time employee.

Sincerely,

Randy Scholz
County Administrator

Attachment



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Administration Division: Human Resources / Facilities & Park

Current Job Description Title: Human Resources Assistant LTE Anticipated Start Date: 9/20/2021

Proposed Job Description Title: (if different) Human Resources Assistant / Administrative Assistant III

Direct Supervisor: Toni Hohlfelder / Larry Ritzinger

Current/Past Employee Name (blank if new position): Kathy Zawacki No. of Years Served in Position: 4 years

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☒ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

HR - 2021 request is due to the HR Generalist resigning on 8/31/21. Request is to have the HR Asst move from an LTE to FT effective 9/20/21 until 12/31/21 to assist with recruitment and payroll until the new HR Generalist is hired and fully trained.

HR - 2022 request is for an additional 520 hours (move from an LTE at 975 hours to PT at 1500 hours) effective 1/1/22 due to increase in workload in the HR Division due to moving the County's health insurance plan from a fully insured plan to a self funded plan.

F&P - 2022 Request is for an Admin Asst III to work 520 hours due to the increase in park attendance, fire arms range attendance & work orders

Bargaining Unit: ☐ LAW-Nurses ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☐ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

HR - Effective 9/20/21 to 12/31/21 is due to the Human Resources Generalist resigning on 8/31/21. Effective 1/1/22 is due to changes resulting from the County moving from a fully insured health insurance plan to a fully insured health insurance plan.

F&P - Effective 1/1/22 is due to an increase in park attendance, fire arms attendance and work orders.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

Payroll processed every two weeks, handling County recruitments timely and managing the on-going Human Resources Division office administration duties.

Managing the increase in park attendance, increase in fire arms range attendance and increase in facility work orders.

Attachment: Res to Create a FT Shared Position in HR and FP Divisions (6573 : Resolution to Create a FT Shared Position in HR and FP

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

We are suggesting to combine a request for a Part Time employee and a request for an LTE into a Full Time position. This will eliminate the need for the current LTE.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☒ Yes ☐ No

If yes, please explain:

This new full time position would eliminate an LTE position in the Human Resources Division.

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Mon - Fri 8:00am to 4:30pm

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences of **not** taking this personnel action?

HR - Poor quality and communication when transitioning to a self funded health insurance plan. Poor quality and administration of the new self funded health insurance plan. Reduced ability to recruit timely for positions that vacate at the end of 2021, increased risk of errors while processing payroll for employees and increase risk in errors during open enrollment.

FP - Division will continue to struggle with providing good customer service, responding timely to requests and carrying out the F&P mission.

What is the impact of not filling the position in:

3 months: Same as above - most importantly, the transition to self funding health insurance

6 months: Same as above

12 months: Same as above

Not at all: Same as above

For new positions, is there office space available for this position? ☒ Yes ☐ No

Will this require an office move/relocation? ☐ Yes ☒ No

Can the position costs be offset by eliminating or reducing a lower priority function? ☐ Yes ☒ No

Please explain:

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Strategic Plan - 1) Effectively communicate information about programs, services and resources to all residents and employees. AND 2) Develop additional sources of revenue and funding to meet emerging needs.

Theses two items on our strategic plan will be improved with the additional hours in both the HR and F&P Divisions. This will allow HR to communicate better about the transition to a self funded health insurance plan as well the new features the County will be able to offer. This will also allow the F&P Division to provide better communication about its services and resources to the public.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2021 BUDGETED AMOUNT FOR POSITION

\$17,715.75 (HR LTE) + \$1,975.31 (HR LTE) = \$19,691.06 (HR LTE)

Per Personnel Cost Report Per Benefit Estimate Report **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2021 Personnel Cost Report: 975 (HR LTE)

General Ledger Account Number to Charge Salary to: 100-04-51430-511100 (HR LTE)

(If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) _____ of Pay Grade _____

Starting Hourly Rate X Maximum Hours (2088, 1500, 1044 or 975) = Total Wages Minimum Impact

Total Wages Minimum Impact + Fringe Benefits* (Use percentage below) + Health Insurance ** = **Total Minimum Fiscal Impact 2021**

Actual
Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) \$19.03 of Pay Grade I

18.72 (Kathy's wage) X 600 = 11,232.00

Position Point Hourly Rate Maximum Hours (2088, 1500, 1044 or 975) Total Wages Maximum Impact

11,232.00 + 2,077.92 + 5,997.00 (3 months) = 19,306.92

Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Maximum Fiscal Impact 2021**

* Percentages to Use: General WRS Position: 18.5% Current LTE: 17.9%

Protective WRS Position: 24% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,589

2021 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

14,146.89 + 1,577.40 = 15,724.29

Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: N/A Budgeted Amount: N/A

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$	0
Mileage and meals	\$	0
Training expenses (including memberships)	\$	0
Computer equipment	\$	0
Office furniture and supplies	\$	0
Other operating expenses	\$	0
Renovation/relocation costs	\$	0
Total Other Costs	\$	0

2021 FUNDING SOURCES

☐ Federal/State (Specify) _____	_____ %	\$ _____
☒ County Tax Levy <u>Within the 2021 HR Budget</u>	100 %	\$ 19,306.92
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ 19,306.92 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts. Positions will not be considered absent job descriptions.

1. <u>[Signature]</u> 8/18/21 Department Head Recommendation Date	4. <u>[Signature]</u> 8-20-21 County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> 8/18/21 Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ Date County Board Approval ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> 8/20/21 Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

2022

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2021 BUDGETED AMOUNT FOR POSITION

\$18,252 (HR LTE)	+	\$3,303.61 (HR LTE)	=	\$21,555.61 (HR LTE)
Per Personnel Cost Report		Per Benefit Estimate Report		Total Budgeted for Position

Number of Hours Budgeted for Position per 2021 Personnel Cost Report: 975 (HR LTE)

General Ledger Account Number to Charge Salary to: 100-04-51430-511100 (HR LTE)

(If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact	Starting Wage/Hire (WPPA) \$17.30	of Pay Grade I
17.30	X	2088
Starting Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)
36,122.40		36,122.40
Total Wages Minimum Impact		Total Wages Minimum Impact
	+	6,682.64
		Fringe Benefits* (Use percentage below)
	+	24,648
		Health Insurance **
		67,453.04
		Total Minimum Fiscal Impact 2021

Actual

Position Point Fiscal Impact	Position Point Wage/Max Step (WPPA) \$19.03	of Pay Grade I
18.72 (Kathy's wage)	X	2088
Position Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)
39,087.36		39,087.36
Total Wages Position Point Impact		Total Wages Maximum Impact
	+	7,231.16
		Fringe Benefits* (Use percentage below)
	+	24,648
		Health Insurance **
		70,966.52
		Total Maximum Fiscal Impact 2021

* Percentages to Use:

General WRS Position: 18.5%

Protective WRS Position: 24%

Current LTE: 17.9%

New LTE: 11.5%

**Health Insurance Annual Premium:

2022 24,648

Full Time = \$23,988

WPPA = \$21,589

2021 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

0	+		=	0
Wage Less Overtime		Fringe Benefits Less Overtime		Total YTD Expended for Position

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$	0
Mileage and meals	\$	0
Training expenses (including memberships)	\$	0
Computer equipment	\$	0
Office furniture and supplies	\$	0
Other operating expenses	\$	0
Renovation/relocation costs	\$	0
Total Other Costs	\$	0

2021 FUNDING SOURCES

☐ Federal/State (Specify) _____	_____ %	\$ _____
☒ County Tax Levy <u>HR LTE & Advertising</u>	32 %	\$ 22,728.89
☒ County Other (Specify) <u>Reallocation W/C for HR Generalist</u>	22 %	\$ 15,496.00
☒ Grant ^{other} (Specify) <u>Self-Funding Health Insurance</u>	21 %	\$ 15,000
☐ Grant (Specify) _____	_____ %	\$ _____
☒ Other (Specify) <u>Park Revenue</u>	25 %	\$ 17,741.62
TOTAL	100%	\$ 70,966.52 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts. Positions will not be considered absent job descriptions.

1. [Signature] 8/18/21
Department Head Recommendation Date
2. [Signature] 8/18/21
Human Resources Division Review Date
☒ Recommend ☐ Not Recommend
3. [Signature] 8/20/21
Finance Division Review Date
☒ Recommend ☐ Not Recommend
4. [Signature] 8.23.21
County Administrator Approval Date
☒ Approved ☐ Denied
5. _____
County Board Approval Date
☐ Approved ☐ Denied
Resolution No. _____
** New Positions Only **

Comments: _____

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Human Resources Assistant

FLSA: Non-Exempt

Salary Range: I

Reports To: Human Resources Director

Date: January ~~2022~~2021

Department: Administration – Human Resources Division

JOB SUMMARY

The job duties of the Human Resources Assistant are to perform office related tasks for the Department of Administration – Human Resources Division while providing responsive, courteous and efficient service to County employees and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Human Resources Assistant in the Human Resources Department might be asked to perform. This job description is to incorporate any county ordinances created for the position of Human Resources Assistant. This is not an exhaustive list of job responsibilities and therefore; other duties may be assigned:

Administrative Functions:

- Responsible for performing general administrative duties such as: word processing, typing, filing, indexing, data entry, creating Excel spreadsheets, faxing, scanning, emailing and photocopying.
- Responsible for entering, maintaining, and updating department databases and other programs as directed.
- Compose routine correspondence.
- Maintain correspondence in appropriate files for accessibility.

Human Resource Functions:

- Responsible for greeting and/or directing employees or community members when they enter Human Resources Division office.
- Answer Human Resources phone line and routing calls as needed.
- Administer and track all Human Resource invoices/bills and submit to HR Director and Finance department for processing.
 - Conduct Purchasing Card charge allocations and month-end processing
- Assist Human Resources department in managing all confidential records including filing, scanning and recording data in HRIS or internal database.
- Assist Human Resources Generalist (Leave Management) with:
 - ID card processing
 - Creating employee medical files and removal upon termination
 - Collecting BID forms to assist in Caregiver Background Checks every four years
 - County's Wellness Work Group coordination (newsletters, meeting agendas/minutes and other wellness communication, etc.)
 - Manage the process and communication regarding County-issued immunizations (flu, Hepatitis B, etc.)

- Assist Human Resources Generalist (Onboarding) with:
 - Recruitment, scheduling of drug/alcohol testing, employment verifications, background checks, physical and psychological testing for newly hired employees
 - Payroll processing
 - Developing offer packets
 - Assembling new employee files
 - Preparing paperwork for new employee orientation
 - Completing and submitting new employee paperwork to Finance
 - Processing volunteer paperwork
 - Scanning interview notes, PAC forms and recruitment documents
 - Entering recruitment data into NeoGov (applicant tracking software)
 - Entering or updating employee data into Springbrook (accounting and HR information system)
 - Process address and name changes
 - Provide contractor and unpaid intern orientations
- Perform regular file or data audits as needed such as I9 Audits, HR labor poster audits, etc.
- Human Resource project management as assigned.

Customers:

- All County employees and managers the Human Resources Division serves
- Applicants or citizens that the Human Resources Division comes into contact with

Team Members:

- Employee members of the HR Division
- Employee members of the Department of Administration (DOA)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required.
- Four (4) years relevant office experience required.
- One (1) year of relevant Human Resources Assistant level experience preferred.

-OR-

- Currently enrolled in a secondary school in-for an Administrative Assistant or Human Resources Management discipline required.
- One (1) year relevant office experience required.
- One (1) year of relevant Human Resources Assistant level experience preferred.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

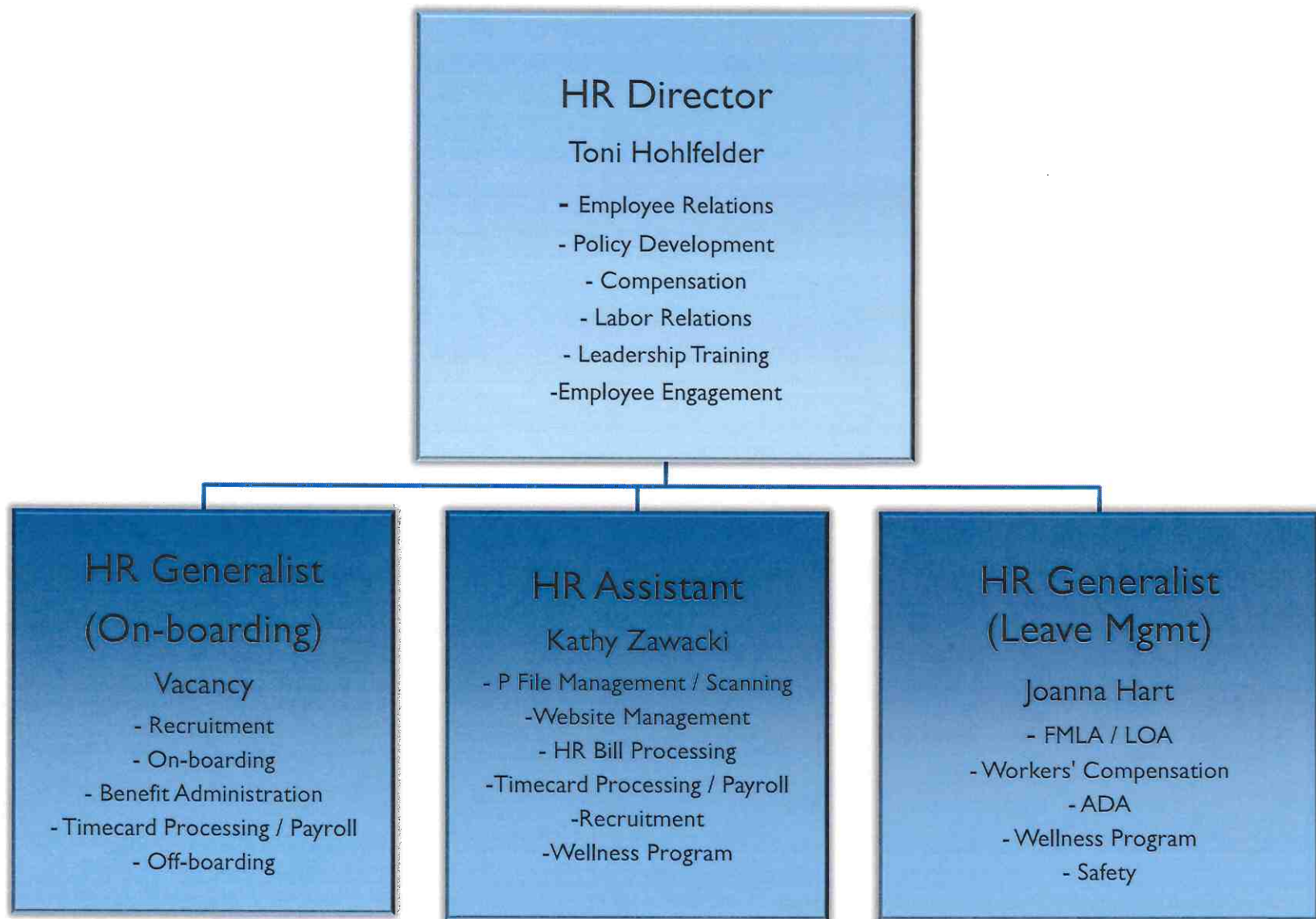
The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, sitting and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.



CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Administrative Assistant III-~~LTE~~

FLSA: Non-Exempt

Salary Range: I

Reports To: Facilities & Parks Director

Department: Department of Administration
Facilities & Parks Division

Date: ~~March 2019~~ January 2022

JOB SUMMARY

The job duties of the Administrative Assistant III-~~LTE~~ include but are not limited to provide administrative support functions with some clerical duties under the supervision of the Facilities and Parks Director; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Administrative Assistant III-~~LTE~~ might be asked to perform. This job description is to incorporate any county ordinances created for the position of Administrative Assistant III-~~LTE~~. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Oversee online park reservation website to include: making reservations via the phone or in person, maintain pictures and alerts for all campgrounds and day parks, inputting opening and closing days, and editing current reservations as needed.
- ~~Reconcile daily fees collected online via Point and Pay with daily settlement report and receipts from Chippewa County Treasurer.~~
- ~~Request directly from park financial institutions or directly deposit caretaker revenues from on-site park reservations.~~
- ~~Support park caretakers including phone support, updating yearly caretaker manuals, scheduling training, and other various duties relating to campground openings.~~
- ~~Complete year end duties including reconciling park caretaker receipt books, compiling reservation information for yearly occupations report, and gathering data from Google analytics for general customer data reports.~~
- Create and maintain Chippewa County Facilities & Parks website pages on main County site and also maintain a separate reservation website. Including weekly updates during the camping season.
- Create and maintain all county park maps, brochures, and shelter informational pamphlets. Including, but not limited to: Chippewa County Activities Guide, Chippewa Falls city maps, Chippewa County Road maps and other applicable geographic brochures around each park.
- ~~Monitor and acknowledge Building Automation System (BAS) alarms. Generate work orders as required.~~
- Receive, enter, and close out all work orders into the Maintenance Management Software (MMS) system.
- Issue and generate monthly preventative maintenance work orders.
- Create weekly and monthly report for review of open work orders.

- Create other MMS reports as needed or requested from Director and Maintenance Supervisor.
- Manage facility keys by producing key forms and assist in completion of all Courthouse key requests.
~~Assist in maintaining the existing key record books and maintain and organize all key cabinets. Maintain a tracking database for all keys issued.~~
- ~~Backup support for HR in creating, editing, or altering badges in the card access system to also include any requested reports.~~
- ~~Work with Director in creating agendas in IQM2 meeting minute software and distribute as required. Create, produce, and project various documents for the Facilities & Parks Committee, the Public Firearms Range Subcommittee, and the Security Committee meetings — or other committee's as required.~~
- Provide overall support for the Public Firearms Range Training Building, Hand Gun, and Long Gun range, including, but not being limited to:
 - Issuing Rifle Range passes and receipts.
 - Retrieve envelopes from the range.
 - Deposit revenues from pass sales and handle routine correspondence.
 - Maintain database for yearly members.
 - Maintain website for online permit purchases.
- Receive, enter, and verify all Rifle Range reservations for the Training Building, Hand Gun, and Long Gun range for all law enforcement and private parties on the online Chippewa County Rifle Range calendar. Create, issue, and receive all range billings for private parties.
- ~~With direction from the Facilities & Parks Director, create documents for Capital projects to include:~~
 - ~~Project Tracking spreadsheet~~
 - ~~Contract documents and requirements including prevailing wage applicability~~
 - ~~Newspaper advertisements and online postings~~
 - ~~Vendor notifications~~
 - ~~Pre-bid meeting coordination~~
 - ~~Project table of contents~~
 - ~~All project templates as required~~
- Coordinate with contractors, engineer/architects, and service agents in completing work for the Chippewa County Government Campus, County Parks, Public Firearms Range, and all Tower sites. Issue secure keys, ID cards, sign confidentially agreements (if applicable) and assist with work order completion (if applicable).
- Support and assist Director, architects and engineers, both in-house and outsourced, and other customers with grant research primarily for parks.
- ~~Assist in yearly budget entry and support in Springbrook accounting software.~~
- ~~Assist Director as requested with vendor contracts and invoice research as requested.~~
- Act as office receptionist, providing oral and written information on various department functions and referring inquires to other agencies or departments when pertinent.
- Perform a variety of clerical support functions for the department as directed; ~~maintain time card records and enter payroll information for staff into Springbrook accounting software; maintain adequate inventory of office supplies;~~ handle creating of department correspondence and other items including:
 - Spreadsheets including graphs as requested
 - Signs in Publisher for parks and facilities
 - Letters and other general correspondence in Word
- ~~Schedule appointments/meetings including the scheduling for all job posting applicants for open positions.~~
- Type forms, contracts, etc., draft letters and memos from rough drafts and/or oral direction from the department staff. Photocopy materials as needed and complete office filing as required.

Community Relations Functions:

- Act as office receptionist, providing oral and written information on various department functions and referring inquires to other agencies or departments when pertinent.

Customers:

- All elected officials and County employees
- All citizens that have business with and / or visit any of the County facilities that we manage
- User Groups, WI-DNR and / or any other agencies or officials that have a need or question

Team Members:

- F&P Committee, Public Firearms Range Advisory Committee, -County Board
- Employees of the F&P Division
- Architects, engineers and contractors (professional services)
- Employee members of the Department of Administration
- Numerous other County, City and state offices and / or departments (Zoning, LC&FM, Sheriff's Dept. CFPD, CFFD, WI-DNR)
- Peers from other County departments
- Multiple User Groups and Organizations (-Hunters Education, NRA, Otter Lake Booster Club, Stanley School System, Lake Holcombe Improvement Ass., Xcel Energy, etc.
- Volunteers

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Associate Degree in the Administrative Professionals field required.
- Two (2) years recent related work experience required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Ability to be thorough and detail orientated in regard for project procurement process.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, ~~IQM2 meeting software~~, Springbrook accounting software, Point and Pay website software, Vision Live website software, and also the Park dmi studios website software.
- Ability to use a computerized Maintenance Management Software (MMS) system.
- ~~Ability to monitor and acknowledge Building Automation System (BAS) alarms.~~
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to provide exceptional customer service and communication in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
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Work Environment:

- Works primarily in an office setting.

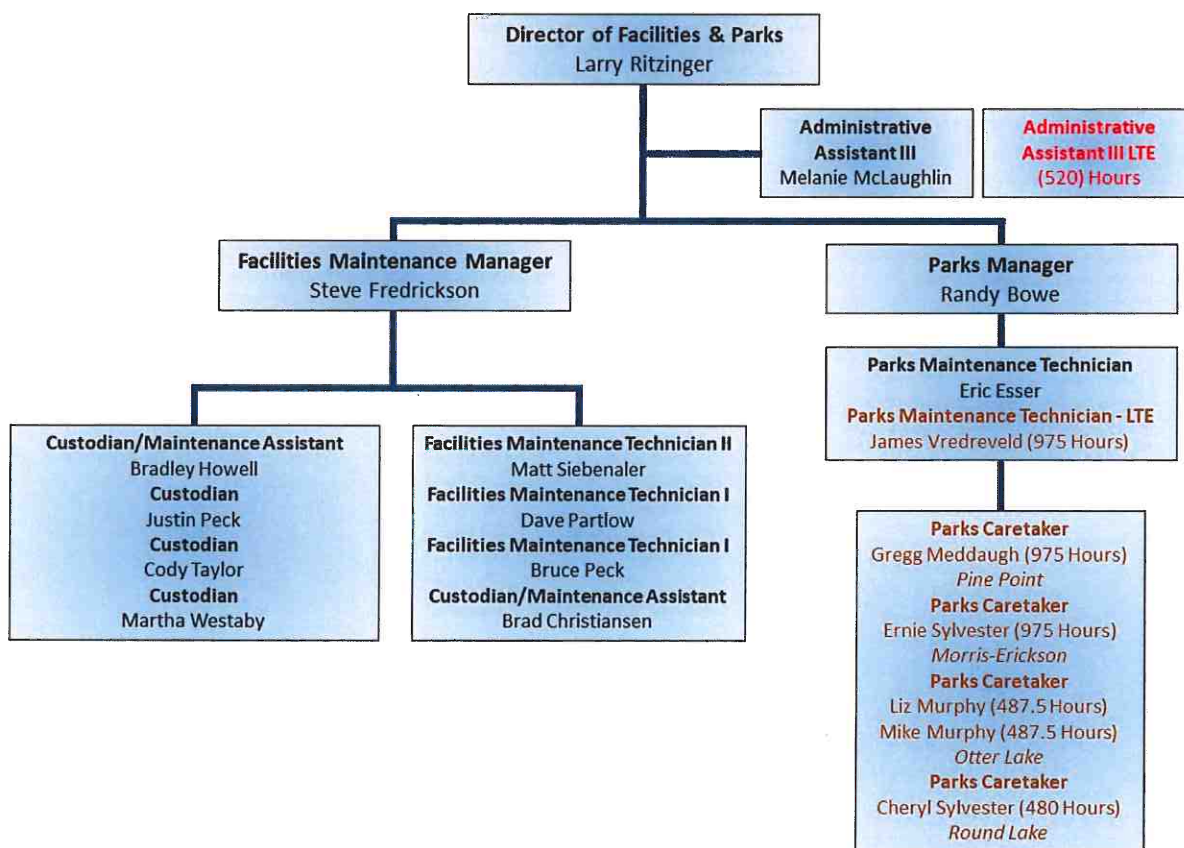
Department of Administration Facilities and Parks Division

Larry Ritzinger, Director

Mission Statement

The Facilities and Parks Division will always strive to be good stewards of the public property entrusted to our care, to be fiscally responsible in our duties as we work to maintain a clean, safe, comfortable and aesthetically pleasing environment for employees and the public we serve, and to promote appropriate recreational opportunity within our county park system.

Facilities & Parks Division



Attachment: Res to Create a FT Shared Position in HR and FP Divisions (6573 : Resolution to Create a FT Shared Position in HR and FP