

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Brent Sutherland  
INITIATED BY



2/23/2022  
DATE DRAFTED

**Reclassification of a 1.0 FTE Administrative Assistant position to a Unilateral Office Coordinator Position**

**WHEREAS**, the 2022 budget included funds for an Administrative Assistant Position at the courthouse; and

**WHEREAS**, Rock County has advertised internally and externally for an administrative Assistant to fulfill the job description with two candidates being interviewed but offers were denied; and

**WHEREAS**, Rock County reposted for an additional two weeks with candidates applying with minimal experience in the areas of Facilities Management needs; and

**WHEREAS**, the department 2022 budget request was for an Office Coordinator as part of a department restructure but with the wage study being considered an Administrative Assistant position was approved; and

**WHEREAS**, the additional cost of \$10,334 will be covered by the funds available due to the position will not get filled until April 15, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this 10th day of March, 2022 does hereby approve the reclassification of a 1.0 FTE Administrative Assistant position( range 7 on the 2489 pay grid) to a 1.0 FTE Office Coordinator (range 13 on the Unilateral pay grid) in the facilities Management budget.

**FISCAL NOTE:**

The savings from the Administrative Assitant being vacant will be enough to cover the additional cost of the reclassification.

Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

Josh Smith  
County Administrator

**Committee Action**  
General Services Committee

The General Services Committee recommended this resolution for approval by a unanimous voice vote.

County Board Staff Committee

The County Board Staff Committee recommended this resolution for approval by a unanimous voice vote. Supervisor Yeomans was absent.

**Rock County, Wisconsin**  
51 South Main Street  
Janesville WI 53545



**General Services**  
Facilities Management  
Maintenance  
(608) 757-5527

“Executive Summary”

Reclassification of a 1.0 FTE Administrative Assistant position to a Unilateral Office Coordinator Position

This resolution is approving the reclassification of a 1.0 FTE Administrative Assistant position( range 7 on the 2489 pay grid) to a 1.0 FTE Office Coordinator position( range 13 on the Unilateral pay grid). The additional cost of \$10,344 will be covered by funds due to this position will not be filled until April 15, 2022.

Facilities Management department had made a 2022 budget request for an addition of an Office Coordinator position at the courthouse as part of a department restructure. Due to the planned wage study an Administrative Assistant position was approved. We advertised internally and externally for an experienced Administrative Assistant candidate to meet the position description. Two offers were made but denied. We reposted for an additional two weeks and did not find a candidate that was experienced to meet the job description.