

RESOLUTION**ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter, Clerk of Court
INITIATED BY



7/27/2022
DATE DRAFTED

Reclassification of Clerk II Position to Administrative Assistant Position - 2489

WHEREAS, The Clerk of Circuit Court Office requests a reclassification of a Clerk II position to a Administrative Assistant position; and,

WHEREAS, due to the closing of the Courthouse during the pandemic, job duties were redistributed to maintain the functioning of the Circuit Courts remotely; and,

WHEREAS, the redistribution of job duties included assigning a portion of job duties from the Deputy Clerks to the Clerk II position which were equivalent to a portion of the job duties of an Administrative Assistant; and,

WHEREAS, upon returning to work onsite, the portion of job duties assigned to the Clerk II increased to the equivalent of Administrative Assistant; and,

WHEREAS, this reassignment of the minor job duties from the Deputy Clerk position to the Clerk II allowed for better use of Deputy Clerk's time and resources; and,

WHEREAS, reclassifying the position to Administrative Assistant as a support role with job requirements of lesser degree from the Deputy Clerk position will potentially be easier to fill than a Deputy Clerk position; and,

WHEREAS, the creation of a Administrative Assistant position would add the possibility of advancement within the department and be a benefit for recruitment; and,

WHEREAS, the job duties of the Administrative Assistant position are comparable to the job duties of the Administrative Assistant in the District Attorney's office; and,

WHEREAS, the incumbent in the Clerk II position has been performing duties equivalent to an Administrative Assistant position for more than one year: and,

WHEREAS, no additional funds are required for 2022 as the cost difference will be covered with savings from vacancy of a Deputy Clerk position.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 11th day of August, 2022 move to reclassify the Clerk II position from ASFSCME Local 2489 Pay Range 13 to an Administrative Assistant positions in AFSCME Local 2489 Pay Range 7. The incumbent in the Clerk II position shall transfer into the approved Administrative Assistant position.

FISCAL NOTE:

The annualized cost for reclassifying a position from a Clerk II to an Administrative Assistant is approximately \$4,800. Per current estimates, the County Clerk's Office will have enough funding to cover these costs for the remainder of FY2022.

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. The ongoing costs of this position would be incorporated into the 2023 budget.

Josh Smith
County Administrator

Committee Action

Public Safety & Justice Committee

Public Safety & Justice Committee recommended this resolution for approval by a unanimous voice vote. Supervisor Bomkamp was absent.

County Board Staff Committee

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