

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY



4/14/2023
DATE DRAFTED

For Reclassification of 1.0 FTE Administrative Services Supervisor And 3.0 FTE Job Center Support Specialists

WHEREAS, the Rock County Human Services Department (RCHSD) is requesting reclassification of four positions with similar roles and responsibilities to other positions in the department; and,

WHEREAS, RCHSD requests that a 1.0 FTE Administrative Services Supervisor position is reclassified to a 1.0 FTE Support Services Supervisor; and,

WHEREAS, RCHSD requests that 3.0 FTE Job Center Support Specialist positions be reclassified as 3.0 FTE Administrative Assistants and;

WHEREAS, these positions were all previously located at the Rock County Job Center prior to the move to the Dr. Daniel Hale Williams Rock County Resource Center (DWRC), and;

WHEREAS, due to operational changes since the move to the DWRC the job duties of these four positions have become consistent with other positions within RCHSD; and,

WHEREAS, RCHSD is able to absorb the additional cost of approximately \$2,500 for the remainder of 2023 due to recent vacancies in the Job Center Support Specialist positions.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 27th day of April, 2023 does hereby approve the reclassification of a 1.0 FTE Administrative Services Supervisor position to a 1.0 FTE Support Services Supervisor and 3.0 FTE Job Center Support Specialists to 3.0 FTE Administrative Assistants in the Rock County Human Services Department.

FISCAL NOTE:

The increased cost of these reclassifications will be funded by vacancy savings in 2023. The positions will need to be included in the 2024 budget.

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. These positions are now working out of class due to the changes noted in the resolution and should be reclassified. If the wage study as currently proposed is approved by the County Board,

both the Job Center Support Specialist job class and the Administrative Assistant job class would be retitled to Administrative Professional II and placed in the same pay range.

Josh Smith
County Administrator

Committee Action

County Board Staff Committee

County Board Staff Committee recommended this resolution for approval by a unanimous voice vote.

Human Services Board

Human Services Board recommended this resolution for approval by a unanimous voice vote. One vacancy.