

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**COUNTY BOARD STAFF COMMITTEE  
TUESDAY – MAY 23, 2017 – 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – May 9, 2017
4. Transfers
5. Resolutions
  - A. Confirmation of Appointment of Public Works Director
  - B. Authorizing Two Month Double Fill of Two CPS Case Manager Positions
  - C. Approving the 2017 Wage Rate Changes for Employees Identified by the Salary Study, and Amending the Personnel Policy Wage Appendices
6. Discussion and Possible Action on Public Health Nursing Supervisor Change from Unilateral B to Unilateral C
7. Adjournment

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
INITIATED BY



Amy Spoden, HR Manager  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

May 15, 2017  
DATE DRAFTED.

**CONFIRMATION OF APPOINTMENT OF  
PUBLIC WORKS DIRECTOR**

- 1 **WHEREAS**, the position of Public Works Director is currently vacant; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Public Works Director;
- 4 and,
- 5
- 6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 7
- 8 **WHEREAS**, the County Administrator has appointed Duane M. Jorgenson, Jr., who has been
- 9 recommended by the Public Works Committee.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 12 this \_\_\_\_ day \_\_\_\_\_, 2017, confirms the appointment of Duane M. Jorgenson, Jr., as Public
- 13 Works Director in accordance with the attached conditions of employment.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
Brent Fox, Vice Chair

\_\_\_\_\_  
Eva Arnold

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Brenton Driscoll

\_\_\_\_\_  
Rick Richard

CONFIRMATION OF APPOINTMENT OF PUBLIC WORKS DIRECTOR

Page 2

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

LEGAL NOTE:

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

  
Jeffrey S. Kuglitsch  
Corporation Counsel

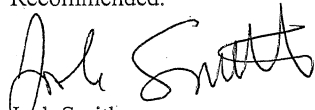
FISCAL NOTE:

There are sufficient funds in the Public Works budget.

  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

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# COUNTY OF ROCK, WISCONSIN

## Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Duane Jorgenson (hereinafter, "EMPLOYEE"),

### WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of EMPLOYEE to serve as Rock County's Public Works Director; and

WHEREAS EMPLOYEE, whose current address is 1438 S Orchard St, Janesville, is able and willing to serve as Rock County's Public Works Director;

NOW, THEREFORE, in consideration of the above promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period commencing at  
54 12:01 a.m., Friday, May 26, 2017, and expiring as of Midnight, January 3, 2018, unless earlier  
55 terminated under other provisions of this agreement or by operation of law.  
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered  
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County  
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give  
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,  
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to  
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County  
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to  
64 exceed 3 months, pending renewal of this agreement.  
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at  
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,  
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in  
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the  
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times  
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the  
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information  
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.  
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall  
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly  
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in  
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.  
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to  
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term  
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which  
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,  
84 subject to prior approval of the County Administrator.  
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from  
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE  
88 shall have as a condition of employment a job to perform and shall work such hours as are  
89 necessary to accomplish the tasks assigned to EMPLOYEE.  
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her  
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives  
93 for both EMPLOYEE and EMPLOYER.  
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not  
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly  
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.  
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay  
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,  
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the  
102 EMPLOYEE.  
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER  
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in  
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided  
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and  
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences  
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and  
111 ordinances applicable to managerial employees employed by the EMPLOYER.  
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in  
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall  
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of  
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and  
117 professional employees of EMPLOYER.  
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation annually. Carry-over  
120 of unused vacation shall be allowed under such conditions as are contained in the Rock County  
121 Personnel Policy.  
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR  
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall  
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to  
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will  
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed  
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible  
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.  
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR  
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to  
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be  
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for  
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted  
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to  
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.  
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO  
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under  
141 this agreement may be suspended, by the County Administrator at any time during its term, in the  
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee  
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and  
144 including discharge.  
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;  
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County  
148 Administrator and be accomplished by the County Administrator.  
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.  
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the  
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any  
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether  
154 EMPLOYEE consents thereto.  
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or  
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is  
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and  
159 obligations.  
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are  
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.  
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

**FOR EMPLOYER:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Josh Smith, Rock County Administrator

**BY EMPLOYEE:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Duane Jorgenson, Public Works Director

**WITNESS:**

Date: \_\_\_\_\_

\_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Lance Horozewski,  
CYF Division Manager  
DRAFTED BY

May 8, 2017  
DATE DRAFTED

**Authorizing Two Month Double Fill of Two CPS Case Manager Positions**

- 1 **WHEREAS**, the Child Protective Services area of the CYF Division will have 4 case managers leaving  
2 at the same time; and,  
3  
4 **WHEREAS**, two of the case managers are moving to the Behavioral Health Division and taking CCS  
5 positions; and,  
6  
7 **WHEREAS**, the CCS positions cannot be filled until early to middle of July due to the remodel at the  
8 Job Center; and,  
9  
10 **WHEREAS**, due to the unique situation of having two case managers give 60 day notices, and;  
11  
12 **WHEREAS**, the Human Services Department requests the County Board allow it to temporarily expand  
13 the number of budgeted Case Manager positions by authorizing two double fill positions to ensure a  
14 sufficient level of staffing to manage the workload and ensure child safety; and,  
15  
16 **WHEREAS**, the Human Services Department has sufficient funds in the Child Protective Services  
17 program account due to vacancies to pay for the double fill position.  
18  
19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
20 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby authorize the temporary double fill of  
21 two Child Protective Services Case Manager positions, not to exceed two months.

Respectfully submitted,

HUMAN SERVICES BOARD

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
Kathy Schulz

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Karl Dommershausen



COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

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Mary Mawhinney

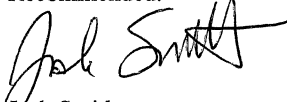
\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

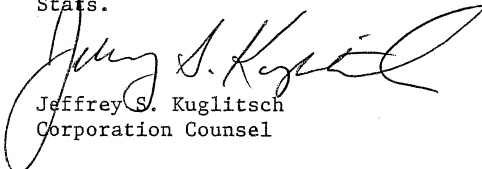
FISCAL NOTE:

This resolution authorizes the temporary double filling of two CPS case manager positions. Funding is available in the 2017 HSD budget for this request due to vacancies.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

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

  
Jeffrey S. Kuglitsch  
Corporation Counsel

### **Executive Summary**

The Child Protective Services area of the CYF Division will have 4 case managers leaving at the same time due to resignations. Two of the case managers are moving to the Behavioral Health Division and taking CCS positions. The CCS positions cannot be filled until early to middle of July due to the remodel at the Job Center. As a result, both case managers gave 60-day notices.

The ability to manage the workload will be challenged because four experienced case managers have submitted resignations and will move on to new jobs in the next three months. This workload cannot be absorbed without bringing in additional staff resources on a temporary basis.

The HSD requests the County Board authorize the double fill of two CPS Case Manager positions for up to two months. In essence, that action will temporary increase the number of authorized Ongoing Case managers from 19 positions to 21 positions. The goal is to recruit and hire CPS workers who can train and gain experience while two of the case managers remain in their positions.

The County Board took a similar action in 2016 when it authorized a double fill of one CPS Ongoing Case Manager because three experienced workers were going on FMLA at the same time.

There is sufficient funding in the personnel budget to cover the double fill without having to amend the 2017 budget.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

County Board Staff Committee  
INITIATED BY



Alyx Brandenburg, HR Manager  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

May 17, 2017  
DATE DRAFTED

**APPROVING THE 2017 WAGE RATE CHANGES FOR EMPLOYEES IDENTIFIED BY THE  
SALARY STUDY, AND AMENDING THE PERSONNEL POLICY WAGE APPENDICES**

1 **WHEREAS**, it is necessary to review the Classification Plan to ensure that the plan accurately reflects  
2 existing position responsibilities and market conditions, as stated in the Rock County Personnel  
3 Ordinance, 18.209; and  
4

5 **WHEREAS**, it is necessary to adjust the employees identified by the review of the Classification Plan,  
6 now to be referred to as Salary Study, in order to accurately reflect the internal and external  
7 marketability of the positions; and  
8

9 **WHEREAS**, the changes help ensure that positions continue to reflect salary rates which are  
10 competitive for those job classes covered by the Plans; and  
11

12 **WHEREAS**, it is proposed to increase all identified employees and adjust the Pay Plans, in accordance  
13 with results of the Salary Study effective July 2, 2017.  
14

15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
16 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2017 does hereby approve the adjusted County's  
17 2017 Pay Plans by increasing each step in accordance with the Salary Results effective July 2, 2017.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Betty Jo Bussie

APPROVING THE 2017 WAGE RATE CHANGES FOR EMPLOYEES IDENTIFIED BY THE  
SALARY STUDY, AND AMENDING THE PERSONNEL POLICY WAGE APPENDICES

Page 2

FISCAL NOTE:

Projected Additional Base Compensation

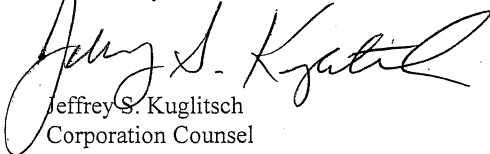
2017            \$87,102.49



Sherry Oja  
Finance Director

LEGAL NOTE:

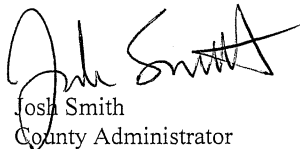
The County Board is authorized to take this action pursuant to sec. 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended. Funds were budgeted in the 2017 budget for these increases.



Josh Smith  
County Administrator

APPROVING THE 2017 WAGE RATE CHANGES FOR EMPLOYEES IDENTIFIED BY THE SALARY STUDY, AND AMENDING THE PERSONNEL POLICY WAGE APPENDICES

Page 3

**Executive Summary**

The purpose of this resolution is to provide information pertaining to the Salary Study, and to increase wage rates of those identified in the Salary Study to accurately reflect the internal and external marketability of the positions to remain competitive for those job classes covered by the Plans.

The following positions are being effected in the following ways:

Job Title	Employee Group	New Employee Group	Old Wage Range	New Wage Range
Administrative Assistant	1258		12A	12
Cook	1258		26	24
Food Service Supervisor	1258		22	20
Psychiatric Technician	1258		11	8
Public Health Support Specialist	1258		12A	11
Accountant	2489A		1	0.5
Administrative Assistant	2489A/C		8	7
Child Support Financial Worker	2489A		5	4A
Child Support Reimbursement Specialist	2489A		4	3
Collection/Account Specialist	2489A		1	0.5
Deputy County Clerk	2489A		1	0.5
Deputy County Treasurer	2489A		1	0.5
Deputy Register in Probate II	2489A		4A	4
Deputy Register of Deeds	2489A		1	0.5
Deputy Veteran Services Officer I	2489A		7	5
Deputy Veteran Services Officer II	2489A		3	2
Information Technology Support Specialist	2489A		1	0.5
Lead Child Support Specialist	2489A		1B	1A
Lead Economic Support Specialist	2489A		1B	1A
Real Property Specialist	2489A		7	6
Administrative Secretary	Unilateral A		9	10
Cartographer I	Unilateral A		13	14
Confidential Administrative Assistant	Unilateral A		10	11
Conservation Specialist II	Unilateral A		15	17
Division Leader Deputy Clerk	Unilateral A		12	13
Environmental Health Technician	Unilateral A		4	6
Human Resources Analyst	Unilateral A	Unilateral C	16	17
Human Resources Secretary	Unilateral A		8	10
Investigator	Unilateral A		12	14
Nursing Staff Coordinator	Unilateral A		8	9

APPROVING THE 2017 WAGE RATE CHANGES FOR EMPLOYEES IDENTIFIED BY THE SALARY STUDY, AND AMENDING THE PERSONNEL POLICY WAGE APPENDICES

Page 4

Job Title	Employee Group	New Employee Group	Old Wage Range	New Wage Range
Payroll Specialist	Unilateral A		8	10
Secretary II	Unilateral A		8	10
Vehicle Maintenance Supervisor	Unilateral A		9	11
Vehicle Maintenance Technician	Unilateral A		3	6
Financial Office Manager	Unilateral B	Unilateral C	18	20
Financial Supervisor	Unilateral B	Unilateral C	17	18
Sanitarian II	Unilateral B	Unilateral C	20	22
Senior Planner	Unilateral B	Unilateral C	21	22
Senior Planner/GIS Manager	Unilateral B	Unilateral C	21	22
Youth Services Center Supervisor	Unilateral B	Unilateral C	15	16
Accountant	Unilateral C		15	17
Child Support Director	Unilateral C		25	26
Child Support Supervisor	Unilateral C		17	18
Criminal Justice System Planner	Unilateral C		21	23
Director of Council on Aging	Unilateral C		23	24
Facilities Superintendent	Unilateral C		23	24
Human Resources Manager	Unilateral C		20	22
Nutrition Program Supervisor	Unilateral C		12	13
Support Services Supervisor	Unilateral C		13	15
Transportation Program Supervisor	Unilateral C		12	13

**APPENDIX C**  
**AFSCME LOCAL 1258 PAY GRID**

RANGE AND JOB CLASSIFICATION	STEP:	6	18	30	60	120	180	240	
		mos	mos	mos	mos	mos	mos	mos	
		A	B	C	D	E	F	G	H
Range 1	1/1/2017	\$18.17	\$19.09	\$20.04	\$21.38	\$22.02	\$22.68	\$23.58	\$24.07
Range 2	1/1/2017	\$18.02	\$18.91	\$19.89	\$21.15	\$21.77	\$22.43	\$23.31	\$23.81
Range 2A	1/1/2017	\$20.81	\$21.23	\$21.63	\$22.08	\$22.52	\$22.97	\$23.66	\$24.13
LPN									
Range 3	1/1/2017	\$17.90	\$19.06	\$19.82	\$20.48	\$21.23	\$21.87	\$22.74	\$23.18
Range 3A	1/1/2017	\$16.92	\$17.45	\$18.68	\$20.18	\$20.78	\$21.39	\$22.24	\$22.70
Accountant									
Range 4	1/1/2017	\$16.92	\$17.90	\$19.06	\$19.82	\$20.48	\$21.07	\$21.94	\$22.36
Range 5	1/1/2017	\$17.06	\$18.05	\$18.75	\$19.46	\$20.09	\$20.70	\$21.54	\$21.97
Environmental Services Supervisor									
Range 6	1/1/2017	\$17.02	\$17.99	\$18.69	\$19.40	\$20.01	\$20.66	\$21.52	\$21.95
Medical Records Tech.									
Range 7	1/1/2017	\$15.65	\$16.53	\$17.49	\$18.73	\$19.33	\$19.90	\$20.70	\$21.11
Range 8	1/1/2017	\$16.00	\$16.91	\$17.54	\$18.17	\$18.78	\$19.35	\$20.13	\$20.53
Psychiatric Technician*									
Range 8A	1/1/2017	\$16.27	\$16.76	\$17.22	\$17.62	\$18.09	\$18.65	\$19.41	\$19.78
Account Clerk III									
Range 9	1/1/2017	\$15.44	\$16.39	\$17.12	\$17.85	\$18.43	\$18.96	\$19.72	\$20.12
Range 10	1/1/2017	\$14.61	\$15.56	\$16.62	\$17.83	\$18.43	\$18.95	\$19.69	\$20.00
Unit Clerk Coordinator									
Range 11	1/1/2017	\$15.47	\$16.43	\$17.12	\$17.82	\$18.42	\$18.95	\$19.67	\$20.10
Psychiatric Technician Public Health Support									

			6	18	30	60	120	180	240
			mos	mos	mos	mos	mos	mos	mos
<b>RANGE AND JOB CLASSIFICATION</b>	<b>STEP:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Specialist*									

<b>Range 12</b>	1/1/2017	\$15.18	\$16.14	\$16.72	\$17.38	\$17.91	\$18.46	\$19.18	\$19.55
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Administrative Assistant\*

<b>Range 12A</b>	1/1/2017	\$15.82	\$16.32	\$16.83	\$17.32	\$17.83	\$18.30	\$19.06	\$19.45
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Account Clerk II  
 Administrative Assistant  
 Public Health Support-  
 ——— Specialist

<b>Range 13</b>	1/1/2017	\$15.48	\$16.41	\$16.71	\$17.15	\$17.62	\$18.13	\$18.86	\$19.25
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Release of Information  
 Coordinator

<b>Range 14</b>	1/1/2017	\$15.15	\$16.07	\$16.49	\$17.01	\$17.49	\$18.00	\$18.74	\$19.11
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<b>Range 15</b>	1/1/2017	\$14.57	\$15.52	\$16.15	\$16.76	\$17.30	\$17.83	\$18.59	\$18.90
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<b>Range 16</b>	1/1/2017	\$14.89	\$15.75	\$16.29	\$16.74	\$17.23	\$17.70	\$18.41	\$18.80
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<b>Range 17</b>	1/1/2017	\$14.59	\$15.66	\$16.21	\$16.71	\$17.15	\$17.64	\$18.35	\$18.74
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<b>Range 18</b>	1/1/2017	\$14.81	\$15.69	\$16.10	\$16.45	\$16.89	\$17.42	\$18.10	\$18.43
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Clerk Receptionist

<b>Range 19</b>	1/1/2017	\$13.90	\$14.89	\$15.35	\$15.85	\$16.36	\$16.83	\$17.47	\$17.85
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Clerk Typist II

<b>Range 20</b>	1/1/2017	\$14.20	\$15.18	\$15.73	\$16.45	\$16.92	\$17.44	\$18.13	\$18.48
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Food Service Supervisor\*

<b>Range 21</b>	1/1/2017	\$14.01	\$14.99	\$15.38	\$15.71	\$16.24	\$16.71	\$17.40	\$17.75
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<b>Range 22</b>	1/1/2017	\$13.60	\$14.57	\$15.02	\$15.50	\$16.01	\$16.45	\$17.10	\$17.47
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Central Supply Clerk  
 Food Service Supervisor

<b>Range 23</b>	1/1/2017	\$13.69	\$14.62	\$14.89	\$15.30	\$15.77	\$16.27	\$16.94	\$17.28
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<b>Range 24</b>	1/1/2017	\$13.29	\$14.25	\$14.72	\$15.20	\$15.66	\$16.14	\$16.80	\$17.10
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Cook\*



RANGE AND JOB CLASSIFICATION	STEP:	6		18		30		60		120		180		240	
		A	B	C	D	E	F	G	H						
<b>Range 25</b>	1/1/2017	\$13.01	\$13.95	\$14.39	\$14.89	\$15.38	\$15.81	\$16.45	\$16.83						
Activity Therapy Assitant Beautician Medical Record Clerk Certified Nursing Assistant															
<b>Range 26</b>	1/1/2017	\$12.99	\$13.94	\$14.38	\$14.88	\$15.36	\$15.77	\$16.44	\$16.82						
Cook															
<b>Range 27</b>	1/1/2017	\$12.66	\$13.65	\$14.12	\$14.62	\$15.07	\$15.54	\$16.19	\$16.45						
<b>Range 28</b>	1/1/2017	\$12.87	\$13.82	\$14.27	\$14.78	\$15.24	\$15.67	\$16.29	\$16.64						
Environmental Service Worker Food Service Worker															
<b>Range 29</b>	1/1/2017	\$12.75	\$13.75	\$14.18	\$14.64	\$15.11	\$15.57	\$16.22	\$16.49						
<b>Range 30</b>	1/1/2017	\$12.48	\$13.45	\$13.80	\$14.16	\$14.60	\$15.03	\$15.65	\$15.93						
Clerk Steno II															
<b>Range 31</b>	1/1/2017	\$12.44	\$13.40	\$13.76	\$14.12	\$14.57	\$15.00	\$15.61	\$15.89						
<b>Range 32</b>	1/1/2017	\$12.34	\$13.31	\$13.69	\$14.01	\$14.47	\$14.88	\$15.48	\$15.77						
<b>Range 33</b>	1/1/2017	\$11.98	\$12.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						

**Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.**

**APPENDIX C  
AFSCME LOCAL 1258  
POOL PAY GRID**

	Start A	1,000 hours worked B	5,200 hours worked C
<b>Pool C.N.A</b>			
1/1/2017	\$17.59	\$18.11	\$18.68
<b>Pool ATA</b>			
1/1/2017	\$17.59	\$18.11	\$18.68
<b>Pool MA</b>			
1/1/2017	\$18.30	\$18.86	\$19.41
<b>Pool LPN</b>			
1/1/2017	\$24.76	\$25.49	\$26.26
<b>Pool Pscyh Tech</b>			
1/1/2017	\$19.75	\$20.36	\$20.98

**The wage scale is printed in the contract for reference purposes only. Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.**

**APPENDIX D  
AFSCME LOCAL 2489 PAY GRID**

			6	18	60	120	180	240
<b>RANGE AND JOB CLASSIFICATION</b>	<b>STEP:</b>	<b>Start</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>	<b>mos</b>
<b>Range 0</b>	1/1/2017	18.52	19.81	21.01	21.97	22.08	22.94	23.17

Telecommunicator

<b>Range 0.5</b>	1/1/2017	18.18	19.23	20.17	21.13	21.24	22.10	22.33
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Accountant\*  
Deputy County Clerk\*  
Deputy County Treasurer\*

Collections/Accounts Specialist\*  
Deputy Register of Deeds\*  
Information Technology Support Specialist\*

<b>Range 1</b>	1/1/2017	17.16	18.34	19.85	20.81	21.01	21.87	22.04
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Accountant  
Collections/Accts Specialist  
Information Technology  
—Support Specialist  
Deputy County Clerk

Deputy County Treasurer  
Deputy Register of Deeds  
Printing Services Coordinator

<b>Range 1a</b>	1/1/2017	17.75	18.72	19.64	20.62	20.82	21.66	21.90
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Medical Record Technician  
Lead Child Support Specialist\*  
Lead Economic Support Specialist\*

<b>Range 1b</b>	1/1/2017	18.10	18.49	18.95	19.88	19.98	20.80	21.01
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Lead Child Support Worker  
Lead Economic Support Specialist

<b>Range 2</b>	1/1/2017	16.82	17.80	18.78	19.73	19.91	20.70	20.90
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Deputy Veterans Service Officer II\*

<b>Range 3</b>	1/1/2017	17.42	17.92	18.52	19.36	19.53	20.33	20.53
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County Clerk Specialist  
Child Support  
Reimbursement Specialist\*

Deputy Veterans Service Officer II

<b>Range 4</b>	1/1/2017	17.30	17.62	18.10	19.02	19.16	19.93	20.13
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Call Taker  
Child Support  
—Reimbursement Specialist  
Deputy Register in Probate II\*  
Consumer Financial Support Specialist  
Deputy Clerk of Court  
Deputy Surveyor

Family Skills Specialist  
Economic Support Specialist  
Family Care Giver Support/Outreach Specialist  
HSD Support Specialist  
Legal Stenographer  
PW Cost Allocation Specialist

<b>Range 4a</b>	1/1/2017	16.89	17.27	17.73	18.59	18.73	19.53	19.68
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Deputy Register in Probate II  
Child Support Financial Worker\*

			6	18	60	120	180	240
RANGE AND JOB CLASSIFICATION	STEP:	Start	mos	mos	mos	mos	mos	mos
Range 5	1/1/2017	16.48	16.89	17.32	18.16	18.31	19.07	19.25

Account Clerk III  
 Child Support Financial  
 —Worker  
 Deputy Veterans Service Officer I\*

Range 6	1/1/2017	16.38	16.74	17.19	18.01	18.15	18.88	19.09
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Account Clerk - HSD  
 Administrative Assistant/  
 Senographer  
 Real Property Specialist\*

Range 7	1/1/2017	16.07	16.52	17.02	17.84	18.00	18.73	18.89
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Account Clerk II  
 Administrative Assistant\*  
 Airport Specialist  
 Deputy Veterans Service Officer I  
 Optical Imaging Specialist  
 Register of Deeds Clerk  
 Real Property Specialist

Range 8	1/1/2017	16.14	16.39	16.85	17.67	17.82	18.53	18.71
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Administrative Assistant

Range 9	1/1/2017	15.41	15.94	16.39	17.18	17.34	18.03	18.19
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Job Center Support Specialist

Range 10	1/1/2017	15.45	15.74	16.16	16.91	17.09	17.77	17.98
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Word Processing Operator

Range 11	1/1/2017	15.00	15.25	15.62	16.41	16.55	17.21	17.42
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Clerk Typist III

Range 12	1/1/2017	14.75	15.08	15.48	16.24	16.37	17.03	17.20
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Specialized Transit  
 Scheduler/Clerk

Range 13	1/1/2017	14.56	14.94	15.23	15.93	16.10	16.71	16.88
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Clerk II  
 Clerk Typist II  
 Public Safety Utility Clerk

Wage scales are maintained in the Rock County Policy and Procedures Manual under the Appendices.

**APPENDIX A**  
**UNILATERAL PAY PLAN**  
**Salaries Effective January 1, 2017**  
**Updated July 2, 2017**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Range-1	\$13.29	\$13.96	\$14.68	\$15.35	\$16.19
	\$27,749.52	\$29,148.48	\$30,651.84	\$32,050.80	\$33,804.72

Range-2	\$13.79	\$14.46	\$15.20	\$16.03	\$16.70
	\$28,793.52	\$30,192.48	\$31,737.60	\$33,470.64	\$34,869.60

Range-3	\$14.27	\$14.96	\$15.70	\$16.55	\$17.29
	\$29,795.76	\$31,236.48	\$32,781.60	\$34,556.40	\$36,101.52

Vehicle Maintenance Technician (A)

Range-4	\$14.68	\$15.46	\$16.17	\$17.03	\$17.77
	\$30,651.84	\$32,280.48	\$33,762.96	\$35,558.64	\$37,103.76

Environmental Health Technician (A)

Range-5	\$15.27	\$16.11	\$16.83	\$17.70	\$18.57
	\$31,883.76	\$33,637.68	\$35,141.04	\$36,957.60	\$38,774.16

Range 6	\$15.78	\$16.63	\$17.37	\$18.30	\$19.23
	\$32,948.64	\$34,723.44	\$36,268.56	\$38,210.40	\$40,152.24

Environmental Health Technician (A)\*      Vehicle Maintenance Technician (A)\*

Range 7	\$16.33	\$17.16	\$18.09	\$18.92	\$19.89
	\$34,097.04	\$35,830.08	\$37,771.92	\$39,504.96	\$41,530.32

Secretary I (A)

Range 8	\$17.01	\$17.76	\$18.71	\$19.59	\$20.59
	\$35,516.88	\$37,082.88	\$39,066.48	\$40,903.92	\$42,991.92

Human Resources Secretary (A)      Payroll Specialist (A)  
Nursing Staff Coordinator (A)      Secretary II (A)  
Purchasing Specialist (A)

Range 9	\$17.59	\$18.37	\$19.35	\$20.31	\$21.30
	\$36,727.92	\$38,356.56	\$40,402.80	\$42,407.28	\$44,474.40

Administrative Secretary (A)      Vehicle Maintenance Supervisor (A)  
Nursing Staff Coordinator (A)\*

Range 10	\$18.16	\$19.01	\$19.99	\$20.99	\$22.05
	\$37,918.08	\$39,692.88	\$41,739.12	\$43,827.12	\$46,040.40

Confidential Administrative Assistant (A)      Judicial Assistant (A)  
Court Attendant (A)      Legal Assistant (A)  
Human Resources Secretary (A)\*      Administrative Secretary (A)\*  
Secretary II (A)\*      Payroll Specialist (A)\*

Range 11

\$18.78	\$19.70	\$20.69	\$21.72	\$22.79
\$39,212.64	\$41,133.60	\$43,200.72	\$45,351.36	\$47,585.52

Community Coordinator (A) Health Promotion Coordinator (A)  
 Confidential Administrative Assistant (A)\* Victim Witness Specialist (B)  
 Conservationist I (A) Vehicle Maintenance Supervisor (A)\*

Range 12

\$19.44	\$20.41	\$21.43	\$22.52	\$23.63
\$40,590.72	\$42,616.08	\$44,745.84	\$47,021.76	\$49,339.44

Division Leader Deputy Clerk (A) Nutrition Program Supervisor (C)  
 Investigator (A) Transportation Program Supervisor (C)

Range 13

\$20.11	\$21.13	\$22.14	\$23.27	\$24.46
\$41,989.68	\$44,119.44	\$46,228.32	\$48,587.76	\$51,072.48

Cartographer I (A) RECAP Site Supervisor (A)  
 Division Leader Deputy Clerk (A)\* Sanitarian I (B)  
 Help Desk/Operations Technician (A) Storekeeper (A)  
 Mobility Manager (B) Support Services Supervisor (C)  
 Planning Services Coordinator (A) Nutrition Program Supervisor (C)\*  
 Transportation Program Supervisor (C)\*

Range 14

\$20.80	\$21.82	\$22.94	\$24.10	\$25.31
\$43,430.40	\$45,560.16	\$47,898.72	\$50,320.80	\$52,847.28

Assistant Food Services Manager (A)\* Human Resources Office Coordinator (A)  
 Cartographer I (A)\* Investigator (A)\*

Range 15

\$21.58	\$22.61	\$23.75	\$24.93	\$26.16
\$45,059.04	\$47,209.68	\$49,590.00	\$52,053.84	\$54,622.08

Accountant (B) Conservation Specialist II (A)  
 Application Support Specialist (A) Youth Services Center Supervisor (B)  
 Support Services Supervisor (C)\*

Range 16

\$22.26	\$23.42	\$24.57	\$25.82	\$27.15
\$46,478.88	\$48,900.96	\$51,302.16	\$53,912.16	\$56,689.20

Human Resources Analyst (A) Youth Services Center Supervisor (C)\*  
 Materials & Environmental Services Manager (B)

Range 17

\$23.10	\$24.22	\$25.41	\$26.69	\$28.01
\$48,232.80	\$50,571.36	\$53,056.08	\$55,728.72	\$58,484.88

Accountant (C)\* Economic Support Supervisor (C)  
 Certified Sanitarian I (B) Financial Supervisor (B)  
 Child Support Supervisor (C) GEO Application Specialist (B)  
 Conservation Specialist III (B) Human Resources Analyst (C)\*  
 Conservation Specialist II (A)\* Victim/Witness Coordinator (B)

Range 18

\$23.87	\$25.13	\$26.33	\$27.65	\$29.04
\$49,840.56	\$52,471.44	\$54,977.04	\$57,733.20	\$60,635.52

Activity Director (C) Financial Office Manager (B)  
 Chief Deputy Clerk of Circuit Court (C) Financial Supervisor (C)\*  
 Circuit Court Office Manager (C) Planner III (B)  
 DA Office Manager (C) User Support Specialist (A)  
 Child Support Supervisor (C)\*

Range 19

\$24.73	\$25.96	\$27.25	\$28.62	\$30.01
\$51,636.24	\$54,204.48	\$56,898.00	\$59,758.56	\$62,660.88

Communication Center Shift Supervisor (B)	Medicolegal Investigator (A)*
Court Reporter (A)	Payroll Manager (B)
Deputy Superintendent ( C )	Public Works Accounting Supervisor (B)
Food Service Manager (A)*	Public Works Superintendent (B)
Health Educator (A)	Senior Conservation Specialist (B)
Instructor/Support Specialist (A)	Shop Superintendent (B)
Lead Economic Support Supervisor ( C )	Telecom/Network Specialist (A)

Range 20

\$25.59	\$26.87	\$28.22	\$29.62	\$31.09
\$53,431.92	\$56,104.56	\$58,923.36	\$61,846.56	\$64,915.92

AODA Coordinator ( C )	Medical Records Manager ( C )
HSD Analyst ( C )	Purchasing Manager ( C )
Human Resources Manager ( C )	Sanitarian II (B)
Financial Office Manager ( C )*	

Range 21

\$26.50	\$27.79	\$29.23	\$30.63	\$32.21
\$55,332.00	\$58,025.52	\$61,032.24	\$63,955.44	\$67,254.48

Criminal Justice System Planner/Analyst ( C )	Senior Planner (B)
Deferred Prosecution Director ( C )	Senior Planner/GIS Manager (B)
Director of Mediation & Fam Court Services ( C )	Surveyor ( C )
Real Property Lister ( C )	Veterans Service Officer ( C )

Range 22

\$27.38	\$28.82	\$30.23	\$31.75	\$33.31
\$57,169.44	\$60,176.16	\$63,120.24	\$66,294.00	\$69,551.28

Admissions Registered Nurse ( C )	MDS Nurse ( C )
Community Health Education Coordinator ( C )	Sanitarian II ( C )*
Senior Planner ( C )*	Senior Planner/GIS Manager ( C )*
Human Resources Manager ( C )*	

Range 23

\$28.36	\$29.81	\$31.29	\$32.85	\$34.47
\$59,215.68	\$62,243.28	\$65,333.52	\$68,590.80	\$71,973.36

Computer Programmer/Analyst I (B)	Lead Medicolegal Investigator ( C )*
Director of Council on Aging ( C )	Parks Director ( C )
Facilities Superintendent ( C )	Network Technician (B)
Criminal Justice System Planner/Analyst ( C )*	

Range 24

\$29.37	\$30.84	\$32.35	\$33.96	\$35.70
\$61,324.56	\$64,393.92	\$67,546.80	\$70,908.48	\$74,541.60

Human Services Supervisor I ( C )	Technology, Records, & Quality Management Supervisor ( C )
Director of Council on Aging ( C )*	
Facilities Superintendent ( C )*	

Range 25

\$30.43	\$31.91	\$33.49	\$35.19	\$36.94
\$63,537.84	\$66,628.08	\$69,927.12	\$73,476.72	\$77,130.72

Child Support Director ( C )	Human Services Supervisor II ( C )
Controller ( C )	Nursing Supervisor (A)*
Environmental Health Supervisor ( C )	Public Health Nursing Supervisor (B)

Range 26

\$31.81	\$32.99	\$34.71	\$36.39	\$38.24
\$66,419.28	\$68,883.12	\$72,474.48	\$75,982.32	\$79,845.12

Airport Director ( C )  
 Assistant to Information Technology Director (B)  
 Computer Programmer/Analyst II (B)  
 Child Support Director ( C )\*

County Conservationist ( C )  
 Environmental Protection Director ( C )  
 Network Support Administrator (B)

Range 27

\$32.53	\$34.20	\$35.87	\$37.68	\$39.55
\$67,922.64	\$71,409.60	\$74,896.56	\$78,675.84	\$82,580.40

Assistant to the Public Works Director ( C )  
 Program Manager ( C )  
 Assistant Director ( C )  
 Public Safety Systems Manager (B)

Communications Center Operations  
 Manager ( C )  
 Youth Services Center Superintendent ( C )

Range 28

\$33.72	\$35.38	\$37.16	\$38.99	\$40.94
\$70,407.36	\$73,873.44	\$77,590.08	\$81,411.12	\$85,482.72

Assistant to County Administrator ( C )  
 Assistant to Finance Director ( C )

Range 29

\$34.86	\$36.60	\$38.46	\$40.38	\$42.38
\$72,787.68	\$76,420.80	\$80,304.48	\$84,313.44	\$88,489.44

Administrative Services Division Manager ( C )  
 Economic Support Division Manager ( C )

Long Term Support and ADRC  
 Division Manager ( C )

Range 30

\$36.05	\$37.86	\$39.81	\$41.81	\$43.81
\$75,272.40	\$79,051.68	\$83,123.28	\$87,299.28	\$91,475.28

Computer Network Engineer ( C )

Range 31

\$37.24	\$39.10	\$41.07	\$43.09	\$45.20
\$77,757.12	\$81,640.80	\$85,754.16	\$89,971.92	\$94,377.60

Economic Development Manager ( C )  
 Director of Nursing ( C )

Range 32

\$38.46	\$40.38	\$42.40	\$44.47	\$46.75
\$80,304.48	\$84,313.44	\$88,531.20	\$92,853.36	\$97,614.00

Children, Youth & Families Division Manager ( C )  
 Communication Center Director ( C )  
 Court Commissioner\*\*

HSD Deputy Director ( C )  
 Facilities Management Director ( C )  
 Behavioral Health Division Mgr ( C )

Range 33

\$39.72	\$41.69	\$43.77	\$45.98	\$48.29
\$82,935.36	\$87,048.72	\$91,391.76	\$96,006.24	\$100,829.52

Deputy Corporation Counsel ( C )  
 Health Officer ( C )

Programming & Technical Services  
 Manager ( C )

Range 34

\$41.02	\$43.06	\$45.19	\$47.46	\$49.83
\$85,649.76	\$89,909.28	\$94,356.72	\$99,096.48	\$104,045.04

Director of Planning and Development ( C )  
 Public Works Director ( C )



Range 35

\$42.34	\$44.42	\$46.66	\$48.99	\$51.48
\$88,405.92	\$92,748.96	\$97,426.08	\$102,291.12	\$107,490.24

Nursing Home Administrator ( C )

Range 36

\$43.70	\$45.90	\$48.18	\$50.60	\$53.14
\$91,245.60	\$95,839.20	\$100,599.84	\$105,652.80	\$110,956.32

Human Resources Director ( C )

Range 37

\$45.13	\$47.36	\$49.73	\$52.23	\$54.86
\$94,231.44	\$98,887.68	\$103,836.24	\$109,056.24	\$114,547.68

Director of Information Technology ( C )

Range 38

\$46.60	\$48.93	\$51.40	\$53.90	\$56.60
\$97,300.80	\$102,165.84	\$107,323.20	\$112,543.20	\$118,180.80

Finance Director ( C )

Range 39

\$48.10	\$50.56	\$53.09	\$55.69	\$58.47
\$100,432.80	\$105,569.28	\$110,851.92	\$116,280.72	\$122,085.36

Range 40

\$49.65	\$52.12	\$54.77	\$57.46	\$60.35
\$103,669.20	\$108,826.56	\$114,359.76	\$119,976.48	\$126,010.80

Range 41

\$51.27	\$53.83	\$56.51	\$59.35	\$62.36
\$107,051.76	\$112,397.04	\$117,992.88	\$123,922.80	\$130,207.68

Corporation Counsel ( C )

Director of Human Services ( C )

Unilateral (A) employees are non-exempt FLSA covered employees, which means they are eligible for overtime compensation on a time and one-half basis over 40 hours per week.

Unilateral (B) employees are exempt employees for purposes of the FLSA, but we have decided that they are eligible for overtime compensation on a straight time basis over 40 hours per week.

Unilateral (C) employees are exempt employees for purposes of FLSA and we have decided that they are not eligible for overtime, but may utilize "flex" hours.

An \* indicates that the position is exempt for the purposes of FLSA, but we have decided to pay them overtime on a time and one half basis over 40 hours per week.



**MEMORANDUM**

**TO:** County Board Staff Committee  
**FROM:** Annette Mikula, Human Resources Director  
**DATE:** May 15, 2017  
**RE:** Public Health Nursing Supervisor Change from Unilateral B to Unilateral C

Rock County Public Health Department currently employees 2.0 FTE Public Health Nurse Supervisors. These positions are currently classified in Range 25 as Unilateral B employees in the pay plan. Unilateral B employees are exempt from provisions of the Fair Labor Standards Act due to the nature of their position. However, the County has chosen to pay them straight time overtime after 40 hours per week even though the County is not required to do this by Federal Law.

One of the employees has submitted a letter and will be retiring from County employment. With the pending vacancy the position description has been reviewed and some adjustments will be made to the position. One of these updates is changing the position from Unilateral B to Unilateral C status. Unilateral C employees are exempt from provisions of the Fair Labor Standards Act due to the nature of their position. Employees in these positions do not receive any form of overtime but are allowed to "flex" their time in accordance with HR Policy and Procedure.

This change will be effective for both the vacancy and the incumbent. In 2016 the incumbent did not accrue any paid overtime, therefore, this change will not negatively affect the remaining employee. In addition, this change will equalize the classification between the Environmental Health Supervisor and the Public Health Nurse Supervisor.

The HR Director requests that the County Board Staff Committee approve the change from a Unilateral B to a Unilateral C for the Public Health Nurse Supervisor in advance of the recruitment process.

Range  
25

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
\$30.43	\$31.91	\$33.49	\$35.19	\$36.94
\$63,537.84	\$66,628.08	\$69,927.12	\$73,476.72	\$77,130.72

Environmental Health Supervisor ( C )

Public Health Nursing Supervisor (BC)