

COMMITTEE ON HUMAN RESOURCES

Friday, January 30, 2015

1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

AGENDA

1. Call to Order.
2. Human Resources: Update on Classification and Compensation Study/Information-Discussion/Direction to Staff. (p. 2)
3. Planning & Development: Position Title and Wage Placement for the New 2015 Geographic Information Position/Title Change for Current Geographic Information Systems Specialist Position to Geographic Information System Administrator/Resolution 14-15/111/ Recommendation to County Board of Supervisors/Approval-Denial. (pp. 3-12)
4. Parks and Forest: Position Classification and Wage Placement for 2015 New Project Manager Position/Resolution 14-15/110/Recommendation to County Board of Supervisors/Approval-Discussion. (p.13)
5. Human Resources: Increase One .75 FTE (30 hours) Human Resources Analyst Position to 1.0 FTE/Increase One .5 FTE (20 hours) Human Resources Assistant Position to .73 FTE (29 hours)/Amend Rate of Pay for Human Resources Assistant Position Resolution 14-15/110/Recommendation to County Board of Supervisors/Approval-Discussion. (pp.14-16)
6. Review/Approval of the December 12, 2014 Minutes. (p. 17)
7. Set Meeting Dates.
8. Adjourn.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 30, 2015	X	Information-Discussion		
Agenda Item No. 2	X	Direction to Staff		
Department: Human Resources		Approval-Denial		
Subject: Update on the Classification and Compensation Study		Requires Recommendation to:		
		County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
Bargaining Unit Involved: N/A			<input type="checkbox"/>	Resolution
Prepared by: H. Murray			<input type="checkbox"/>	Report
Reviewed by:		Other Action:		

Dr. Victoria McGrath from McGrath Consulting Group will be attending the meeting to update the committee on the status of the Classification and Compensation Study.

Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>
Effective	<input type="text"/>		
Referred to County Board on	<input type="text"/>		
Signed	<input type="text"/>		

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 30, 2015		Information-Discussion		
Agenda Item No. 3	X	Direction to Staff		
Department: Planning & Development	X	Approval-Denial		
Subject: Position Title and Wage Placement for the New 2015 Geographic Information Position/Title Change for Current Geographic Information System Specialist Position to Geographic Information System Administrator	X	Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:		Ordinance
			X	Resolution
Bargaining Unit Involved: N/A				Report
Prepared by: L. Remington				Report
Reviewed by: H. Murray		Other Action:		

A new geographic information position was created with the adoption of the 2015 County Budget for the Planning and Development Department. To complete the position's creation, Human Resources' has reviewed the job description and proposed duties and is supporting the department's proposed classification title of Geographic Information System Specialist.

A wage placement review was conducted and Pay Range 155 is recommended.

Salary Index Number	Title	Effective Date	Start Rate	6 Months	1 Year
100 Series					
155	Assistant Surveyor Geographic Information System Specialist	1/1/2015	\$24.72	\$26.05	\$27.20

The total cost for the position would be \$87,879.

The Planning and Development and Information Systems Departments are proposing a 2015 -2020 GIS Organizational Structure Recommendation which would be responsible for providing county-wide support to all departments and divisions for GIS services. An additional component of the GIS Organizational Structure Recommendation is for the current Geographic Information System Specialist in Pay Range 156 to be retitled to Geographic Information System Administrator. These position changes fall into the proposed structure recommendation.

The Committee is asked to approve the classification title of Geographic Information Systems Specialist and wage placement in Pay Range 155; and the position title change from the Geographic Information System Specialist to Geographic Information System Administrator.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			



Eau Claire County
DEPARTMENT OF PLANNING
AND DEVELOPMENT
Eau Claire County Courthouse, Rm. 3344
721 Oxford Avenue
Eau Claire, Wisconsin 54703-5481
(715) 839-4741

Land Use Controls
839-4743

Planning
839-5055

Land Information
839-4742

Land Conservation
839-6226

Housing Authority
839-6240

Emergency Management Coordinator
839-4736

Memo

To: Heather Murray, HR
From: Lance J. Gurney, Director
CC: Peter Strand
Date: 1/8/2015
Re: New GIS Specialist Position

Included within the adopted 2015 County Budget and subsequent Resolution 14/15/078 is a new position for the Planning and Development Department, namely a GIS position.

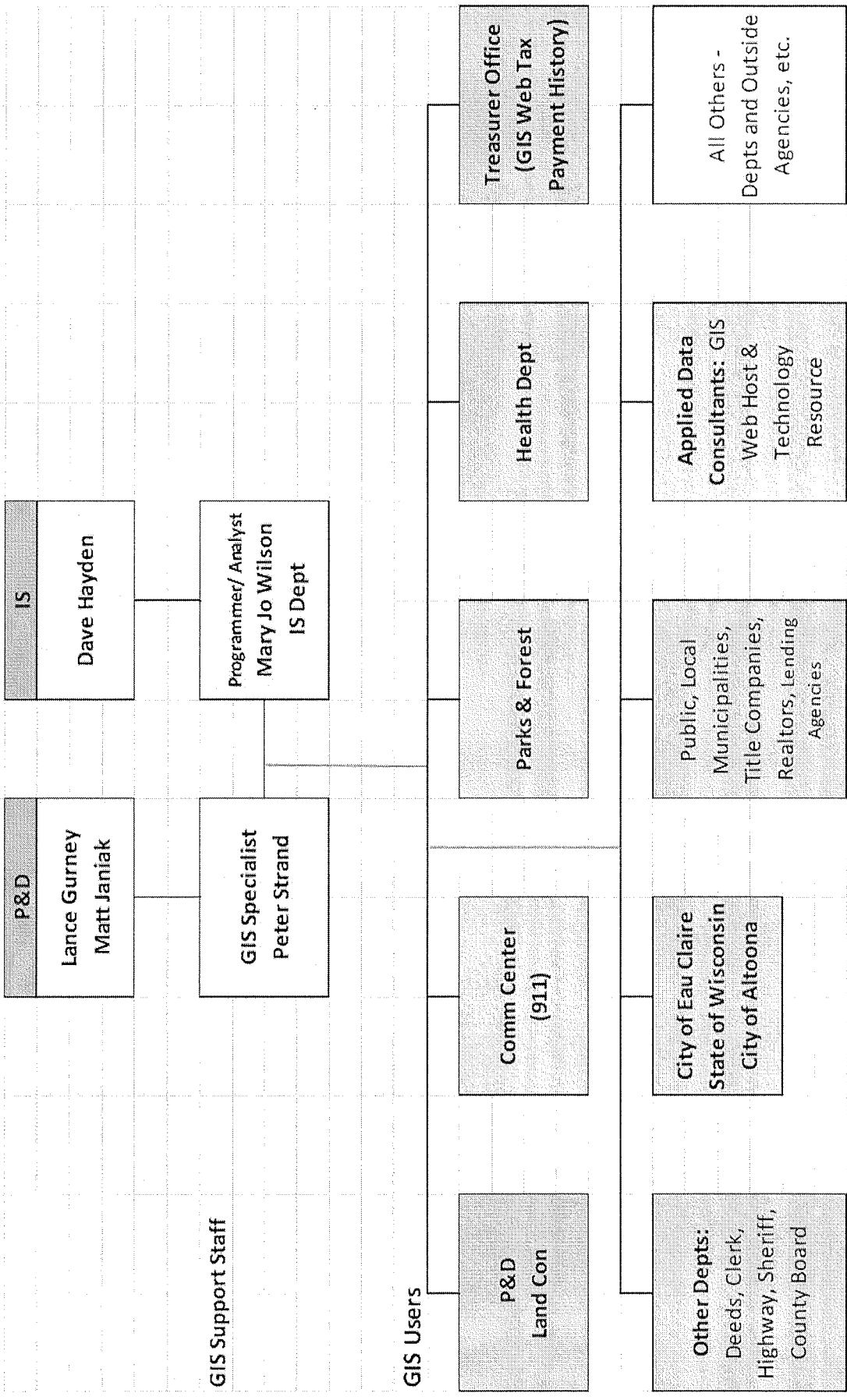
Attached, please find a proposed Position Description for the new GIS Specialist Position along with supporting information (i.e. samples of descriptions from other positions throughout the state that would be considered comparable positions). In reviewing the proposed description and comparing to salaries of similar positions, we believe that Salary Index Number 154 would be the most appropriate and would also be consistent with the anticipated compensation range of the position used within the 2015 budget.

In terms of the Position Descriptions submitted, we have attempted to find descriptions that both fit with the expected level of work and responsibilities of the position as well as the structure of the department in which they work. We are submitting as supporting documentation the following position descriptions:

- GIS Specialist – St. Croix County
- GIS Specialist – Outagamie County
- Floodplain Mapping GIS Specialist – WDNR
- Planning GIS Specialist – City of Madison

I understand that the next scheduled HR Committee meeting in which this position may be discussed is scheduled for January 30th. We will also be forwarding this information to the Planning and Development Committee for our meeting on January 27th for their respective consideration and support. Please advise if there are any additional steps or requirements that must be fulfilled as we move forward to approve the position and initiate recruitment efforts. Thank you.

LG



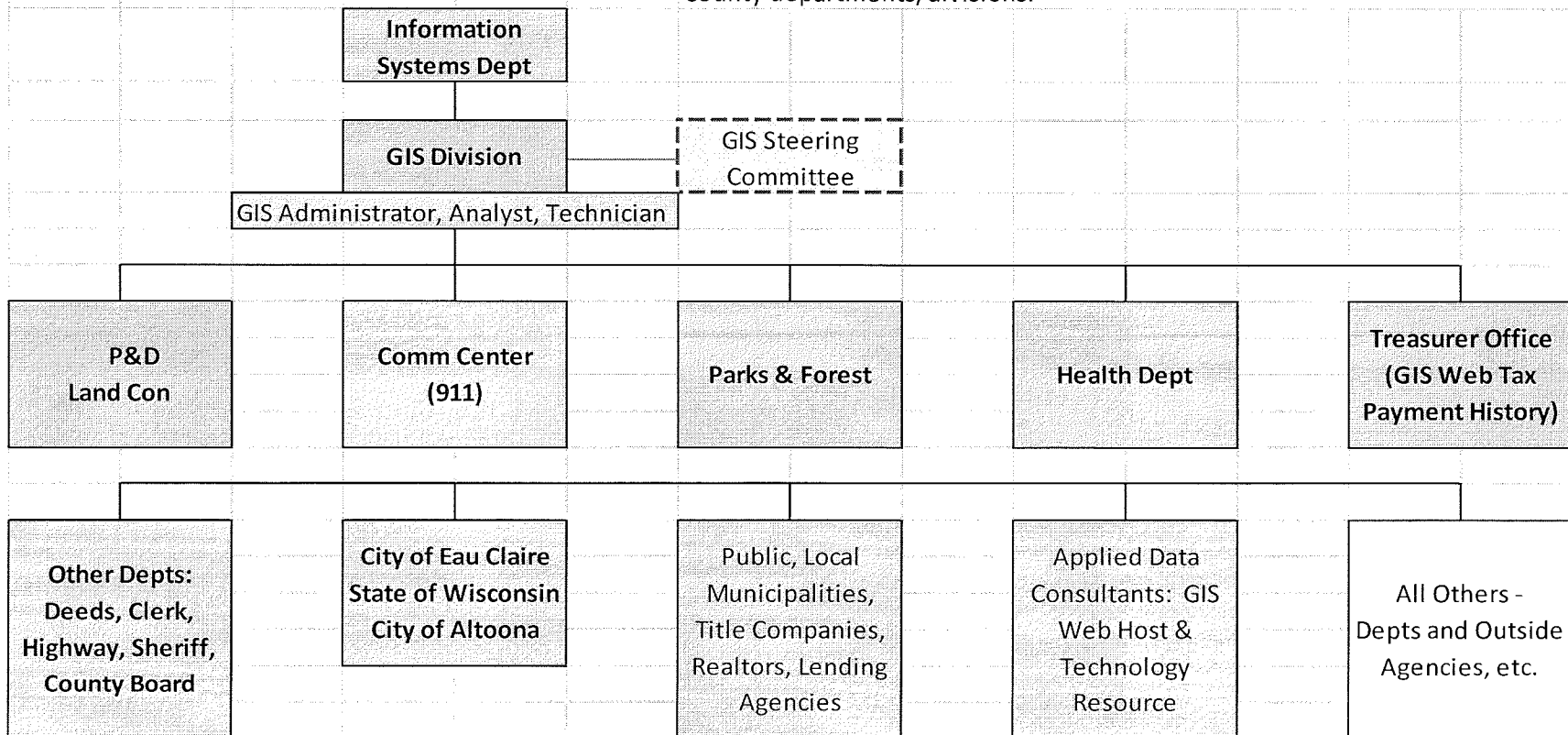
Actively Supporting GIS Users
 GIS Partner
 Informal "as time allows" support of GIS needs

**Eau Claire County
GIS Organizational Structure
2015 - 2020 Recommendation**

GIS Support	2014	2015	2016	2017	2018	2019	2020	
GIS Specialist	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	2015 Add GIS Analyst to P&D
IT Support Staff	.5 FTE	.5 FTE	.5 FTE	.5 FTE	.5 FTE	.5 FTE	.5 FTE	2016 Add GIS Analyst to IT
GIS Analyst	N/A	N/A	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	2017 Add GIS Administrator Position to IT
GIS Administrator	N/A	N/A	N/A	1 FTE	1 FTE	1 FTE	1 FTE	2017 Create GIS Steering Committee
GIS Analyst	N/A	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE	
		5200	5200	5200				Add'l high end workstations (2@2600)

2017 GIS Organizational Structure

The GIS Division is responsible for providing enterprise-wide support to all County departments/divisions.



REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 30, 2015		Information-Discussion
Agenda Item No. 4		Direction to Staff
Department: Parks and Forest	X	Approval-Denial
Subject: Position Classification and Wage Placement for 2015 New Project Manager Position	X	Requires Recommendation to:
	X	County Board
		Other:
		Form: <input type="checkbox"/> Ordinance
Bargaining Unit Involved:		<input checked="" type="checkbox"/> Resolution 14-15/110
Prepared by: A. Twitchell		Report
Reviewed by: H. Murray		Other Action:

In the 2015 adopted budget, the Parks and Forest Department was approved for one (1.0 FTE) Project Manager position. A final review of the duties outlined in the job description revealed that Parks and Forest Supervisor would be a more appropriate classification for this position.

In the 2015 adopted budget, the position was estimated to fall in pay range 813. The 813 wage scale is below.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15
813	\$26.99	\$27.87	\$28.77	\$29.71	\$30.68	\$31.68	\$32.71	\$33.77

The total cost for the position in pay range 813 would be \$92,746.

Human Resources is recommending the position be placed in pay range 812. The 812 wage scale is below.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15	01/01/15
812	25.52	26.36	27.21	28.10	29.01	29.96	30.94	31.95

The total cost for the position in pay range 812 would be \$89,199.

The Committee is asked to review and recommend wage placement and classification of Parks and Forest Supervisor for the position created in the 2015 budget.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Effective <input type="text"/>	
Referred to County Board on <input type="text"/>	
Signed <input type="text"/>	

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: January 30, 2015		Information-Discussion	
Agenda Item No. 5		Direction to Staff	
Department: Human Resources	X	Approval-Denial	
Subject: Increase One .75 FTE (30 hours) Human Resources Analyst Position to 1.0 FTE/Increase One .5 FTE (20 hours) Human Resources Assistant Position to .73 FTE (29 hours)/Amend Rate of Pay for Human Resources Assistant Position	X	Requires Recommendation to:	
		X	County Board
Bargaining Unit Involved: Non-Rep		Other:	
		Form:	Ordinance
		X	Resolution 14-15/112
Prepared by: H. Murray			Report
Reviewed by:		Other Action:	

After a review of the current and on-going workload in the Human Resources Department, we are requesting to increase the FTE of the part-time Human Resources Advisor from .75 FTE to 1.0 FTE. Additionally, we are requesting to increase the FTE of the part-time Human Resources Assistant position from .50 FTE to .73 FTE (29 hours per week).

Attached is a spreadsheet that outlines a brief description of some of the Human Resources functions managed by the department. The spreadsheet shows the day to day operational activities, the current and ongoing projects, future projects, and other misc. items assigned to the department. Those highlighted in grey are areas that are either not being performed or are not being performed at acceptable levels by standards outlined in performance management.

This proposal increases the total number of hours within the department by nineteen. Recall in September 2014 an analysis was performed of additional hours recorded by staff in the department for the preceding 12 months. The breakdown was as follows:

<u>Position</u>	<u>Additional Hours Recorded</u>
HR Advisor 1	63.5
HR Advisor 2	29.1
HR Advisor 3	376.5
Senior Aide	1040
Interns	<u>408</u>
Total Additional Hours	1917.1

Average Additional Hours Per Week **37**

Note: These calculations assume one intern per semester. Normally we host two (2) interns per semester. These also do not include additional hours performed by the Director.

In addition to the request to increase the FTE for these two positions, we are requesting to reduce the pay rate for the Human Resources Assistant from Pay Range 806 (starting rate \$18.00 per hour) to Pay Range 101 (starting rate \$12.69 per hour). There has been a change in job duties and required qualifications which would warrant a reduction in the compensation level for this position.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

The total salary and benefits budgeted for 2015 is \$389,493. This proposal would reduce the amount expended on salary and benefits to \$377,522 (Note, this total includes a reduction of \$27,438 in benefits due to one full time Human Resources staff member waiving coverage of the health insurance in 2015). The breakdown for the two positions is as follows:

2015 Budgeted

Human Resources Assistant: \$24,766
PT Human Resources Advisor: \$60,982
Total Cost \$85,748

Proposal Cost

Human Resources Assistant: \$27,147
Human Resources Advisor: \$76,069
Total Cost \$103,216
Less the savings from HI: \$27,438
Total Cost of Proposal \$75,778

There is a net savings of \$9,970 to the Human Resources 2015 budget with this proposal.

The Committee is asked to approve the increased hours for the .75 FTE (30 hours) Human Resources Analyst position to 1.0 FTE and increased hours for the .5 FTE (20 hours) Human Resources Assistant position to .73 FTE (29 hours) and make recommendation to the County Board.

Additionally, the Committee is asked to approve amending the salary placement of the Human Resources Assistant position from Pay Range 806 to Pay Range 101.

Day to Day Operational Activities

Employee Investigations
Orientations
Recruitment**
Accommodation Requests
Cell Phone/VPN Administration
ID Cards/Courthouse Security
Recognition
Evaluations
Corrective Action/PIP
Job Descriptions
Recruitment
Affirmative Action
FMLA
Return to Work/Injury
Discrimination Complaints
Worker's Comp
Unemployment
Policy Updates*
Policy Administration
Civil Rights/EEOC
Budget
New/Modified Position Requests
Position Analysis/Compensation Administration***
Records Retention/Record Keeping
Open Records Requests
Out of Title Work
Position Management
EAP
Contract Administration

Current or Ongoing Projects

Training
Holiday Party
Picnic
Class Comp
Position Master Changes/Alio
Onboarding
Policy Manual Review
ACA
Grievances
Performance Management
Certification Management
Clerk of Courts Transition
County Administrator Recruitment

Future Projects

Mentoring
Work from Home
Succession Planning
Org Charts
Exit Interviews
Electronic Record Keeping
Update Drug Free Workplace Policy/Procedure

Committees or Other Misc. Items

Health Insurance
Benefits
Social Media
Courthouse Security
Transition Team
Alio Intelligence
Parking
Wellness
Position Vacancy Reviews
Loss Control
Performance Management (Countywide)

*Policy Updates are ongoing and in general are multiple policies

**There are always multiple recruitments at one time

***Includes reclassification requests/reviews

COMMITTEE ON HUMAN RESOURCES

Friday, December 12, 2014

1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue
Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mike Conlin, Mark Olson, Mark Beckfield

Staff Present: Heather Murray, Lori Remington, Tom McCarty

Others Present: Keith Zehms, Yvonne Kuehn

Chair Kathleen Clark called the meeting to order at 1:30 p.m.

Human Resources: Update on Classification and Compensation Study/Information-Discussion.
(p. 2)

Staff updated the Committee on the progress of the classification and compensation study. No Committee action.

Human Resources: Request to Place the Corporation Counsel Legal Secretary Position in Salary Range 806/Direction to Staff/Approval-Denial. (pp. 5-21)

Motion Mark Olson to approve the request to place the Corporation Counsel Legal Secretary position into Pay Range 807 in recognition of current market conditions for the Legal Secretary position with like duties. Placement of the two existing employees will be at Step 4 of Pay Range 807 and recruitment for the vacant position will be at Step 1 to Step 3 of Pay Range 807. This change will be effective January 1, 2015. Motion carried 5 to 0.

Human Resources: Non-Represented Employees 2015 Salary and Benefits Request/Resolution/Recommendation to County Board of Supervisors/Approval-Denial. (pp. 3-4)

Motion Mike Conlin to approve a 1 percent increase to the wage schedule for the non-represented employees for the 2015 salary and benefit adjustments effective January 1, 2015. Motion carried 5 to 0. Note staff will prepare legislation for county board action.

Review/Approval of the November 6, 2014 Minutes. (pp. 22-23)

Motion Sue Miller to approve the November 6, 2014 minutes as presented. Motion carried 5 to 0.

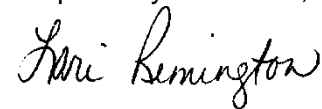
Set Meeting Dates.

The next regular meeting will be January 30, 2015 at 1:30 p.m., and February 20, 2015 1:30 p.m.

Adjourn.

Motion Mike Conlin to adjourn at 2:27 p.m. Motion carried 5 to 0.

Respectfully submitted,



Lori Remington
Committee Clerk