

## **COMMITTEE ON HUMAN RESOURCES**

Friday, July 10, 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. Parks and Forest: Update on Parks and Forest 2015 Amended Position Request/Information-Discussion. (p. 2)
3. County Clerk: Request to Change the Title of One 1.0 FTE Office Associate 3 to Chief Deputy County Clerk/Direction to Staff/Information-Discussion. (pp. 3-4)
4. Human Resources: Classification and Compensation Study Update/Direction to Staff/Information-Discussion. (p. 5)
5. Human Resources: 2016 New Position Request Guidelines/Direction to Staff/Information-Discussion. (p. 6)
6. Adjourn.

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**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

<b>Meeting Date:</b> July 10, 2015	<b>X</b>	Information-Discussion		
<b>Agenda Item No. 2</b>		Direction to Staff		
<b>Department:</b> Human Resources		Approval-Denial		
<b>Subject:</b> Update on Parks and Forest 2015 Amended Position Request		Requires Recommendation to:		
		County Board		
		Other:		
		Form:	<input type="checkbox"/>	Ordinance
<b>Bargaining Unit Involved:</b> Non-Represented			<input type="checkbox"/>	Resolution
<b>Prepared by:</b> H. Murray			<input type="checkbox"/>	Report
<b>Reviewed by:</b>		Other Action:		

During the 2015 budget process, the Parks and Forest Department requested an increase in Full Time Equivalency (FTE) for the Custodian located at the Exposition Center. This request was approved effective May 1, 2015 pending a further review of the position duties.

Human Resources and Parks and Forest worked to review the current duties. Staff will present an update at the meeting.

No Committee action is required.

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

<b>Meeting Date:</b> July 10, 2015	<b>X</b>	Information-Discussion	
<b>Agenda Item No.</b> 3	<b>X</b>	Direction to Staff	
<b>Department:</b> County Clerk		Approval-Denial	
<b>Subject:</b> Request to Change the Title of One 1.0 FTE Office Associate 3 to Chief Deputy County Clerk		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
			Resolution
<b>Bargaining Unit Involved:</b> Non-Represented			Report
<b>Prepared by:</b> H. Murray		Other Action:	
<b>Reviewed by:</b>			

Human Resources received a request to change the title of one (1) 1.0 FTE Office Associate 3 position to Chief Deputy County Clerk. This request was reviewed and is recommended by the Finance and Budget Committee at its June 11, 2015 meeting. A copy of the request that was submitted to the Finance and Budget Committee is included with the agenda packet.

The Committee is asked to review this request and either approve or provide direction to staff on how to proceed.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

ATTN: Human Resource Committee  
FROM: Janet Loomis, Eau Claire County Clerk  
RE: Deputy County Clerk position

I am requesting the committee's support to convert a current tax deed position to a Deputy County Clerk. This would be an expansion of responsibilities and would be a supervisory position. The position must be able to manage the office in my absence and assist in the election process.

Elections have become increasingly complex over the last decade. The volume and complexity of elections has almost doubled since 2007. Currently the ballots, programming are the sole responsibility of the County Clerk, and a change in federal and state statutes have created a substantial increase in workload. As well, the increased reporting units have substantially increased number ballot styles which add to the complexity. These changes require additional support.

I was elected county clerk with the term starting in 2001, and for budgetary reasons I did not appoint a deputy county clerk and instead requested that the tax deed position that had been reduced in 1999 to half-time be again a full time tax deed position. That request was approved and ultimately the cost saving was approximately \$20,000. While there is still a need for the tax deed position to be full-time, this change to a Deputy County Clerk would allow the deputy to expand responsibilities to manage the office and to play a more integral role in elections.

Now the election process has become a four year cycle, with  
two different November elections  
two partisan primaries  
four April non- partisan elections  
one presidential preference primary  
and possibly four February non- partisan primaries.

The county clerk is responsible for collecting all the ballot information from the state, county, municipalities and schools regarding candidates or referendum questions to be on the ballots draft the ballot and work with the printer. The clerk is also responsible for programming the election equipment. The municipal clerks rely on the county clerk to provide the correct ballots and have the voting equipment programmed correctly. These skills are learned on the job. Different counties handle elections differently, so there is no ability for a county clerk in another county to train the Eau Claire County Clerk. Because the redistricting lines for the 91<sup>st</sup> Representative to the Assembly are on the south and west border of the City of Eau Claire there have been at this point an additional 12 reporting units which adds to the complexity and will continue to change until the next redistricting in 2022.

There have been substantial changes in property tax deed responsibilities. Historically tax deeds were more prevalent on vacant land. Over an 18 year period, only 7 homes taken along with vacant property for tax deed sale. There has been a shift and in the last three years, 13 houses went up for tax deed sale along with the vacant properties. Homes have greater responsibility due to evictions, utilities, lawn care, cleaning, and showing as some of the additional work.

## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> July 10, 2015	<b>X</b>	Information-Discussion	
<b>Agenda Item No.</b> 4	<b>X</b>	Direction to Staff	
<b>Department:</b> Human Resources		Approval-Denial	
<b>Subject:</b> Classification and Compensation Study Update		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
<b>Bargaining Unit Involved:</b> Non-Represented			Resolution
<b>Prepared by:</b> H. Murray			Report
<b>Reviewed by:</b>		Other Action:	

Staff will provide an update on the classification and compensation study. Staff will provide updated costing information based on the June 30, 2015 Joint Committee meeting.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

## REPORT TO THE COMMITTEE ON HUMAN RESOURCES

### Action Required

<b>Meeting Date:</b> July 10, 2015	<b>X</b>	Information-Discussion	
<b>Agenda Item No. 5</b>	<b>X</b>	Direction to Staff	
<b>Department:</b> Human Resources		Approval-Denial	
<b>Subject:</b> 2016 New Position Request Guidelines		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	<input type="checkbox"/>
<b>Bargaining Unit Involved:</b> Non-Represented		<input type="checkbox"/>	Resolution
		<input type="checkbox"/>	Report
<b>Prepared by:</b> H. Murray			
<b>Reviewed by:</b>		Other Action:	

Staff is requesting discussion and direction from the Committee on Human Resources on guidelines for managing 2016 new position requests.

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