

RESOLUTION # 114-2024

Resolution to reclassify an Administrative Assistant position to an Office Manager position and reduce an Administrative Support position to 80 percent. These changes are due to the creation of the Oneida County Human Service Department.

Resolution approved for presentation to the Oneida County Board by the Supervisors of the Executive Committee.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

WHEREAS, Forest, Oneida and Vilas Counties have each passed a Resolution to withdraw from the Tri-County Human Service Board effective December 31, 2024; and

WHEREAS, Resolution 53-2024 was approved by the County Board of Supervisors on May 21, 2024 that created position titles and employee placement on the Classification Plan due to the creation of the Oneida County Department of Human Services, and

WHEREAS, Oneida County Social Services Director has reviewed administrative staff and recommends reclassifying an Administrative Assistant position to an Office Manager position and reducing one full time Administrative Support position to an eighty (80) percent Administrative Support position; and

WHEREAS, the Social Services Committee does recommend the changes as presented by the Social Services Director and recommends such to the County Board; and

WHEREAS, the County Board was aware that there could be additional changes to positions needed as the evaluation of the Oneida County Human Services Department continued.

THEREFORE, BE IT RESOLVED, Oneida County will reclassify an Administrative Assistant position Grade Level F to Grade Level J of the Non-exempt Wage Schedule and reduce one Administrative Support position from full time to eighty (80) percent; and

BE IT FURTHER RESOLVED, employment with Oneida County will be effective January 1, 2025. Funding for the above changes is part of the 2025 approved budget. No additional funding is being requested as part of this resolution.

Vote Required: Majority = 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes No _____ as reviewed by the Corporation Counsel, _____, Date: 12.5.24

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Approved for presentation to the County Board by the Executive Committee this 4th day of December, 2024.

Consent Agenda Item: X YES NO

Offered and passage moved by:

William A. Lee
Supervisor

Diana Hain
Supervisor

Robert W. Jensen
Supervisor

Scott Holewinski
Supervisor

[Signature]
Supervisor

Supervisor

Supervisor

20 Ayes

0 Nays

1 Absent

0 Abstain

X Adopted

by the County Board of Supervisors this 17 day December, 2024.

Defeated

Tracy Hartman
Tracy Hartman, County Clerk

Scott Holewinski
Scott Holewinski, County Board Chair

Consent Agenda

Cushing / Hess

Supervisors	AYE	NAY	ABS	ABSTAIN
Lopez	X			
Newman	X			
Fisher	X			
Showalter	X			
Timmons	X			
Harris	X			
Schultz	X			
Ives	X			
Hannus	—			
Hess	X			
Oettinger	X			
Briggs	X			
Condado	X			
Fried	X			
Schreier	X			
Sorgel	X			
Jensen	X			
Almekinder	X			
Cushing	X			
Tautges	X			
Holewinski	X			
TOTALS	20		1	
TAGS				

Resolution # 107 – 2024: Offered by the Supervisors of the Land Records Committee to convey PL-659-3 to Frank J. Dalka upon receipt of the required sale amount.

Resolution # 108 – 2024: Offered by the Supervisors of the Land Records Committee to convey part of NE-637-2 to Robert C. Luedtke, Luedtke Revocable Living Trust.

Resolution # 109 – 2024: Offered by the Supervisors of the Land Records Committee to convey part of WB-38-2 to Thomas M. Rudis.

Resolution # 110 – 2024: Offered by the Supervisors of the Forestry, Land and Recreation Committee to approve the Forestry Department 2025 Annual Work Plan.

Resolution # 111 – 2024: Offered by the Supervisors of the Public Works Committee to approve \$14,449.12 be paid to the Town of Newbold with the money to come from the County Bridge Aid Account.

Resolution # 112 – 2024 / Rezoning Petition # 08 – 2024: Offered by the Supervisors of the Planning and Development Committee to amend the Master Zoning District Document and the Oneida County Official Zoning District Boundary Map to rezone land from District #05 Recreational to District #02 Single Family Residential for properties described as Government Lots 4 and 5, Section 3, T38N, R7E, Town of Lake Tomahawk.

Resolution # 113 – 2024: Offered by the Supervisors of the Public Works Committee to authorize the purchase of a new Wheel Loader for the price not to exceed Two Hundred Sixteen Thousand Three Hundred Seven Dollars.

Resolution # 114 – 2024: Offered by the Supervisors of the Executive Committee to reclassify an Administrative Assistant position to an Office Manager position and reduce an Administrative Support position to 80 percent.

Resolution # 115 – 2024 / 05 – 2024: Offered by the Supervisors of the Social Services Committee to amend Oneida County General Code for the creation of the Oneida County Human Service Department.

Resolution # 116 – 2024: Offered by the Supervisors of the Planning and Development Committee to adopt a fee schedule for Planning and Zoning.

Appointments to Committees, Commissions and other Organizations:

- Appoint Robb Jensen to the Human Services Board as the Chair with a term that expires January 2028
- Appoint Dan Hess to the Human Services Board with a term that expires January 2027
- Appoint Ted Cushing to the Human Services Board with a term that expires January 2026
- Appoint Debbie Condado to the Human Services Board with a term that expires January 2027
- Appoint Steven Schreier to the Human Services Board with a term that expires January 2028
- Appoint Tiffany Rohan to the Human Services Board with a term that expires January 2026
- Appoint Angie Koch to the Human Services Board with a term that expires January 2027
- Appoint Jim Winkler to the Human Services Board with a term that expires January 2027



ONEIDA COUNTY WISCONSIN
DEPARTMENT OF SOCIAL SERVICES

**Executive Committee
December 2024**

The Department is requesting the reclassification of an Administrative Support position to an Office Manager position within the new Human Service Department effective January 01, 2025.

Why?

The newly created Human Service Department has 9 Administrative Support staff located between the three buildings. One is located at the ADRC, 4 are located at the Courthouse and 4 are located at Timber Drive.

These staff are responsible for the day to day operation of the facilities, including reception desk, customer service, supplies, data entry into multiple state system, file maintenance, record requests, websites & social media, committee meeting posting and minutes, administrative support for management and professional staff.

Supervision of Administrative staff has historically been provided by the Financial Manager. Under the new structure, the Financial Manager will have 8 Fiscal/Program administration staff and a \$20,000,000 (+) budget to manage. We would also leave the supervisor of the Administrative Support position at the ADRC under the Financial Managers supervision, or 9 staff total.

Current vacancies or pending vacancies within this unit has allowed us to further evaluate job duties and where these staff are best supervised within the new structure.

How we will fund:

We will reclassify one of the Administrative Support (Non Exempt Grade Level E) positions, currently located at Timber Drive, to the Office Manager Position (Exempt Grade Level J). Because the Administrative Support was budgeted at step 8, this is an \$8,780 increase in salary for the 2025 budget.

Also, due to reallocation of job duties, we will decrease another Administrative Support position, currently located at the Courthouse, to a .8 (32 hour per week) status. This results in a reduced salary cost of \$8,653.

These changes result in a \$148.00 increase, in which we will reduce another overhead cost to make up the difference.

Therefore, this change has no negative fiscal impact on the 2025 budget.

Oneida County Job Description

Job Title: Office Manager
Class Title: Office Manager
Department: Human Services
Reports To: Human Services Director
FLSA Status: Exempt-Admin.
Prepared By: Mary Rideout, Human Services Director
Prepared Date: November 08, 2024
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: November 12, 2024
Reviewed Date:

SUMMARY The Office Manager is responsible to plan, organize and implement the administrative operations of the Courthouse and Timber Drive Human Service offices. This position provides administrative support to the management staff including the Director. Maintains the confidential nature of all client and business information including personnel information, client files, Board and administrative staff meeting discussions and other confidential assignments. The Office Manager shall assign and direct duties to subordinates ensuring that all policies, procedures, rules, regulations, employee handbooks, standard operating procedures and directives are enforced and implemented. As Equal Opportunity Coordinator, maintains compliance with and trains staff on Civil Rights.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Supervise and train the administrative staff to ensure effective operation of the department, including document preparation, maintenance of client records, scheduling reception desk coverage and customer service. Complete employee performance evaluations.

Serves as Civil Rights Compliance Coordinator, review and maintain HIPPA policy and procedures. General Office Management.

Provides technical assistance, information and administrative support services to the Director, Deputy Director and other management staff.

Provides technical assistance, information and administrative support services to the department. Manage department employee records, job descriptions and new hire orientation process. Maintain and update agency policies and procedures. Maintains the integrity, confidentiality and retention of agency service files.

Coordinates the department long range plan, schedules meetings, and prepares documents as directed.

Responsible for posting committee meeting agendas according to State Statutes, recording minutes from meeting, preparing committee packets, posting minutes per County policy.

Responsible for agency website and social media design, concept and development; maintain and update agency information and program resources as needed.

Designated Netsmart super user. Serve as liaisons between staff and Electronic Health Record (EHR) software system; support users and train new hires. Maintain proficiency in EHR software and manage workflows as needed.

Participate in the Oneida County Emergency Management Plan as needed and directed by the plan.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in Human Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to type 60 words per minute. Able to prepare and install operating plans and procedures. Knowledge of computer systems, development, training, maintenance and repair. Must be able to successfully pass Oneida County and State of Wisconsin security clearance.

EDUCATION and/or EXPERIENCE

Two year college degree in Business Administration, Administrative Assistant, Office Manager or related field. Five years work experience in Human Services, or related field. Two years of supervisory experience desirable. A combination of equivalent education and experience may be considered.

LANGUAGE SKILLS

Excellent verbal and written communication skills.

MATHEMATICAL SKILLS

Advanced mathematical skills.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions based on practices, rules and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license

Office Manager Reclassification

Current Grade F

Administrative Support Step 8	\$ 52,435.00	FICA <u>512001</u>	RETIRE ERS SHARE <u>512002</u>	HEALTH RET INS. <u>512004</u>	LIFE INS. <u>512005</u>	WORKERS COMP <u>512006</u>	TOTAL
		\$ 4,011.00	\$ 3,618.00	\$ 18,500.00	\$ 178.00	\$ 52.00	\$ 78,794.00

Reclass Grade J

Office Manager Step 1	\$ 61,215.00	FICA <u>512001</u>	RETIRE ERS SHARE <u>512002</u>	HEALTH RET INS. <u>512004</u>	LIFE INS. <u>512005</u>	WORKERS COMP <u>512006</u>	TOTAL
		\$ 4,683.00	\$ 4,224.00	\$ 18,500.00	\$ 208.00	\$ 61.00	\$ 88,891.00

Additional Yearly Cost	\$ 8,780.00	\$ 672.00	\$ 606.00	\$ -	\$ 30.00	\$ 9.00	\$ 10,097.00
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Reduction of moving to .8 FTE

Administrative	2025 SALARIES	FICA <u>512001</u>	RETIRE ERS SHARE <u>512002</u>	HEALTH RET INS. <u>512004</u>	LIFE INS. <u>512005</u>	WORKERS COMP <u>512006</u>	TOTAL
1.0 FTE	\$ 43,264.00	\$ 3,310.00	\$ 2,985.00	\$ 29,818.00	\$ 147.00	\$ 43.00	\$ 79,567.00
0.8 FTE	\$ 34,611.00	\$ 2,648.00	\$ 2,388.00	\$ 29,818.00	\$ 118.00	\$ 35.00	\$ 69,618.00
Reduce Yearly Cost	\$ (8,653.00)	\$ (662.00)	\$ (597.00)	\$ -	\$ (29.00)	\$ (8.00)	\$ (9,949.00)

Total Increase to Budget	\$ 127.00	\$ 10.00	\$ 9.00	\$ -	\$ 1.00	\$ 1.00	\$ 148.00
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