

RESOLUTION # 38-2025

Resolution to reclassify Clinical Coordinator position to exempt status.

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, 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 Plans due to the creation of the Oneida County Department of Human Services, and

WHEREAS, the County Board was aware that there could be changes to the staffing as the Human Services Director evaluated positions within the Human Services Department; and

WHEREAS, upon observation and further review, the Clinical Coordinator position in the Human Services Department does meet the standards for Exempt under the Fair Labor Standards Act (FLSA) in the Learned Professional Exemption Category under the following requirements: (1) the employees primary duty must be the performance of work requiring advanced knowledge defined as work which is predominantly intellectual in character 2) includes work requiring the consistent exercise of discretion and judgement in the field of science or learning (3) the knowledge is acquired by a prolonged course of specialized instruction; and

WHEREAS, the Human Services Director and Human Resources Director do recommend that the Clinical Coordinator position should be considered exempt under the Fair Labor Standards Act (FLSA); and

WHEREAS, the Executive Committee does agree with the recommendation.

THEREFORE, BE IT RESOLVED, the Oneida County Board of Supervisors changes the Fair Labor Standards Act (FLSA) status of the Clinical Coordinator position to exempt, effective the first day of the payroll period after approval; and

BE IT FURTHER RESOLVED, all funding for this change is in the 2025 Human Services Department budget.

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: 7-9-25

Approved for presentation to the County Board by the Executive Committee this 9th day of July, 2025.

Consent Agenda Item: X YES NO

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Fiscal Impact

☐ Included in
Resolution

☐ Attached

☐ N/A

Offered and passage moved by:

Aye ☒ Nay ☐ Abstain ☐

Billy Fried

Supervisor Billy Fried

Steven Schreier

Supervisor Steven Schreier

Conner Showalter

Supervisor Conner Showalter

Diana Harris

Supervisor Diana Harris

Robb Jensen

Supervisor Robb Jensen

Russ Fisher

Supervisor Russ Fisher

Scott Holewinski

Supervisor Scott Holewinski

19 Ayes

0 Nays

1 Absent

1 Abstain

X Adopted

by the County Board of Supervisors this 15th day July, 2025.

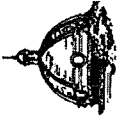
 Defeated

Tracy Hartman

Tracy Hartman, County Clerk

Scott Holewinski

Scott Holewinski, County Board Chair



**ONEIDA COUNTY
FISCAL IMPACT
2025**

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Title	Clinical Coordinator -	Clinical Coordinator -	
Salary Schedule	Grade N Step 4	Grand N Step 4	
Hourly Rate	Non-Exempt	Exempt	
Annual Hours	\$ 41.31	\$ 41.31	\$ (0.00)
	2,080	2,080	-
Estimated Amounts			
Wages	\$ 85,925	\$ 85,915	\$ (10)
FICA & Medicare	6,573	6,572	(1)
Retirement	5,972	5,971	(1)
Health Insurance	-	-	-
Life Insurance	86	86	(0)
Income Continuation Ins.*	-	-	-
Workers Comp Ins.	137	137	(0)
Total Wage & Fringe	<u>\$ 98,693</u>	<u>\$ 98,682</u>	<u>\$ (11)</u>

Reclassify position from Non-Exempt to Exempt. Current 11 steps, proposed 14 steps. **Current tops out 12.5% above control point, proposed tops out 20% above control point.** Current 24 PTO hours at hire to 368 PTO hours at 25 years; proposed 32 PTO hours at hire to 384 PTO hours at 25 years. **Average increase of 7% in PTO earned per year.**

* Currently no employer cost associated with ICI.



ONEIDA COUNTY HUMAN SERVICES

Better Together

Reclassification Request – Clinical Coordinator position to Exempt Status

Resolution 53-2024 was approved by the County Board on May 21, 2024. At that time the County Board was aware that there could be changes to the staffing as the Human Service Director evaluated positions within the Department. Upon observation and further review of the Clinical Coordinator position in the Human Services Department; the Human Services Director and Human Resources Director do recommend that the Clinical Coordinator position should be considered exempt under the Fair Labor Standards Act (FLSA).

The role of the Clinical Coordinator Position meets the standards for Exempt under (FLSA) in the Learned Professional Exemption Category. To qualify under this category the professional must meet the following requirements:

- the employees primary duty must be the performance of work requiring advanced knowledge defined as work which is predominantly intellectual in character
- includes work requiring the consistent exercise of discretion and judgement in the field of science or learning
- and the knowledge is acquired by a prolonged course of specialized instruction.

This position is responsible for providing front-line clinical and programmatic supervision to case management staff, assessing consumer functional eligibility, and for planning, arranging, monitoring and coordinating programs and services provided. This position is directly supervised by the Deputy Director.

This change does not change the pay grade or step. The employee will be entitled to additional PTO under the management classification, but would no longer be eligible for overtime pay.

This was approved by the Human Service Committee on June 16, 2025.