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RESOLUTION # 48-2024

Resolution to create a County Administrative Coordinator Position.

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

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

WHEREAS, in June 2023, Oneida County hired Allyson Brunette Consulting to explore a new management model and guide an inclusive process involving elected County Board Supervisors and department heads; and

WHEREAS, in November 2023, the County Board moved to have the Administration Committee review the S.W.O.T. (strengths, weaknesses, opportunities, and threats) analysis prepared by Brunette Consulting and bring back implementation options for consideration to the County Board; and

WHEREAS, during several meetings, the Administration Committee looked at four options: create full time County Administrator, create full or part time Administrative Coordinator, strengthen the current model and create a County Liaison position; and

WHEREAS, the Administration Committee supports and recommends the creation of a part time (10-20 hours/week), standalone Administrative Coordinator and will report to the Executive Committee.

THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors to create a part time Administrative Coordinator position effective April 17, 2024, for up to twenty (20) hours per week; and

THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that the current Human Resources/Administrative Coordinator position shall be changed to Human Resources Director position and remain in Grade Level T of the exempt wage schedule until the incumbent employee leaves the County's employ; and

THEREFORE, BE IT RESOLVED by the Oneida County Board of Supervisors that upon the incumbent employee vacating the position, the Human Resources Director position shall be placed in Grade Level S of the exempt wage schedule; and

THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that the stipend for the remainder of 2024 will not exceed twenty-two thousand, nine hundred sixty (\$22,960 dollars), received as a monthly stipend; and

BE IT FURTHER RESOLVED, by the Oneida County Board of Supervisors that a fiscal impact statement, which is attached hereto and made apart thereof with monies, included in the approved 2024 budget.

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

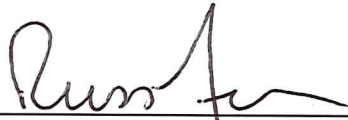
The County Board has the legal authority to adopt: Yes No _____ as reviewed by the Corporation Counsel, _____, Date: 4.8.24

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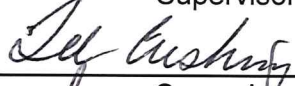
Approved for presentation to the County Board by the Administration Committee this 5th day of April, 2024.

Consent Agenda Item: YES X NO

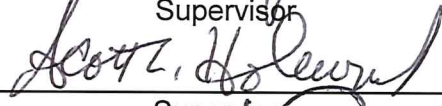
Offered and passage moved by:



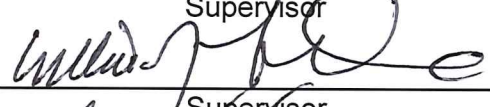
Supervisor



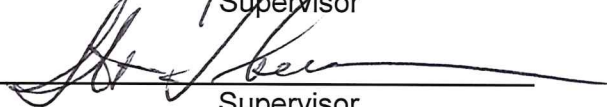
Supervisor



Supervisor



Supervisor



Supervisor

 21 Ayes

 0 Nays

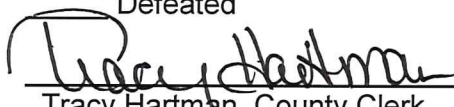
 0 Absent

 0 Abstain

 X Adopted

by the County Board of Supervisors this 16th day, April , 2024.

Defeated



Tracy Hartman, County Clerk



Scott Holewinski, County Board Chair

Resolution: # 48-2024

Supervisors	AYE	NAY	ABS	ABSTAIN
Cushing	X			
Condado	Y			
Harris	X			
Schreier	X			
Almekinder	Y			
Hess	Y			
Showalter	X			
Hanus	Y			
Lopez	Y			
Jensen	X			
Schultz	X			
Sorgel	X			
Newman	X			
Briggs	X			
Ives	X			
Fisher	X			
Oettinger	X			
Timmons	Y			
Tautges	X			
Fried	X			
Holewinski	X			
TOTALS	21			
TAGS				

Resolution # 48 – 2024: Offered by the Supervisors of the Administration Committee to create a County Administrative Coordinator Position.



**ONEIDA COUNTY
FISCAL IMPACT
2024**

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Title		Administrative Coordinator Stipend	
Salary Schedule	Exempt	Exempt	
Annual Stipend		\$ 20,000.00	\$ 20,000.00
Annual Hours		-	-
Estimated Amounts			
Wages	\$ -	\$ 20,000	\$ 20,000
FICA & Medicare	-	1,530	1,530
Retirement	-	1,380	1,380
Health Insurance	-	-	-
Life Insurance	-	20	20
Income Continuation Ins.*	-	-	-
Workers Comp Ins.	-	30	30
Total Wage & Fringe	<u>\$ -</u>	<u>\$ 22,960</u>	<u>\$ 22,960</u>

Assuming stipend added to full time position.
If LTE or other structure, WRS eligibility will need to be evaluated.

* Currently no employer cost associated with ICI.

Oneida County Job Description

Job Title: Administrative Coordinator
Class Title: Administrative Support
Department: Administrative Coordinator
Reports To: Executive Committee
FLSA Status: Exempt
Prepared By: Charbarneau/T Hartman
Prepared Date: March 2024
Approved By: Executive Committee
Approved Date: April 16, 2024
Reviewed Date: _____

SUMMARY This appointed management position, which operates under the general direction of the Executive Committee of the Oneida County Board, is responsible for assisting as requested and directed in the coordination of all administration and management functions not otherwise vested by Law, in Boards or Commissions, or other elected officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collaborate with the HR Director to develop new forms and processes for Department Head and Employee Performance Evaluations. Collaborate with Committee of Jurisdiction, County Board Chair, First Vice Chair and 2nd Vice Chair on annual Department Head evaluations.
- Develop, maintain and lead bi-annual training for the County Board members on completing the Department Head evaluation process.
- Assist the Executive Committee in creating a balanced budget to present to the County Board by attending all budget meetings and meeting with Finance Director prior to budget to gather any additional budget concerns and suggestions.
- Develop, maintain and implement a budget training for County Board Supervisors to be delivered annually in May/June
- Develop and maintain a training manual for new and veteran County Board Supervisors
- Develop, maintain and lead a bi-annual County Board Tour and orientation of Facilities and Operations.
- Develop, maintain and implement a training on the County Code
- Create a monthly newsletter to County Board Supervisors to summarize committee current events, topics and issues.
- Serve as an advisor to all County Board Supervisors for questions on County Code, Policies and Procedures.
- Manage the Liability and Property insurance policies and claims
- Oversee all incoming and outgoing mail for departments of the County
- Redistricting (once every ten years)
- Coordinate holiday decorations/decorating and fundraising
- Provide tours of Courthouse for schools and tour groups

Option 4B

- Serve as a member of the Loss Control Committee as defined by the Risk Management Program as approved by the County Board.
- Assist the County Board Committees in analyzing the organizational design and efficiencies of departments; make recommendations to the Committee of Jurisdiction involving staff levels, duties, organizational design, funding levels and operation needs.
- Review resolutions for the County Board on behalf of various Committees of Jurisdiction and attends all County Board meetings.
- Assist the Board Chair in the preparation of the County Board meeting and committee agendas, attend or be represented at County Board and committee meetings and furnish requested information as required.
- Any other duty as assigned.

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.

- Excellent verbal and written communication skills
- Maintain thorough knowledge of open records and open meetings law
- Understand roles/responsibilities of various county elected positions and departments, and have the ability to establish and nurture relationships across a diverse cross-section of individuals
- Able to research, compile, analyze and report data clearly.
- Able to initiate, plan and complete projects and programs in a timely and accurate manner.
- Knowledgeable of computer hardware, software and accessories, including Microsoft Office Suite.
- Ability to work independently without direct supervision.
- Ability to maintain confidential information.

EDUCATION and/or EXPERIENCE

- Work experience in a local government setting, ideally in a Wisconsin County leadership position.
- Combination of education and experience that allows for the essential duties and responsibilities be completed.

LANGUAGE SKILLS Must possess excellent English verbal and written communication skills.

MATHEMATICAL SKILLS Good basic mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions.