

RESOLUTION # 56-2023

Resolution to Create a Part Time Accounting Technician Position

Resolution approved for presentation to the Oneida County Board by the Supervisors of the Administration and Labor Relations Employee Services (LRES) Committees.

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

WHEREAS, the Finance Director has recommended that a part-time (60%) Accounting Technician position be created due to Departmental workload, to maintain a high level of quality control within the Department, and desire to effectively cross-train within the Department, and

WHEREAS, the Administration Committee does support and has recommended to the LRES Committee that a part time / 60% Accounting Technician position be created in the Finance Department; and,

WHEREAS, the LRES Committee does agree with the Administration Committee in the creation of a part time / 60% Accounting Technician position to be created in the Finance Department; and,

WHEREAS, funding is available for this position due to continued vacancy in the Department and as illustrated in the attached Fiscal Impact Statement; and,

NOW, THEREFORE, BE IT RESOLVED, the Oneida County Board of Supervisors authorizes a part time / 60% Accounting Technician position is created at Grade Level G of the Non-Exempt wage scale for the Finance Department.

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:

5.11.23

Approved for presentation to the County Board by the Administration Committee this 8th day of May, 2023.

Consent Agenda Item: YES NO


Offered and passage moved by:

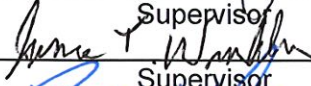
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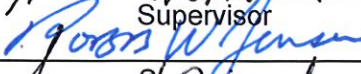
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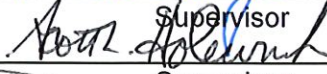
Approved for presentation to the County Board by the LRES Committee this 10th day of May, 2023.

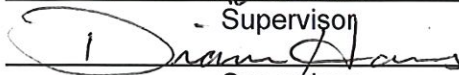
Offered and passage moved by:


Supervisor


Supervisor


Supervisor


Supervisor


Supervisor

20 Ayes

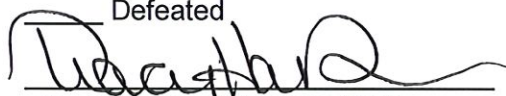
0 Nays

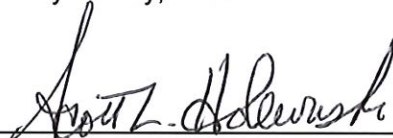
1 Absent

0 Abstain

X Adopted

by the County Board of Supervisors this 16th day of May, 2023.


Tracy Hartman, County Clerk


Scott Holewinski, County Board Chair

Consent Agenda - 5-16-23

Cushing/Tensen

Supervisors	AYE	NAY	ABS	ABSTAIN
Fried	X			
Cushing	X			
Kelly	X			
Briggs	X			
Rio	X			
Almekinder	X			
Schultz	X			
Winkler	X			
Fisher	X			
Showalter	—		X	
Newman	X			
Oettinger	X			
Jensen	X			
Roach	X			
Timmons	X			
Ryden	X			
Condado	X			
Schreier	X			
Sorgel	X			
Harris	X			
Holewinski	X			
TOTALS	20		1	
TAGS				

Resolution # 54 – 2023: Offered by the Supervisors of the Administration Committee to approve 2022 overdrawn budgets.

Resolution # 55 – 2023: Offered by the Supervisors of the Labor Relations Employee Services (LRES) Committee to create a full time Economic Support Specialist.

Resolution # 56 – 2023: Offered by the Supervisors of the Administration Committee and the Labor Relations Employee Services (LRES) Committee to create a part time Accounting Technician Position.

Resolution # 57 – 2023: Offered by the Supervisors of the Administration Committee to Oppose Congress proposing to rescind 'unobligated' coronavirus funds.

Appointments to Committees, Commissions and other Organizations:

Re-Appoint Ted Cushing and Steven Schreier to the Human Service Center Board for a 3-year term to expire in April 2026.

Appoint Toni Van Doren to the Human Service Center Board for a 3-year term to expire in April 2026.

Re-Appoint Marcy Davies to the Board of Health with a term to expire in June 2026.



**ONEIDA COUNTY
FISCAL IMPACT
2023**

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Title	Accountant, Grade J Step 3	Account Technician, Grade G Step 1	
Salary Schedule	Exempt	Non-Exempt	
Hourly Rate	\$ 28.34	\$ 20.91	
Annual Hours	2,080	1,248	
Estimated Amounts			
Wages	\$ 58,951	\$ 26,096	\$ (32,855)
FICA & Medicare	4,510	1,996	(2,513)
Retirement	3,979	1,761	(2,218)
Health Insurance	16,500	-	(16,500)
Life Insurance	59	26	(33)
Income Continuation Ins.*	-	-	-
Workers Comp Ins.	<u>1,816</u>	<u>39</u>	<u>(1,777)</u>
Total Wage & Fringe	<u>\$ 85,815</u>	<u>\$ 29,919</u>	<u>\$ (55,896)</u>

Accountant position budgeted at Step 3. Account Tech to start at step 1, Grade G. As a part time position over 1200 hours per year, qualifies for pension/life/ICI but not health insurance.

* Currently no employer cost associated with ICI.

FINANCE DEPARTMENT

ONEIDA COUNTY

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Fax (715) 369-7825

Tina M. Smigielski, C.P.A.
County Auditor/Finance Director
tsmigielsk@co.oneida.wi.us

Memorandum

April 27, 2023

TO: Administration Committee
FR: Tina M. Smigielski, C.P.A., Finance Director
RE: Permanent Part Time Account Technician Position

Introduction

The Finance Department has three full time positions budgeted for 2023: Finance Director, Accountant, and Finance Specialist. The Department has a vacancy since February 2022. In late 2022, the Department posted for a full-time Accountant and was unable to fill the position due to lack of qualified candidates.

Background

In lieu of filling the Accountant position, the Department has outsourced senior level work and retained an LTE for entry- and intermediate-level work. The Administration Committee approved a contract with GovHR for a senior accountant on a remote/outsourced basis to work under the direction of the Finance Director. Assignments include senior level accounting and auditing tasks. LRES Director Charbarneau authorized a LTE Finance Technician, however her authority only permits the LTE to work up to 450 hours. Assignments include full-cycle accounts payables, daily cash receipt entry, updating and organization Finance Department filing / storage, other duties as assigned.

Recommendation

Due to the positive performance of the current LTE, continued workload of the Finance Department, desire to cross-training internally, and a better understanding of demands post-ERP upgrade, I respectfully request to convert the current employee filling the LTE Finance Technician position to a permanent 60% Accounting Technician. A Resolution and Fiscal Impact are attached for the consideration of the Committee. I thank you in advance for your support on this matter.