

RESOLUTION # 79-2024

Resolution to create a Human Services Deputy Director position

Resolution offered by the Supervisors of the Executive Committee

WHEREAS, Oneida County resolved to end participation in the Tri-County Human Service Center and create the Oneida County Human Services Department beginning January 1, 2025; and

WHEREAS, the newly created department will require the leadership and direction of a Human Services Director who will need assistance to manage the oversight of multiple and varied programs; and

WHEREAS, the Oneida County Human Services Department will house 109 full- and part-time employees; and

WHEREAS, the success of the Human Services Department will be depend on strong leadership, knowledge, planning, and budgetary oversight; and

WHEREAS, the newly created Human Services Department results in the elimination of two executive level positions; and

WHEREAS, the Social Services Committee does support and has recommended to the Executive Committee that a Human Services Deputy Director position be created; and

WHEREAS, the Executive Committee does agree with the Social Services Committee in the creation of a full-time Human Services Deputy Director position.

NOW, THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that the following changes will occur effective January 1, 2025:

- Human Services Deputy Director position is created at Grade Level P of the Exempt wage schedule.
- The Assistant Director classification will end December 31, 2024.
- The ADRC Manager position will be classified a Grade Level M effective January 01, 2025.

BE IT FURTHER RESOLVED, by the Oneida County Board of Supervisors that by adoption of this resolution it shall be deemed that all associated costs of the position have been accounted for in the Human Services budget and in the fiscal impact statement which is attached hereto and made apart thereof.

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:

8-6-24

Approved for presentation to the County Board by the Executive Committee this 31st day of

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July, 2024.

Consent Agenda Item: YES X NO

Offered and passage moved by:

[Signature]
Supervisor

19 Ayes

0 Nays

2 Absent

0 Abstain

X Adopted

by the County Board of Supervisors this 20th day August, 2024.

 Defeated

[Signature]
Tracy Hartman, County Clerk

[Signature]
Scott Holewinski, County Board Chair

Resolution # 79-2024

Supervisors	AYE	NAY	ABS	ABSTAIN
Briggs	X			
Ives	X			
Harris			X	
Sorgel	X			
Condado	X			
Tautages	X			
Almekinder	X			
Showalter			X	
Timmons	X			
Hess	X			
Fried	X			
Fisher	X			
Lopez	X			
Oettinger	X			
Hanus	X			
Cushing	X			
Schreier	X			
Schultz	X			
Newman	X			
Jensen	X			
Holewinski	X			
TOTALS	19		2	
TAGS				

Resolution # 79 – 2024: Offered by the Supervisors of the Executive Committee to Create a Human Services Deputy Director Position.

Assistant Director to Deputy Director

Current Additional Pay

2024 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
\$ 4,971.00	\$ 380.29	\$ 338.03	\$ -	\$ -	\$ 6.46	\$ 5,695.78

New Position Grade P

2024 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
\$ 97,469.00	\$ 7,456.38	\$ 6,627.89	\$ 21,552.96	\$ 379.08	\$ 126.71	\$ 133,612.02

Additional Yearly Cost \$ 92,498.00 \$ 7,076.09 \$ 6,289.86 \$ 21,552.96 \$ 379.08 \$ 120.25 \$ 127,916.24

Oneida County Human Service Department Staffing

Current staffing Social Services:	55.6
Current staffing Human Service Center:	56.5
Total	112.10

Human Service Department request: 106.10

6 Positions not included in the proposed Human Service Department

- HSC Executive Director
- HSC Finance Director
- HSC HR and Operations Manager
- HSC Secretary/IT Program Assistant
- HSC Service Facilitator (CCS)
- HSC Intake Coordinator

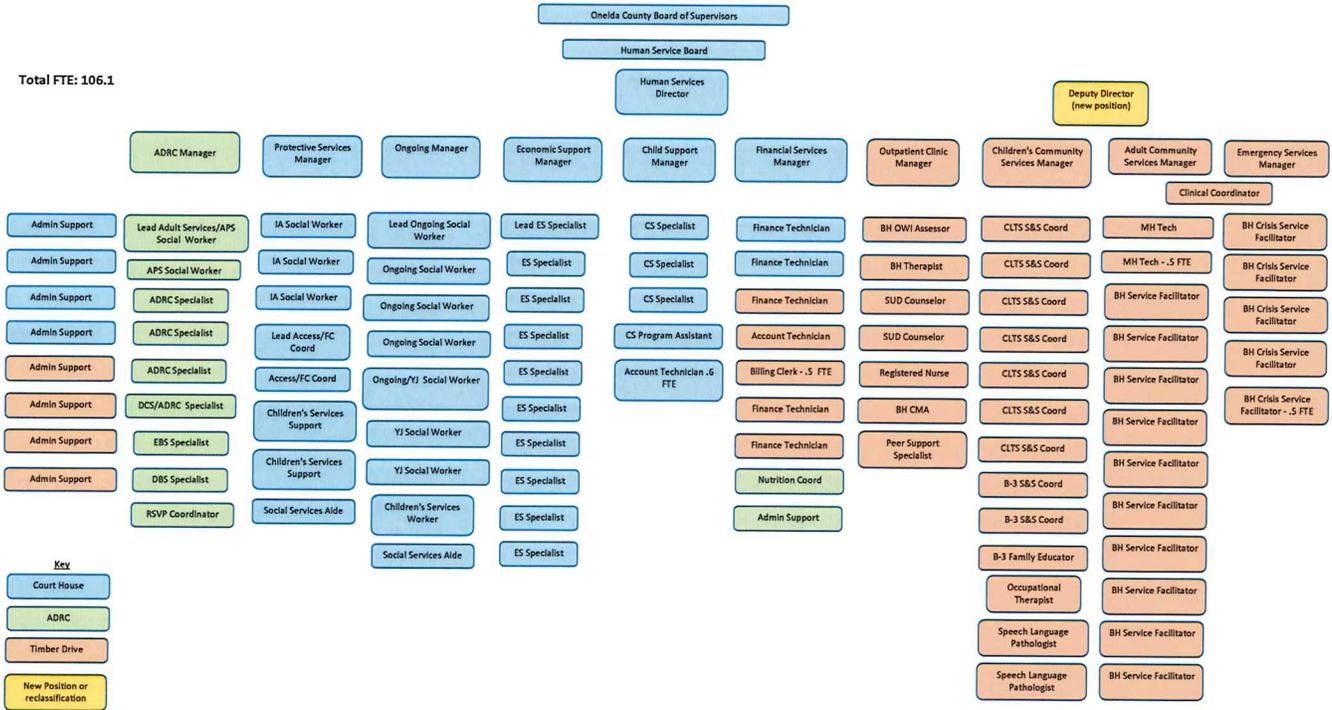
1 Position will be included with Buildings and Grounds Department

- HSC Facilities Technician

1 new position requested for the Human Service Department

- Deputy Director - will replace Assistant Director title/additional pay

Total FTE: 106.1



SOCIAL SERVICES COMMITTEE:

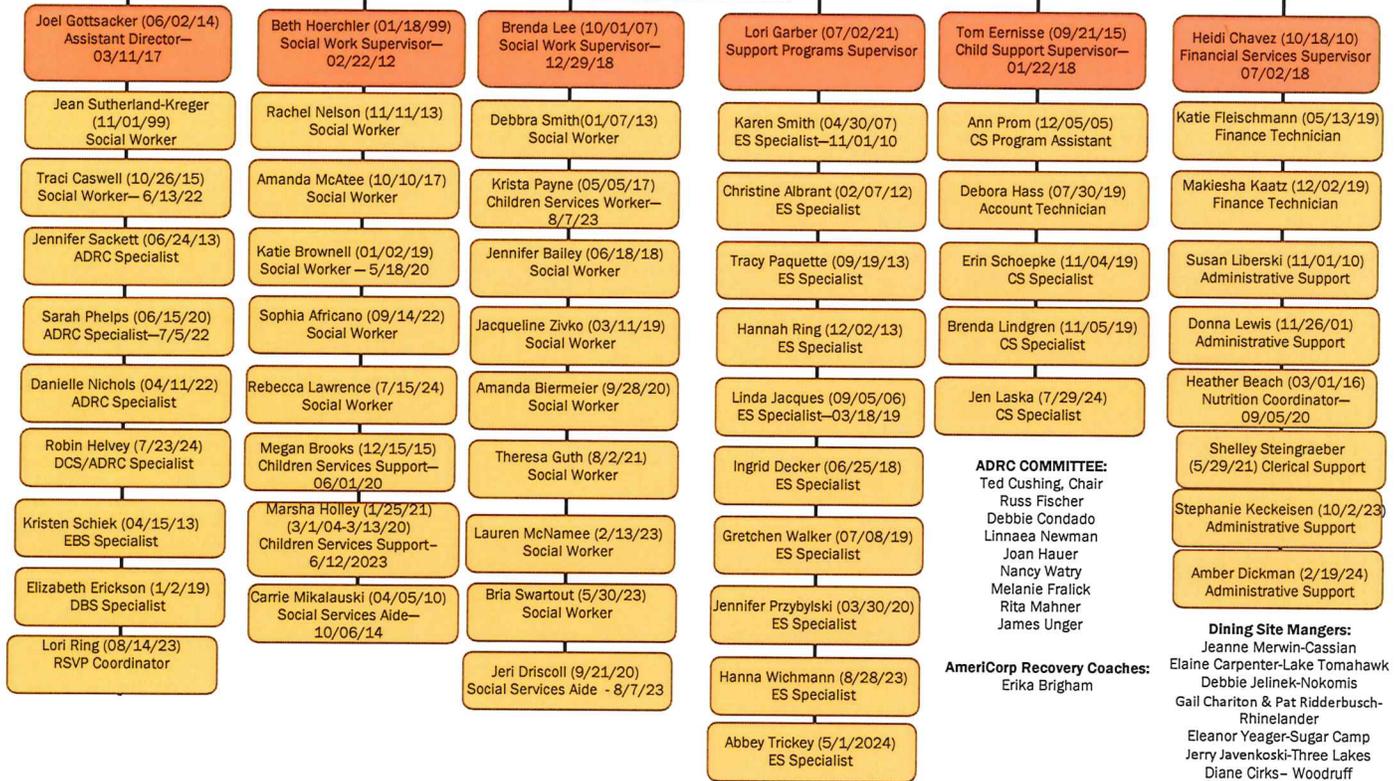
Robb Jensen, Chair
Dan Hess
Ted Cushing
Debbie Condado
Steve Schreier

**ONEIDA COUNTY DEPARTMENT OF
SOCIAL SERVICES & ADRC—Total FTE 55.6**

Mary Rideout (03/22/93)
Director—02/18/14

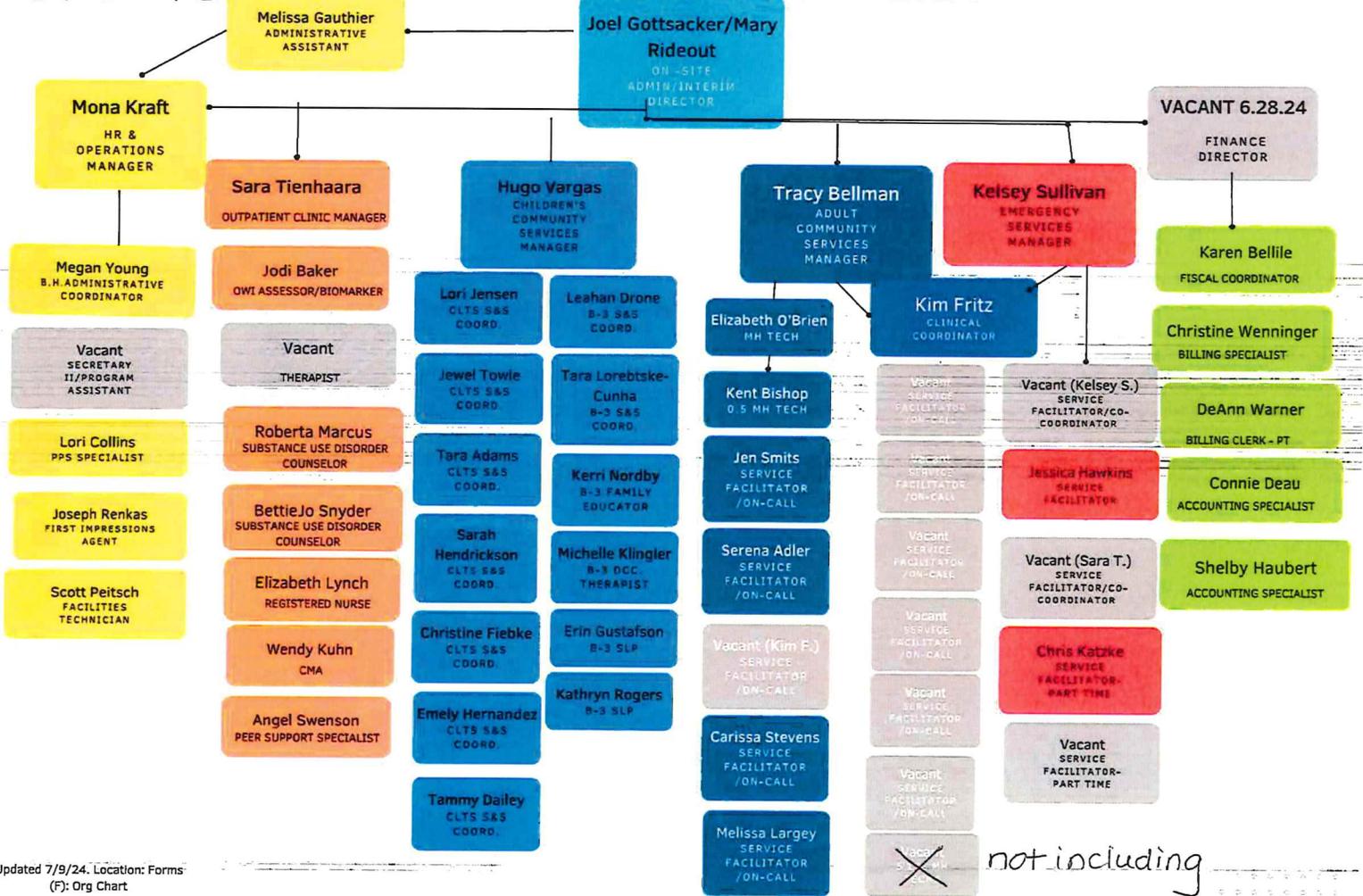
LINE OF SUCCESSION:

Mary Rideout, Director
Joel Gottsacker, Assistant Director
Beth Hoerchler, Social Work Supervisor



THE HUMAN SERVICE CENTER ORGANIZATIONAL CHART 2024

56.5 FTE



Updated 7/9/24. Location: Forms
(F): Org Chart

not including

**Oneida County
Job Description**

Job Title: Deputy Director
Class Title: Deputy Director Human Services
Department: Human Services
Reports To: Human Services Director
FLSA Status: Exempt-Supervisory
Prepared By: Mary Rideout
Prepared Date: 07/05/2024
Approved By: Lisa Charbarneau
Approved Date: 07/05/2024
Reviewed Date:

SUMMARY The Deputy Director (Deputy) assists the Department Director with planning, organizing, coordinating, and reviewing the activities and operations of the Mental Health, AODA, Emergency Services, Outpatient Clinic, CLTS and Birth to Three programs, Child Support, Economic Support, Children and Adult Social Services and other programs of the Human Services Department.

Essential duties and responsibilities include the following. Other duties may be assigned. This position will assist the Director in providing program management, development and evaluation as well as budget oversight. This position also supports the Department's management team in their administration of all department programs. The Deputy will assist with the oversight for all programs to ensure all department services are integrated, performing within budget and at a high level of quality and effectiveness. In addition, the Deputy will be a liaison with local, regional and state partners. Particular attention will be paid to relationships and contracted service delivery to Vilas and Forest Counties. The Deputy ensures regular communication of service metrics to the Human Services Directors of Forest, Oneida, and Vilas counties. This position may be called upon to lead special projects.

This position acts on behalf of the Director in his/her absence, and may be required to prepare for and present at County Board, the Human Services Board or other committees of the County Board.

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

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises managers of the Mental Health, AODA, Emergency Services, Outpatient Clinic, CLTS and Birth to Three units of the Department or other units managers as determined by the Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising the process of interviewing, hiring, 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.

Must be knowledgeable of management and business administration principles, practices and techniques as well as pertinent laws, regulations and practices pertaining to social service programs.

EDUCATION and/or EXPERIENCE Master's Degree in the field of Human Services, Public Administration, Business Administration or related field; extensive experience in progressively responsible and relevant positions; or equivalent combination of education and experience required.

LANGUAGE SKILLS Must possess excellent verbal and written communication skills. Able to speak for various groups of people.

MATHEMATICAL SKILLS Good mathematical skills.

REASONING ABILITY Able to evaluate situations and make good independent decisions. Ability to maintain highest level of confidentiality to both clients and staff members.

CERTIFICATES, LICENSES AND REGISTRATIONS Valid Wisconsin Driver's License required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office work and travel.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office work and in-state travel required.