

Agenda
Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

September 18, 2012 @ 8:30 a.m.

Committee Members: James Braugher, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of August 7, 2012 minutes
7. Communications
8. Approval of employee retirements from July – August, 2013 to be recognized by County Board
9. Discussion with Charles Carlson from Carlson Dettmann Consulting to provide a status update on the Classification and Compensation study, including but not limited to possible review of a preliminary draft of classification, compensation and policy recommendations and action determining where Jefferson County should position itself in the market
10. Report from Human Resources Director positions filled, emergency help requests and new hires starting above the minimum step/benefits
11. Set next meeting date and agenda
12. Adjournment

Next scheduled meeting: October 16, 2012 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

HR0310

APPLICABLE PAY RATES FOR NEW EMPLOYEES. Whenever it is appropriate and possible, new employees shall be hired at the minimum step of the pay range. If, because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting), the candidate will require a salary beyond the minimum, the County Administrator or Human Resources Director may authorize an advanced starting salary and additional benefits, (such as immediate health insurance or additional weeks of vacation). A report to the Human Resources Committee will be given summarizing the exceptions. Consideration must be given to the current compensation of other employees in the same classification, if applicable, to maintain internal pay equity. It is not in the County's best interests to promote a practice of hiring employees higher in the range and then adjusting current incumbents' pay thereafter. Department heads are not authorized to make compensation or benefit offers to potential candidates that exceed the entry-level step. [Res. 2001-117, 3/12/02, effective 6/30/02; am. 09/11/07, ord. 2007-19; am. 3/13/21, ord. 2011-31]

APPLICABLE PAY RATES FOLLOWING DEMOTION OR TRANSFER. In the case of the demotion of any employee in the County service to a class with a lower maximum salary such employee shall be assigned to a pay step in the lower range which is:

- A. If a disciplinary demotion or transfer, any designated step in the lower salary range which is at least one step less than the dollar amount received in the pay range for the class from which demoted. The pay of an employee may be reduced to a lower step within the established range upon recommendation of the department head and the Human Resources Director, and approval of the County Administrator where the quality and manner of work performance do not justify the pay being received. Pay reductions of this nature shall not be made without notice. [am. 3/13/12, ord. 2011-31]
- B. An employee who is demoted or transferred for involuntary reasons not related to performance will retain the present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. [am. 3/13/12, ord. 2011-31]
- C. An employee who takes a voluntary demotion will be placed in the step in the new range that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay, if the present salary is above the new range maximum. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease. [am. 3/13/12, ord. 2011-31]
- D. In the case of the transfer of an employee from one position to another in the same class or in a different class to which the same pay range is applicable, the employee shall remain at the same pay step. [am. 3/13/12, ord. 2011-31]
- E. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows: Where the employee was at the maximum step and is now eligible for step increases following the demotion, a new anniversary date, effective the date of the demotion, shall be established for purposes of future step increases. [cr. 3/13/12, ord. 2011-31]

APPLICABLE PAY RATES FOLLOWING PROMOTION OR ASSIGNMENT TO AN INTERIM POSITION. [am. 8/09/05, ord. 2005-15; am. 2/10/09, Ord. 2008-35]

- A. In case of the promotion of any employee in the County service to a position in a non-supervisory position in a class with a higher maximum salary, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been promoted. [lettered & am. 3/13/12, ord. 2011-31]
- B. In the case of the promotion or assignment to an interim supervisory or management position, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been promoted or designated by interim assignment, or into the next higher step that provides a minimum of a 5% increase. In no case will a reclassification pay adjustment allow an employee's pay to exceed the established range maximum for the position. [cr. 3/13/12, ord. 2011-31]
- C. In cases where the pay range overlaps, a promotion or interim assignment shall be effected at the next higher step in the range of the new class above the rate being paid in the lower class. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows. Where the employee was at the maximum step and will be eligible for steps following the promotion, a new anniversary date shall be established for purposes of future step increases. [lettered 3/13/12, ord. 2011-31]
- D. An "interim" title is used if an employee is assigned for a longer period of time, usually exceeding 30 calendar days but less than one year. If assigned to an interim position by the County Administrator, the assignment will not require confirmation by the Board as it is a temporary placement. An "acting" title is used if the position is being temporarily filled for a short period of time, usually 30 calendar days or less, and the employee will not receive additional compensation. [am. ord. 2005-15, 8/09/05; am. 02/10/09, ord. 2008-35; lettered & am. 3/13/12, ord. 2011-31]

APPLICABLE PAY RATES UPON RECLASSIFICATION OF POSITION. A position may be reclassified as the result of changes in the organizational structure of a department or slow and gradual changes in the duties and responsibilities of the position.

- A. Employees whose positions are reclassified to a non-supervisory position in a higher pay grade shall to receive the rate of compensation in the entrance step of the class to which the employee has been reclassified. In cases where the pay range overlaps, a reclassification shall be effected at the next higher step in the range of the new class above the rate being paid in the lower class. [am. 08/09/05, ord. 2005-15; am. 3/13/12, ord. 2011-31]
- B. In the case of the reclassification on an interim supervisory or management position, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been reclassified, or into the next higher step that provides a minimum of a 5% increase. In no case will a reclassification pay adjustment allow an employee's pay to exceed the established range maximum for the position. [cr. 3/13/12, ord. 2011-31]
- C. If a position is reclassified to a class in a lower salary range, and the salary of the employee exceeds the maximum of the new range, the employee will retain the employee's present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. [renumbered & am. 3/13/12, ord. 2011-31]
- D. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows. Where the employee was at a maximum step and will be eligible for steps following the reclassification, a new anniversary date shall be established effective the date of the reclassification for purposes of future step increases. [cr. 3/13/12, ord. 2011-31]
- E. When the reclassified position is vacant or the incumbent employee has not performed satisfactorily in the position or does not possess the required licensure, certification, or registration, the position will be filled under County selection processes.

HR0335

APPLICABLE PAY RATES FOLLOWING SALARY RANGE INCREASES AND DECREASES.

- A. Where a pay range for a given class is revised upward or downward, the incumbents of positions in classes affected shall have the existing pay adjusted to the same relative step in the new pay range.
- B. In the event that a pay range change becomes effective on an employee's anniversary date, the employee shall first receive any within-range adjustment to which the employee is entitled and then receive the corresponding step adjustment.
- C. In the event that a pay range change becomes effective on the date an employee is promoted or reclassified to a higher class, the employee shall first receive any effective corresponding step adjustment to which the employee is entitled in the lower class and then the next higher step promotional adjustment as provided in pay rates following a promotion or reclassification. [am. 3/13/12, ord. 2011-31]

APPLICATION OF PAY PLAN TO POSITIONS. The salary schedule for the respective classes of positions with such amendments as may be adopted by the Board of Supervisors from time to time by ordinance shall have the force and effect and shall be interpreted and applied as follows:

- A. The salaries or rates of compensation prescribed are fixed on the basis of full-time service in full-time positions unless otherwise designated.
- B. The rates of pay prescribed shall be deemed to include pay in every form, except for necessary expenses authorized and incurred incident to employment, except, for allotment for uniforms and/or other clothing allowance, as well as for personal use of a County vehicle, as may be prescribed by the Board of Supervisors. [am. 3/13/12, ord. 2011-31]
- C. Normally, and as a general rule, upon progress and productivity regular full-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, accept as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 1900 hours of service, until the employee reaches the maximum step.
- D. Normally, and as a general rule, upon progress and productivity regular part-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, accept as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 2080 hours of service, until the employee reaches the maximum step.
- E. No advance in the step system and corresponding pay increases shall be automatic upon completion of the periods of service and all step increases shall be made on the basis of merit as established by the employee's work performance and after written recommendation of the department head and approval by the Human Resources Director. Employees shall be evaluated at least annually. Employees shall sign a copy of the evaluation form. A copy of said evaluation form shall be provided to the employee. Approximately 30 days before an employee becomes eligible for a step increase, the Human Resources Department shall notify the department head. The department head shall submit an evaluation form to the Human Resources Department no later than the employee's anniversary date. Such evaluation form shall be signed by the employee, with a copy given to the employee. Step pay increases shall be earned. No pay increase shall be granted until the department head notifies the Human Resources Department that the employee has satisfactorily completed service by indicating such on the performance evaluation. Whenever an employee requests in writing the reasons for not receiving a pay increase or contingency rate for which the employee is eligible, the Human Resources Director shall advise the employee of the reasons. [am. 3/13/12, ord. 2011-31]
- F. Step increases shall normally become effective on the first day of the pay period following the employee's calendar anniversary date. An employee's calendar anniversary date may be affected by a job change or by the corresponding days in excess of an unpaid leave of absence greater than 30 calendar days or 173.33 hours in a year. [am. 3/13/12, ord. 2011-31]
- G. If an applicant does not have the required license or certification or equivalent employment experience required of the class specification, the County Administrator and Human Resources Director may employ such person at an appropriate step below the assigned range for the classification until such person obtains the license, certification or employment experience required, but in no event longer than one year. A report shall be provided to the Human Resources committee indicating the details of the exception. [am. 3/13/12, ord. 2011-31]

**JEFFERSON COUNTY
COMPENSATION STUDY BENCHMARKS**

Job Code	Jefferson County Job Title	Count	Current Rate*	Job Eval Points	Base Comp Market Estimate Rates				Median Market Index**
					25th	Median	Mean Control Pt.**	75th	
204	Custodian II	5	\$14.18	298	\$13.05	\$14.44	\$14.41	\$15.92	98%
1659	Secretary - Economic Support	3	\$18.36	310	\$15.16	\$16.01	\$15.83	\$17.65	115%
1665	Appointment Secretary/Recept	3	\$18.78	316	\$13.13	\$14.33	\$14.16	\$15.90	131%
2104	Data Entry Clerk	1	\$13.10	316	\$12.28	\$13.28	\$13.28	\$15.08	99%
1662	Nutrition Site Manager	5	\$15.23	316	\$11.70	\$13.74	\$13.48	\$14.55	111%
2222	Cook	4	\$18.14	324	\$11.50	\$13.52	\$13.29	\$14.73	134%
2220	Clerk Typist	2	\$16.17	334	\$13.47	\$14.61	\$14.58	\$16.31	111%
1412	Highway Worker	30	\$20.84	359	\$20.68	\$20.88	\$20.40	\$21.37	100%
1102	Secretary-Economic Development	9	\$16.55	361	\$15.47	\$16.95	\$16.85	\$19.06	98%
2005	Buildings/Grounds Maint Wrkr	1	\$18.14	383	\$17.25	\$20.54	\$19.88	\$21.71	88%
407	Court Clerk II - General	10	\$15.92	385	\$17.10	\$19.24	\$17.76	\$19.98	83%
408	Deputy Reg Prog/Court Clerk Cr	1	\$18.80	385	\$17.61	\$19.04	\$17.62	\$20.15	99%
2103	Deputy Register of Deeds I	1	\$18.36	386	\$18.30	\$21.00	\$21.07	\$22.45	87%
409	Judicial Assistant	3	\$18.42	398	\$17.99	\$19.53	\$18.00	\$20.79	94%
1410	Account Clerk	3	\$18.22	400	\$16.26	\$17.71	\$17.65	\$19.33	103%
1411	Equipment Operator II	8	\$21.31	404	\$16.94	\$18.76	\$18.70	\$21.38	114%
1006	Legal Secretary	7	\$18.39	413	\$17.78	\$19.35	\$19.22	\$22.19	95%
2401	Administrative Secretary	2	\$19.47	414	\$17.88	\$19.79	\$19.54	\$22.49	98%
2214	Communications Operator	9	\$19.86	421	\$18.48	\$20.88	\$20.54	\$22.66	95%
1649	Building Maintenance Worker	2	\$22.86	425	\$17.63	\$19.80	\$19.79	\$21.92	115%
1645	Economic Specialist	4	\$20.89	461	\$17.61	\$18.55	\$18.06	\$19.28	113%
1644	Account Clerk	3	\$20.11	463	\$19.06	\$20.62	\$20.43	\$22.51	98%
1201	Payroll Tech/Accounting Ass't	1	\$20.79	463	\$19.23	\$20.64	\$20.64	\$23.36	101%
2213	Mechanic	1	\$20.15	471	\$15.59	\$19.42	\$19.42	\$23.04	104%
102	Administrative Assistant-Conf.	1	\$24.26	476	\$21.90	\$24.31	\$24.85	\$28.58	100%
303	Enforcement Spec - Paternity	4	\$20.05	476	\$17.47	\$21.15	\$19.19	\$22.53	95%
1906	Micro Computer Specialist	2	\$22.61	476	\$19.02	\$22.58	\$22.58	\$27.84	100%
1633	Accountant	2	\$22.61	501	\$22.94	\$25.83	\$25.55	\$29.17	88%

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1409	Equipment Mechanic II	4	\$21.67	505	\$20.13	\$21.70	\$21.52	\$23.14	100%
1705	GIS & Land Use Specialist	1	\$24.17	509	\$21.82	\$26.65	\$24.61	\$28.10	91%
1638	Disability Benefits Specialist	1	\$24.81	511	\$21.31	\$22.64	\$22.88	\$23.64	110%
1408	Welder Fabricator	1	\$22.15	523	\$19.70	\$21.24	\$20.49	\$22.75	104%
1905	Sr Micro Computer Specialist	1	\$24.58	583	\$23.21	\$24.67	\$24.53	\$28.56	100%
2212	Communication Supervisor	1	\$27.48	600	\$28.88	\$30.03	\$31.49	\$35.82	92%
1304	Public Health Nurse	8	\$27.97	604	\$26.24	\$28.23	\$27.68	\$30.62	99%
1621	Intake/On Call Worker	19	\$23.59	610	\$21.35	\$23.75	\$23.26	\$26.25	99%
1503	Human Resources Specialist	1	\$22.37	617	\$21.15	\$25.24	\$24.89	\$29.03	89%
1623	Office Manager	1	\$28.76	617	\$27.29	\$28.80	\$30.19	\$33.36	100%
1001	Office Manager	1	\$28.76	617	\$23.71	\$26.32	\$25.70	\$30.03	109%
1303	WIC Project Director Supervisr	1	\$24.91	634	\$26.68	\$29.34	\$27.06	\$29.40	85%
1616	Behavioral Health Specialist	20	\$24.09	636	\$26.93	\$28.08	\$26.75	\$29.15	86%
1702	Resource Conservationist	1	\$26.20	639	\$25.25	\$26.52	\$24.56	\$29.46	99%
2602	Zoning/On-Site Waste Mng Tech	1	\$27.48	639	\$21.73	\$23.01	\$23.24	\$26.88	119%
2211	Sergeant-Patrol	6	\$31.85	650	\$27.87	\$29.52	\$28.83	\$32.09	108%
1622	Economic Support Spec-Suprv	1	\$28.76	660	\$25.34	\$28.06	\$27.44	\$30.39	102%
2501	Veterans Service Officer	1	\$29.07	660	\$27.62	\$29.40	\$27.81	\$31.99	99%
2006	Emergency Management Director	1	\$29.07	720	\$28.91	\$31.93	\$33.22	\$40.64	91%
2002	Parks Supervisor	1	\$26.89	731	\$22.16	\$24.68	\$26.23	\$28.44	109%
1406	Operations Superintendent	2	\$31.58	733	\$27.20	\$31.26	\$30.84	\$35.36	101%
201	Maintenance Manager	1	\$34.66	767	\$29.86	\$37.58	\$37.58	\$40.35	92%
1606	Child Protective Services Supr	5	\$31.42	768	\$31.26	\$32.29	\$30.78	\$34.44	97%
2203	Captain-Administrative	2	\$37.31	857	\$35.37	\$37.95	\$35.85	\$40.48	98%
2204	Captain-Jail	1	\$35.16	857	\$34.79	\$37.95	\$35.66	\$41.18	93%
602	Asst Corporation Counsel	3	\$34.59	867	\$32.68	\$37.58	\$36.78	\$42.48	92%
1901	Information Technology Mgr	1	\$40.56	880	\$37.26	\$43.14	\$41.89	\$47.33	94%
1603	Aging/Disability Resource Mngr	1	\$38.59	896	\$31.98	\$35.30	\$34.73	\$37.26	109%

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					25th	Median	Mean Control Pt.**	75th	
2202	Chief Deputy	1	\$39.69	935	\$37.67	\$40.12	\$38.64	\$45.99	99%
403	Family Court Commissioner	1	\$43.51	936	\$42.39	\$42.80	\$41.97	\$43.69	102%
2601	Zoning and Planning Director	1	\$37.58	978	\$33.52	\$35.76	\$36.05	\$41.37	105%
1501	Human Resources Director	1	\$39.55	994	\$38.56	\$43.63	\$42.30	\$49.69	91%
1301	Director/Health Officer	1	\$46.45	1020	\$35.55	\$39.38	\$35.87	\$44.81	118%
1401	Highway Commissioner	1	\$46.45	1020	\$40.74	\$43.20	\$42.80	\$46.01	108%
601	Corporation Counsel	1	\$54.34	1119	\$50.16	\$52.46	\$51.81	\$59.85	104%
1601	Director of Human Services	1	\$42.56	1123	\$42.59	\$49.62	\$48.73	\$53.20	86%

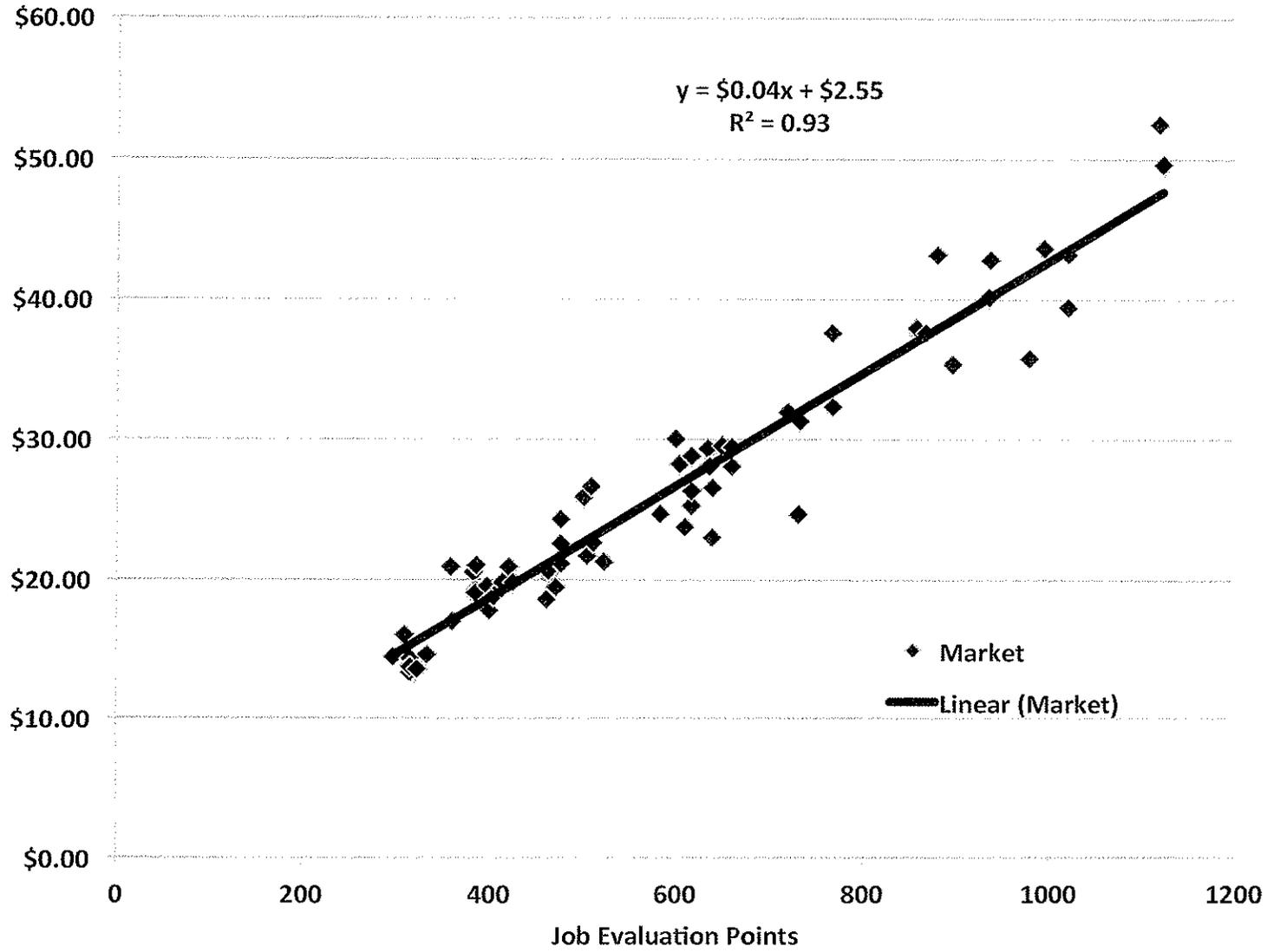
(Approx. 1/3 of classifications)

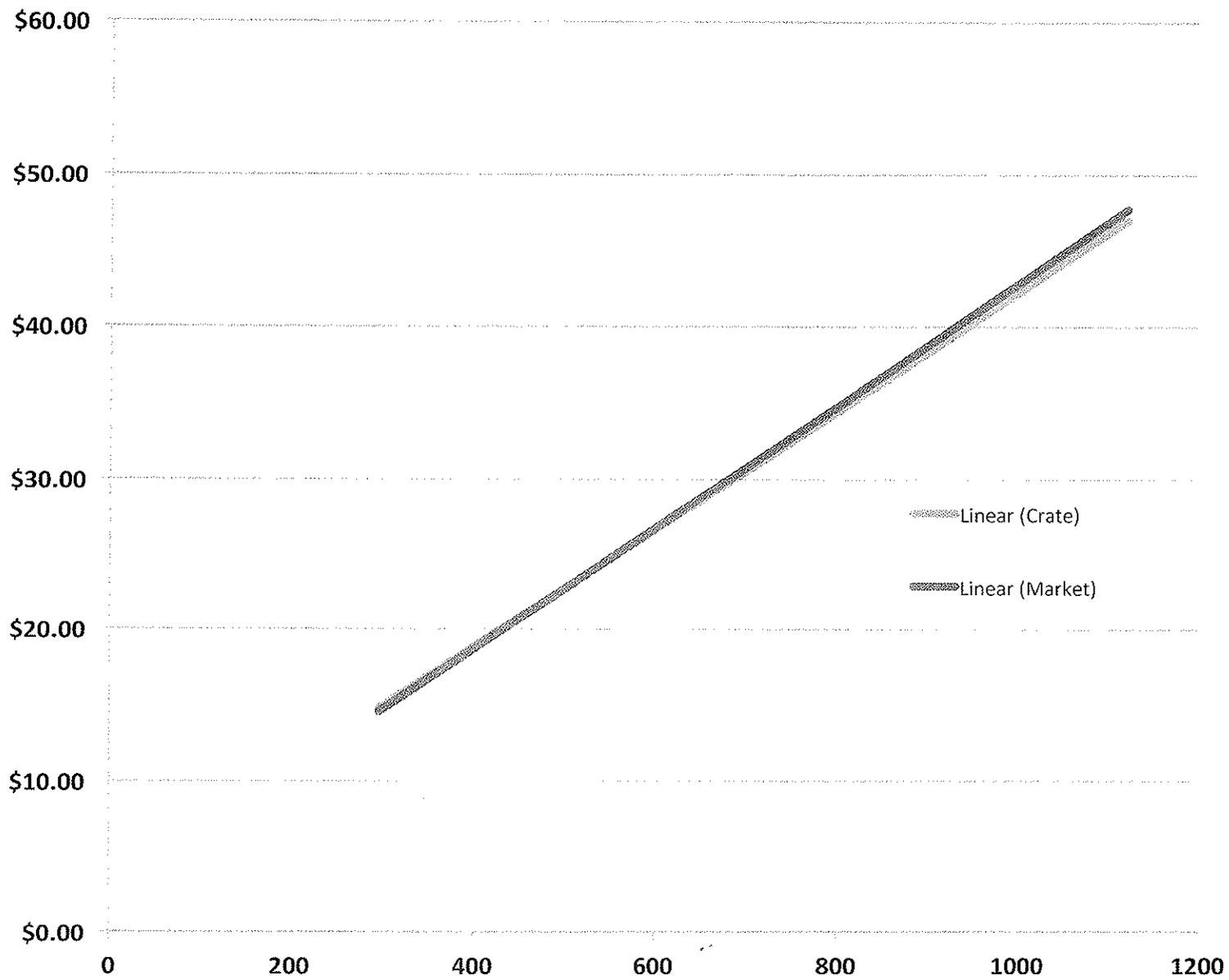
223	\$26.43
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> 50%

101%

Jefferson County Market Line





Family Insurance Cost

Year	EMPLOYER		EMPLOYEE		TOTAL COST	
	Jefferson*	Kaiser	Jefferson	Kaiser	Jefferson	Kaiser
2003	\$13,272	\$6,657	\$0	\$2,412	\$13,272	\$9,069
2004	\$12,456	\$7,289	\$360	\$2,661	\$12,816	\$9,950
2005	\$12,456	\$8,167	\$498	\$2,713	\$12,954	\$10,880
2006	\$12,456	\$8,508	\$623	\$2,973	\$13,079	\$11,481
2007	\$14,952	\$8,824	\$748	\$3,281	\$15,700	\$12,105
2008	\$18,396	\$9,325	\$920	\$3,354	\$19,316	\$12,679
2009	\$19,248	\$9,860	\$0	\$3,515	\$19,248	\$13,375
2010	\$17,296	\$9,773	\$0	\$3,997	\$17,296	\$13,770
2011	\$16,080	\$10,944	\$0	\$4,129	\$16,080	\$15,073
2012	\$14,171	\$11,429	\$760	\$4,316	\$14,931	\$15,745

Note: Self-funded through 2008; State health plan since then.

Jefferson County Market Data Weights

***Custom survey is weighted

75% for benchmarks 700 points and above, and
50% for benchmarks 500-699 points,
25% for benchmarks 499 points and below

9/18/12

Jefferson County Wage Study

Market Data Sources

Public Sector Comparables

Calumet County
 Chippewa County
 City of Beaver Dam
 City of Brookfield
 City of Fort Atkinson
 City of Janesville
 City of Jefferson
 City of Lake Mills
 City of Oconomowoc
 City of Sun Prairie
 City of Watertown
 City of Whitewater
 Columbia County
 Dane County
 Dodge County
 Eau Claire County
 Fond du Lac County
 Jones Dairy Farm
 La Crosse County
 Lake Mills Area School District
 Manitowoc County
 Portage County
 Rock County
 Sauk County
 School District of Jefferson
 Sheboygan County
 Walworth County
 Washington County
 Watertown Regional Medical Center
 Waukesha County

Published Data Sources

Bureau Labor Statistics
 Milwaukee Area Compensation Association Survey
 Greater Madison Area Society of Human Resource Management Survey
 Tower Watson Survey

Weighting		
Job Level	Custom	Published
700+	75%	25%
500-699	50%	50%
499 & Below	25%	75%

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 28, 2012 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.
2. Roll Call. Present: J. Braughler, P. Rogers, J. Schroeder, D. Schultz and G. David. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Kern, C. Robinson, A. Jenswold, A. Draeger, C. Carlson (Carlson Dettmann Consulting), Martha Merrill (AFSCME Council 40) and E. Sadlowski (AFSCME Council 40).
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. No changes noted on the agenda.
5. Citizen Comments. A. Jenswold from Highway and Martha Merrill from AFSCME Council 40 both commented on the Classification and Compensation Study
6. Approval of minutes. Motion by D. Schultz, second by P. Rogers, to approve the August 7, 2012 minutes, as corrected (Changing S. Schultz to D. Schultz in item #9). Motion carried 5:0.
7. Communications. None.
8. Charlie Carlson from Carlson Dettmann Consulting met with the Committee to provide a status update on the Classification and Compensation study and to discuss how employees will receive pay increases in the future. T. Palm, HR Director, began with a brief summary of the county's current pay progression structure, followed by C. Carlson who provided a brief summary of what other counties are doing in regards to pay-for-performance (PFP) plans, what components are necessary for a successful PFP plan, and distributed examples of two different pay structures (the standard step system and a hybrid PFP plan with steps until the mid point and merit based from the midpoint to the max). After discussion of the pros and cons to a PFP plan, the consensus of the committee (4:1) was to direct C. Carlson to proceed with a standard step system. Carlson Dettmann will meet on September 18 at 8:30am with the Human Resources Committee.
9. Continued discussion of Personnel Ordinance HR0520 Grievance, Resolution Process, and how the process is working in practice. Issues of the process and the roles of the HR Committee and the Independent Hearing Officer to be considered at future meetings.
10. T. Palm, HR Director, informed Committee of an issue of late and/or missing performance evaluations, which delays timely increases for employees. Challenge in particular is when elected officials have late evaluations, as there is no recourse available to ensure they get done. Committee asked that the HR Director keep them apprised of late evaluations.
11. Next meeting date September 18, 2012, 8:30am, to include a presentation by Carlson Dettmann Consulting and consideration of Personnel Ordinance HR0520, Grievance, Resolution Process.
12. Motion by D. Schultz, second by P. Rogers to adjourn. Meeting adjourned at 9:50am.

**Report to Human Resources Committee
September 18, 2012**

Positions authorized to fill. The County Administrator and Human Resources Director have reviewed and approved to fill the following vacant position requests during the second and third quarters of 2012:

Human Services

- **Human Services Professional I.** Two Full-time positions filled in the Juvenile Justice team due to a resignation and a transfer to a HSP I/AODA Assessor/Counselor position.
- **Child Protective Services Ongoing Professional I.** Two Full-time positions filled in the Child Protective Services Unit due to incumbent transferring to the Juvenile Justice Team and a resignation.
- **HSP I/AODA Assessor/Counselor.** Full-time position filled due to the elimination of the AODA Assessor position and creation of this combined position.
- **Early Intervention Teacher.** Full-time position filled due to a resignation of employment.
- **Early Intervention Coordinator.** Full-time position filled due to a termination.
- **Financial Planner Resource Specialist.** Full-time position filled in the Economic Support unit due to a resignation.
- **Community Support Program II.** Full-time position filled in Community Support unit due to a resignation.
- **Support Services Planner.** Full-time position filled in the Economic Support unit due to a resignation of employment.
- **Nutrition Site Manager.** Part-time position filled due to a retirement.

Clerk of Courts

- **Deputy Court Clerk II-General.** Part-time unfunded position was approved to be filled.
- **Circuit Court Commissioner.** A full-time Court Commissioner position was filled to also cover in Family Court and Small Claims due to resignation of a part-time employee.

Child Support

- **Student Intern.** Summer student intern approved to fill. Position is through the school's work study program.

Finance

- **Finance Director.** Full-time Finance Director position filled.

Health Department

- **Licensed Practical Nurse.** Part-time position was filled in the jail due to a resignation.

Sheriff's Office

- **Deputy Sheriff.** Two full-time positions approved due to a retirement and a termination.
- **Receptionist Sheriff.** Full-time position filled due to a retirement.
- **Custodian.** Part-time position filled due to a resignation.

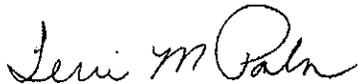
Emergency Help Requests. The following were emergency help requests approved in the second and third quarters of 2012:

- **Parks.** An additional 200 hours was approved for the dog park attendant position for 2012 to assist in generating additional revenue for the dog park.
- **Finance.** Temporary assistance from former Finance Director was approved to assist the Advanced Fund Accountant in budget preparation for 2013.
- **Clerk of Courts.** Temporary clerical assistance was approved to provide additional support due to a resignation of an employee and two leave of absences.
- **Sheriff's Office.** Temporary assignment of a clerical position to dispatch approved due to vacant shifts.
- **Sheriff's Office.** Temporary assistance approved for 3 months as a cook to cover for a leave of absence.

New hires starting above minimum. The following three recent hires were authorized to start either above the minimum step, with additional benefits, or both:

- **Microcomputer Technician.** Hired June 4 at step 2 and 1 week of vacation in 2012.
- **Fair Park Director.** Hired June 18 at the minimum step but with 1 week of vacation in 2012 and 2 weeks in 2013.
- **Family Court Commissioner.** Hired August 1 at step 3 and 1 week of vacation in 2012 and 2 weeks in 2013.
- **Finance Director.** Hired September 4 at step 4 and 2 weeks of vacation in 2012 and 3 weeks in 2013.

Respectively submitted,



Terri M Palm
Human Resources Director