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**RESOLUTION # 59-2011**

Resolution offered by Labor Relations Employee Services Committee.

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

**WHEREAS**, the Labor Relations Employee Services Committee has met on several occasions to consider the effectiveness of the current County Coordinator position and to consider alternatives that could better serve the residents and taxpayers of Oneida County and the Oneida County Board of Supervisors; and

**WHEREAS**, the Labor Relations and Employee Services Committee has considered input on the positives and negatives of the County Coordinator position from Department Heads and Supervisors, and

**WHEREAS**, the Labor Relations and Employee Services Committee is recommending the elimination of the County Coordinator position and instead, the Committee recommends the creation of a Human Resources Director position, and

**WHEREAS**, the Labor Relations and Employee Services Committee has developed the attached job description for the Human Resources Director to incorporate several of the duties and responsibilities previously done by the County Coordinator.

**NOW, THEREFORE, BE IT RESOLVED**, by the Oneida County Board of Supervisors that effective September 21, 2011 the County Coordinator position will be eliminated and a full time Human Resources Director position is hereby created and shall be placed at Grade Level Nineteen of the Non-represented Classification and Pay Plan.

**BE IT FURTHER RESOLVED**, by the Oneida County Board of Supervisors that by adoption of this resolution it shall be deemed that an amendment has been made to the County budget for fiscal year 2011 to meet all projected costs for the position as set forth in the fiscal impact statement which is attached hereto and made a part hereof .

Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = \_\_\_\_\_ ¾ Majority = \_\_\_\_\_

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

Approved by the Labor Relations Employee Services this 7<sup>th</sup> day of September, 2011.

Offered and passage moved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

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Supervisor

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Supervisor

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Supervisor

- \_\_\_\_\_ Ayes
- \_\_\_\_\_ Nays
- \_\_\_\_\_ Absent
- \_\_\_\_\_ Abstain
- \_\_\_\_\_ Adopted

By the County Board of Supervisors this 20<sup>th</sup> day September, 2011.

\_\_\_\_\_ Defeated

\_\_\_\_\_  
Mary Bartelt, County Clerk

\_\_\_\_\_  
Ted Cushing, County Board Chair

**ONEIDA COUNTY  
FISCAL IMPACT  
Human Resources Director**

**County Coordinator**

**Grade 19**

**2011 Wage Rates/2011 Fringe Rates**

**Salary reflects 4.8% temporary pay adjustment**

	<b>Annual Step 1</b>	<b>Annual Step 6</b>
Salary	66,998	78,630
Social Security	5,125	6,015
Retirement-er	4,556	5,347
Retirement-ee	-	-
Health Ins-Estimated	21,747	21,747
Life Ins-Estimated	150	150
Workers Comp	134	157
Income Continuation Ins	<u>168</u>	<u>198</u>
	98,877	112,244
County Coordinator elimination	(114,797)	(114,797)
	<b>9/21/11- 12/31/11</b>	<b>9/21/11- 12/31/11</b>

	<b>Step 1</b>	<b>Step 6</b>
Salary	18,811	22,077
Social Security	1,439	1,689
Retirement-er	1,279	1,501
Retirement-ee	-	-
Health Ins-Estimated	6,106	6,106
Life Ins-Estimated	44	44
Workers Comp	38	44
Income Continuation Ins	<u>48</u>	<u>58</u>
	27,764	31,518
County Coordinator elimination	(32,231)	(32,231)

Revenue Source: Tax Levy

69

**Oneida County  
Job Description**

**Job Title:** Human Resources Director  
**Class Title:** Director  
**Department:** Labor Relations and Employee Services  
**Reports To:** Labor Relations and Employee Services Committee  
**FLSA Status:** Exempt-Exec.  
**Prepared By:** Labor Relations and Employee Services Committee  
**Prepared Date:** September 2011  
**Approved By:** Labor Relations and Employee Services Committee  
**Approved Date:** September 2011  
**Reviewed Date:** \_\_\_\_\_

**SUMMARY** In keeping with chapter 1 one of the Oneida County Code, this County Board appointed position is responsible for personnel and labor relations duties as established by the Labor Relations and Employee Services Committee and County Board and under the supervision of the Labor Relations and Employee Services Committee shall administer the personnel policies as set forth in chapter 4 of the county code. The Human Resources Director shall also perform the duties of Loss Control Coordinator as defined by the Risk Management Program and approved by the County Board.

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

Plans, organizes and directs the activities of the Labor Relations and Employee Services Department including supervision of staff and budget expenditures.

With Corporation Counsel and Finance Director, prepare for and act as chief spokesperson representing the County in negotiations with all employee unions leading to agreements on terms and conditions of employment. With the Corporation Counsel and Finance Director, prepares for and represents the County in mediation and arbitration hearings including the preparation of initial and reply briefs, examine and cross examining witnesses and the preparation of exhibits; provide testimony as to County policy, benefits, history and application of contractual matters.

Establish, process, and administer grievance procedure in accordance with union contracts and County Code and policy. Prepares for and assists with representation of the County in grievance arbitration hearings including the preparation of initial and reply briefs, examine and cross examining witnesses and the preparation of

exhibits; provide testimony as to County policy, benefits, history and application of contractual matters.

Interpret contracts and work rules and counsel employees and supervisors on the interpretation of those work rules and assists in problem solving complex and difficult situations.

Work with and assist Department Heads in the application of approved disciplinary procedures. Work with outside legal counsel in matters involving discipline including providing background information and testifying as to County policy and application; review matters on appeal and make recommendations to the Labor Relations and Employee Services Committee.

Assists County Board Committees in analyzing the organizational design and efficiencies of departments; making recommendations involving staff levels, duties, organizational design, funding levels and operational needs.

Develops, directs and coordinates employee classification and pay systems including conducting wage surveys, job duty analysis, historical analysis and anticipating future trends; with the assistance of department heads prepares and maintains job descriptions; prepares recommendations to the Committee of Jurisdiction and the Labor Relations and Employee Services Committee; implements the decision of the County Board and Committees of Jurisdiction.

Directs and coordinates the County's system of employee benefit programs; reviews programs for competencies and cost effectiveness; makes recommendations for implementing, modifying and/or eliminating programs; responsible for outside administration of various program and replacement as necessary or desirable.

Develop and administer the Counties Civil Rights Compliance program; investigate complaints and make recommendations for compliance.

Develop a system for rating employees throughout the County; assist departments in establishing performance standards and rating employees in relation to those standards; provide guidance to managers in improving performance; develop disciplinary policy and assist managers in its administration with the positive objective of improving employee performance.

Manages and administers the County's Health Enhancement Program including

program offerings, budget, staff and facilities.

Serves as Loss Control Coordinator.

Identifies the laws and reporting requirements pertaining to Human Resource functions and directs action necessary for compliance; keeps Labor Relations and Employee Services Committee informed of legislative development.

Drafts resolutions for the County Board on behalf of various Committees of Jurisdiction and represents those Committees at County Board Meetings.

Develop, direct and implement a system for conducting exit interviews; process terminations; advise employees of their rights and benefits upon termination.

Identifies and recommends consultants, Insurance carriers, labor attorneys and other outside personnel to be used by the Labor Relations and Employee Services Office and the County, as needed.

Act as the principal liaison between the County Board and all other departments.

Conduct department head meetings.

Any other duty as assigned.

**SUPERVISORY RESPONSIBILITIES** Directly supervises Labor Relations and Employee Services Department and Health Enhancement staff. Assists Department Heads in carrying out their supervisory responsibilities in accordance with the organization's policies and applicable laws.

**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.

Comprehensive knowledge of personnel practices, procedures and methods in the area of job analysis and salary administration, staffing, performance standards and evaluations, training and development, employee relations, administrative and employee communication, terminations, records and reports, personnel research and policy formulation.

Comprehensive knowledge of Wisconsin labor law in the public sector.  
Must be able to work effectively with all levels within the County structure and to exercise initiative and independent judgement.  
Must have the ability to prepare concise and accurate reports.  
Ability to develop long-term goals, objectives, plans and programs and to evaluate work accomplishments.  
Ability to maintain the highest level of confidentiality.  
Ability to plan, supervise and review the work of professional, technical and office service staff.

**EDUCATION and/or EXPERIENCE**

Bachelors degree in Personnel Administration, Business Administration, Industrial Relations or related field.  
Masters degree or equivalent work experience preferred.  
Minimum seven years experience in a Personnel field required.  
Two years local government experience required.  
Three years experience as part of a labor contract negotiating team.

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

**MATHEMATICAL SKILLS**

Knowledge of and ability to apply accounting principles and procedures.  
Ability to analyze, prepare and present complex costing data, fiscal impact analysis, statistical analysis involving mean, median, mode and standard deviations and performance data.

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