

EAU CLAIRE COUNTY  
MEETING NOTICE/AGENDA

**COMMITTEE:** Committee on Human Resources  
**DATE:** Tuesday, November 20, 2018 **TIME:** 6:30 PM  
**PLACE:** Eau Claire County Courthouse, Room 1301/1302  
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Finance: Consideration/Discussion/Action of Resolution 18-19/086 abolish 1.0 FTE Payroll Administrator position and create 1.0 FTE Accountant
4. Adjourn

**COPIES TO:**

County Clerk J. Loomis  
County Administrator K. Schauf  
Corporation Counsel K. Zehms  
Committee on Human Resources: M. Beckfield/S. Miller/C. Russell/J. Gatlin/K. Stelljes

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jamie Gower, Human Resources Department

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**PLEASE NOTE:** Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**FACT SHEET  
TO FILE NO. 18/19-086**

**Background**

The Finance department has experienced transition and personnel changes over the past year. As a result, the Finance Director is recommending a change be made to the classification of a position pending the upcoming departure within the department to provide more robust support to the organization as whole. With the implementation of NetTime, the transitioning of invoice entry to departments, and the internal preparation of financial statements, the Finance department is moving from more transactional support to analysis and financial support. The movement to provide more analytical support in addition to greater fund analysis precipitates the need to require the change in classification for this position to assist in that transition.

**Finance Request**

Finance is requesting the following position modifications:

- 1) Abolish 1.0 FTE Payroll Administrator – Grade M
- 2) Create a 1.0 FTE Accountant – Grade O

Fiscal Impact: The 2018 fiscal impact based on a start date of December 3<sup>rd</sup> will be \$577. The 2019 fiscal impact would be \$6,921 funded by a reduction in Services & Supplies within the 2019 Finance budget. The fiscal impacts are based on step 3 for each respective grade.

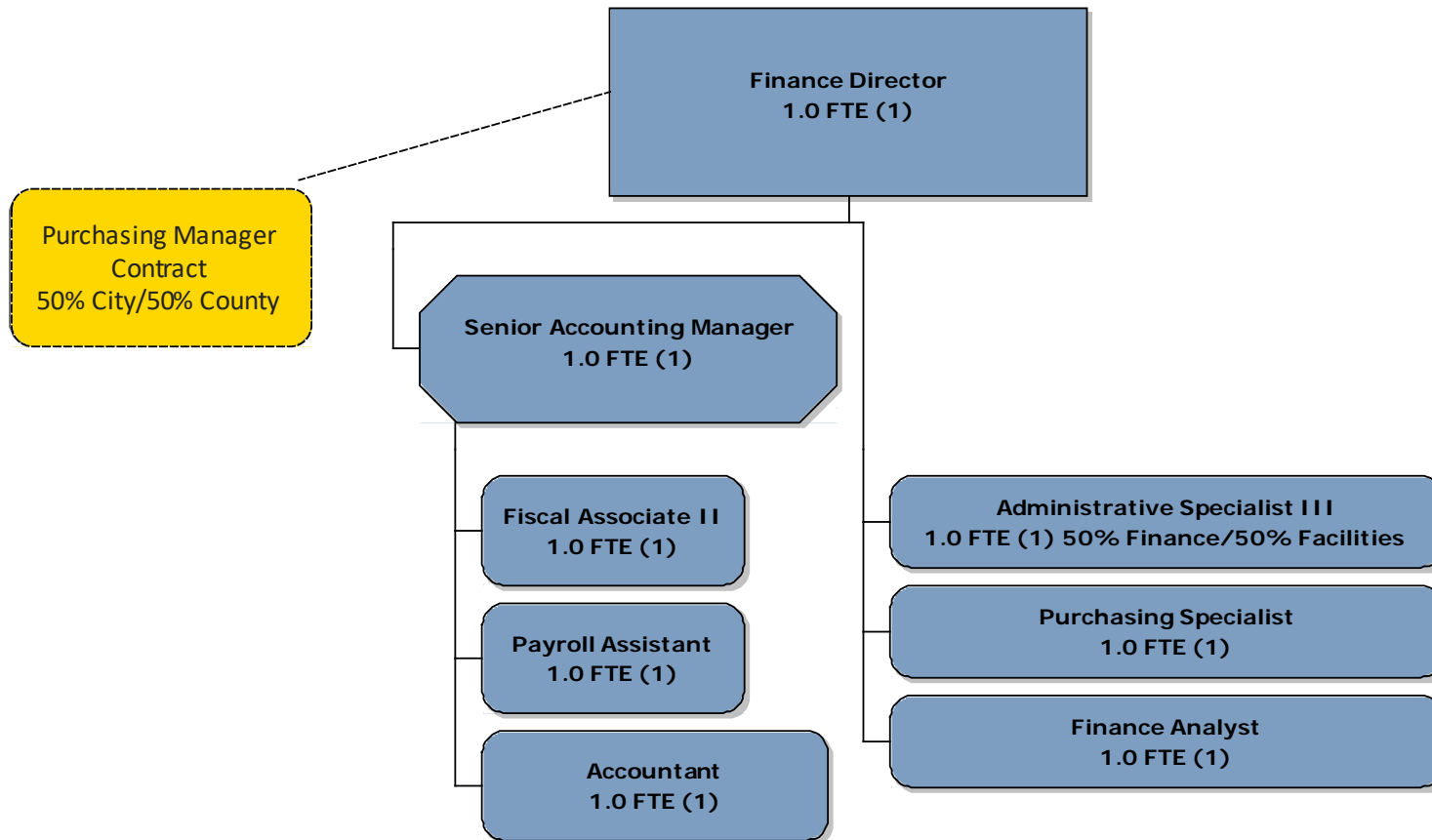
Respectfully Submitted,



**Norbert Kirk  
Finance Director**

**Jamie Gower  
Human Resources Director**

# Proposed Finance – 2019



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019
FTE	10.00	10.00	9.73	9.73	9.73	9.73	8.73	6.00	8.00