

AGENDA

Eau Claire County

Committee on Human Resources

Date: Monday, July 13, 2020

Time: 3:00 p.m.

Location: Remote Meeting via Webex Events

Dial In: 1-415-655-0001

Access Code: 145 199 7154

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. File No. 20-21/047: Resolution - To approve the reclassification of the Benefits Administrator position to an HR/Benefits Coordinator position – resulting in a lower grade placement. –
Discussion/Action
5. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6745 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

FACT SHEET
TO FILE NO. 20-21/047

Positions are reviewed when they become vacant and when substantial changes are made to determine if any amendments should be made to the position description in order to accurately reflect the position.

The Benefits Administrator job description was reviewed due to a vacancy and updated to reflect changes to an HR/Benefits Coordinator position. Duties and responsibilities were realigned with the department's long-term strategic plan. With these changes, the position was reevaluated for appropriate salary grade placement. The amended position was evaluated at pay grade M (two steps below the current pay grade, O).

The fiscal impact of this change is an immediate annual cost decrease.

| Step Range with Placement in Grade M | Annual Salary for HR/Benefit Coordinator | Projected Expenditure Decrease in 2020 | Projected Expenditure Decrease in 2021 |
|---|---|---|---|
| Step 1 of M | \$ 51,542.40 | \$ 7,208.00 | \$ 18,740.80 |
| Step 5 of M | \$ 56,347.20 | \$ 5,360.00 | \$ 13,936.00 |

Respectfully Submitted,



Jessica Rubin
Human Resources Director

4 - AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) BENEFITS ADMINISTRATOR IN
5 THE HUMAN RESOURCES DEPARTMENT-

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the Board for authorization; and

8
9 WHEREAS, a classification and compensation review of the position resulted in a recommended salary
10 grade placement of pay grade M from pay grade O with the removal of Manager duties; and

11
12 WHEREAS, at its special scheduled meeting on July 13, 2020, the committee on human resources
13 approved the request to reclassify one 1.0 FTE Benefits Administrator; and

14
15 WHEREAS, the reclassification of this position will create an annual savings of \$13,936 - \$18,740
16 depending on step level;

17
18 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
19 approves to reclassify one (1.0 FTE) Benefits Administrator in the Human Resources Department to pay
20 grade M from pay grade O.

21
22 ADOPTED:

23
24 I hereby certify that the foregoing
25 correctly represents the action taken by the
26 undersigned Committee on July 13, 2020
27 by a vote of ____, for, ____ against.

28
29
30 _____
31 Committee on Human Resources
32 Mark Beckfield, Chair

33
34 Dated this ____ day of ____ July, 2020.

35
36
37 JR