



AGENDA
Eau Claire County
Committee on Human Resources
Friday, June 11, 2021 at 8:30 a.m.
Virtual Meeting

Dial In: 1-415-655-0001 Access Code: 145 646 8780

For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 60 minutes prior to the start of the meeting. You will be called on during the public session to make your comments. Public comments are limited to 3 minutes per person and 30 minutes maximum for the public comment period.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. April 9, 2021
5. Sheriff authorizing to abolish one (1.0 FTE) Administrative Associate III and to create one (1.0 FTE) Administrative Specialist III – **Discussion/Action**
6. EDI Coordinator, Jeneise Briggs - **Introduction**
7. Benefits Consulting RFP Updates – **Discussion**
8. Time & Attendance Product RFP - **Discussion**
9. Director Updates – **Discussion**
 - a. Current Recruitments
 - i. Compensation Strategy
 - ii. Performance Evaluations
 - iii. Health Insurance Renewals
 - iv. Job Descriptions
 - v. Awards and Recognition Program
 - vi. Supervisor Training Program
 - b. Policy Updates
10. Next Meeting Topics
 - a. Update on Vitality Program
11. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

cc Media: 8:00 a.m. 6/8/2021

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 839-6945 (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.



MINUTES

Eau Claire County
Committee on Human Resources
Friday, April 9, 2021, at 8:30 a.m.
Virtual Meeting

Present: Kevin Stelljes, Stella Pagonis, Katherine Schneider, Mark Beckfield, Judy Gatlin, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Cory Schalinske, Glenda Lyons, Jessica Rubin, Katelynn Eslinger, Norb Kirk, Sara Bronstad, Dawn Edlin

Chair Beckfield called the meeting to order at 8:34 a.m. and confirmed meeting notice.

The Committee Clerk called the roll and is noted above under present.

No members of the public wished to make comment.

The committee reviewed the minutes from February 12, 2021, and February 15, 2021. Supervisor Schneider requested an amendment in the last paragraph on page one, second sentence beginning with “Supervisor Gatlin” to change the wording from “organizational trust” to “organizational charts.” On motion from Supervisor Schneider, seconded by Supervisor Gatlin, all in favor of approval of the minutes as amended.

Glenda provided background on File No. 20-21/125: Resolution Authorizing to abolish one (1.0 FTE) Fiscal Associate II and to create one (1.0 FTE) Fiscal Associate III. The committee discussed the position change and received further information on the position request from Supervisor Pagonis, noting Finance & Budget fully supported the change. Motion by Supervisor Gatlin, second by Supervisor Schneider. All in favor, motion passes.

Law Enforcement Academy Reimbursement Program. Cory Schalinske provided details and experience with the Law Enforcement Academy Reimbursement Program. It was noted that the state would reimburse the county fully, however the county would pay for the program cost up front. There is an agreement between the individual and the County, with a three-year employment agreement or the individual would need to reimburse the county. If the individual quits or fails the program, they will need to reimburse the county as part of the agreement.

Supervisor Schneider provided a brief overview of the planning for EDI survey implementations. Jessica Rubin provided an update on the employee complaint/concern and accommodation process.

Kathryn Schneider provided an update on the citizen complain process and the accessibility to the website to make a complaint against the county or employee.

Jessica Rubin advised that the department currently has an RFP bid out for insurance consulting.

Jessica Rubin provided general HR updates.

- New employee hired to help while Sara Bronstad is on maternity leave.
- NeoGov Learn platform will be rolled out next week.

The meeting was adjourned at 9:18 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

FACT SHEET

TO FILE NO. 21-22/019

Background

The Administrative Associate III position within the Sheriff's Department has recently changed to include more duties. We are continually needing to have this position perform duties that are in the Administrative Specialist III position to continue the operations of the department. We also anticipate that we will need to continue to operate with the Administrative Associate III position completing more and more tasks with the addition of body cameras later this year. After recent review of the job description was done the decision to change this position to an Administrative Specialist III position was made by our command team. The Administrative Specialist III job description was also reviewed and updated to reflect additional items not previously listed.

Request

Sheriff's Department is requesting the following position modifications:

1. Abolish 1.0 FTE Administrative Associate III – Grade C, current budget at Step 3
2. Create a 1.0 FTE Administrative Specialist III – Grade H, Step 1

Fiscal Impact

2021:

Position Title	Administrative Associate III	Administrative Specialist III	Difference
Pay Grade	C	H	
Pay Step	3	1	
Salary	16,751	\$ 20,679	\$ 3,928
FICA (7.65%)	1,279	\$ 1,582	\$ 303
WRS Employer (6.75%)	1,129	1,396	\$ 267
TOTAL COST	\$ 19,159	\$ 23,657	\$ 4,498

2022:

Position Title	Administrative Associate III	Administrative Specialist III	Difference
Pay Grade	C	H	
Pay Step	4	2	
Salary 1/1/22-12/31/22	\$ 34,075	\$ 42,224	\$ 8,149
FICA (7.65%)	2,607	3,230	623
WRS Employer (6.75%)	2,300	2,850	550
TOTAL COST	\$ 38,982	\$ 48,304	\$ 9,322

Respectfully Submitted,

Danielle Powers
Administrative Services Division Manager
Eau Claire County Sheriff's Department

EAU CLAIRE COUNTY JOB DESCRIPTION

TITLE:	Administrative Specialist III	POS. NUMBER:	102548
DEPARTMENT:	Sheriff's Office	PAY GRADE:	HQ
REPORTS TO:	Administrative Services Division Manager	EEO CATEGORY:	<u>Admin. Support</u> <u>Professional</u>
FLSA STATUS:	<u>Non-EE</u> xempt	EFFECTIVE DATE:	<u>June 2021</u> November 2018

POSITION SUMMARY:

Provides administrative support to the Sheriff and other administrative staff by coordinating Civil Process, coding and entering citations and warnings, handling information requests, performing fiscal support duties to reconcile, process, and maintain financial and bookkeeping records and performing clerical duties such as preparing correspondence, receiving visitors, transcribing reports, answering multiple phone lines, and scheduling meetings.

ESSENTIAL FUNCTIONS (Illustrative only):

- **Provides friendly and professional customer service** by communicating with the public, employees, and other individuals to answer questions, disseminate or explain information, accept forms, papers, and fees and address complaints; answers telephone calls including the tipster line, directing callers to appropriate parties or taking messages; greets visitors and determines whether they should be given access to specific individuals
- Coordinates flow of Civil Papers through the Sheriff's Office; maintains records of all papers served for legal documentation, **collaborates with other departments and counties to improve processes, communicates daily with civil process deputies regarding paper service**, generating billing, and auditing; assists customers with legal documents and procedures; schedules and coordinates Sheriff's Sales of foreclosures and recovered properties, evictions, replevins, and writs
- Processes citations, incident and arrest reports, and crash reports; assigns codes and enters data and distributes for court; **applies and removes DOT suspensions, maintains parking citation database for Town of Washington**, responds to requests for subpoenas; prepares, records, and sends subpoenas for service and cancels subpoenas when necessary
- Performs fiscal support duties including preparing invoices for direct payment via the financial system, reconciling, processing, and maintaining financial statements and other documents; maintaining records for special accounts, processes credit card statements and fuel bills, prepares invoices, processes purchase orders and vouchers; assists with yearly department budgets, data entry of those records, and submission of the completed budget
- Coordinates public services provided by Sheriff's Office, such as transports of mental patients, evictions of tenants, and standbys
- Receives criminal background records check requests; processes, prepares, and sends reports
- **Completes and enters Lethality Assessment program data monthly**
- Types, formats, proofreads, and edits investigative reports and interviews, correspondence and other documents, from notes or dictating machines
- Enters, maintains, and updates data for a variety of law enforcement programs into records management database systems in accordance with established procedures; verifies accuracy of data entries; retrieves data to compile and run reports
- Performs general office duties such as ordering supplies, filing, scanning, faxing, photocopying, and reserving rooms and equipment for meetings
 - Maintains departmental and program policy and procedure manuals, back up procedures and task sheets.
 - Conducts research, compiles data, and prepares papers for consideration and presentation by administrative staff and committees

- Assists in the coordination of the recruitment process; prepares timelines for recruitments, prepares job announcements, flyers, and brochures; arranges and coordinates interviews and pre-employment testing; assembles confidential written materials and corresponds with candidates; maintains confidential applicant files and information.
- Serves as clerk for committee meetings, prepares agendas, takes and distributes minutes
- Collects and reviews time sheets for department; manages calendars and arranges appointments
- Coordinates registration and travel arrangements for staff attending conferences or training
- Opens, sorts, and routes incoming mail, answers correspondence, and prepares outgoing mail
- Compiles information, and provides updates to the Sheriff's Office website
- Processes public records requests by evaluating request for information, determining what information may be released, and retrieving and providing information
- Oversees data entry and periodic audit of training records for employees required to maintain law enforcement certifications.
- Prepares new employee files and Oaths of Office and maintains data entry into all required databases; updates accordingly upon employee's departure.
- Takes in, reviews and coordinates Assembly & Parade permit applications; disseminates to appropriate departments in a timely manner and presents to Sheriff for approval.
- Performs other duties as assigned or directed
- Provides notary services for inmates in the jail

WORK ENVIRONMENT:

- Work is performed in a secured, controlled-access office environment with continuous sitting, talking, and hearing; frequent use of hands dexterously; and occasional standing, walking, and reaching with hands and arms
- Position involves extensive contact with members of the public, some with emotionally stressful situations and/or volatile personalities

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, transcription, forms design principles, and other office procedures and terminology
- Ability to operate standard office machines and equipment, including, but not limited to: personal and laptop computer with a variety of software, copy machine, telephone, calculator, transcription equipment, scanner, and fax machine
- Ability to communicate effectively, both orally and in writing, to accurately enter and maintain data, files, records, and ledgers
- Knowledge of and the ability to interpret laws including open records laws, government regulations, legal terminology and legal codes, and court orders and procedures
- Ability to maintain strict adherence to statutory provisions pertaining to civil process activities and functions
- Knowledge and skill to effectively plan, conduct, compile, summarize, present, and prepare data and working drafts of research projects
- Knowledge of accounting and bookkeeping principles and practices
- Ability to work independently and perform detailed work accurately in compliance with stringent time limits with minimal direction and supervision and possess skill in managing, organizing, and prioritizing multiple tasks and large volumes of work and demands
- Strong interpersonal skills to establish and maintain effective working relationships with other employees, supervisors, department heads, officials, and the public; handle sensitive interpersonal situations calmly and deal tactfully with volatile personalities, and assess disruptive persons or situations and respond to them appropriately
- Ability to maintain confidentiality on all aspects of work
- Ability to work the allocated hours of the position

REQUIRED QUALIFICATIONS:

- High school diploma or its equivalent (GED)
- Two (2) or more years of previous full-time administrative support experience including record keeping, information dissemination, customer service, and legal process and terminology
- Demonstrated proficiency in personal computer use with Microsoft Office software
- Eligible for State of Wisconsin Notary Certification

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Appointment will be conditional upon successful completion of the following pre-employment checks: criminal and caregivers background checks and local records checks, including Department of Transportation and NCIC/CIB wants/warrants database
- Must become certified to use the Transaction Information for Management of Enforcement (TIME) System within one year of hire and maintain certification thereafter

DESIRED QUALIFICATIONS:

- Associate's Degree or coursework in a related program such as Administrative Assistant, Criminal Justice, or Paralegal
- Experience working in a correctional facility or law enforcement agency
- Knowledge of court systems
- Experience or training in practices and procedures for civil process

EMPLOYEE REVIEW:

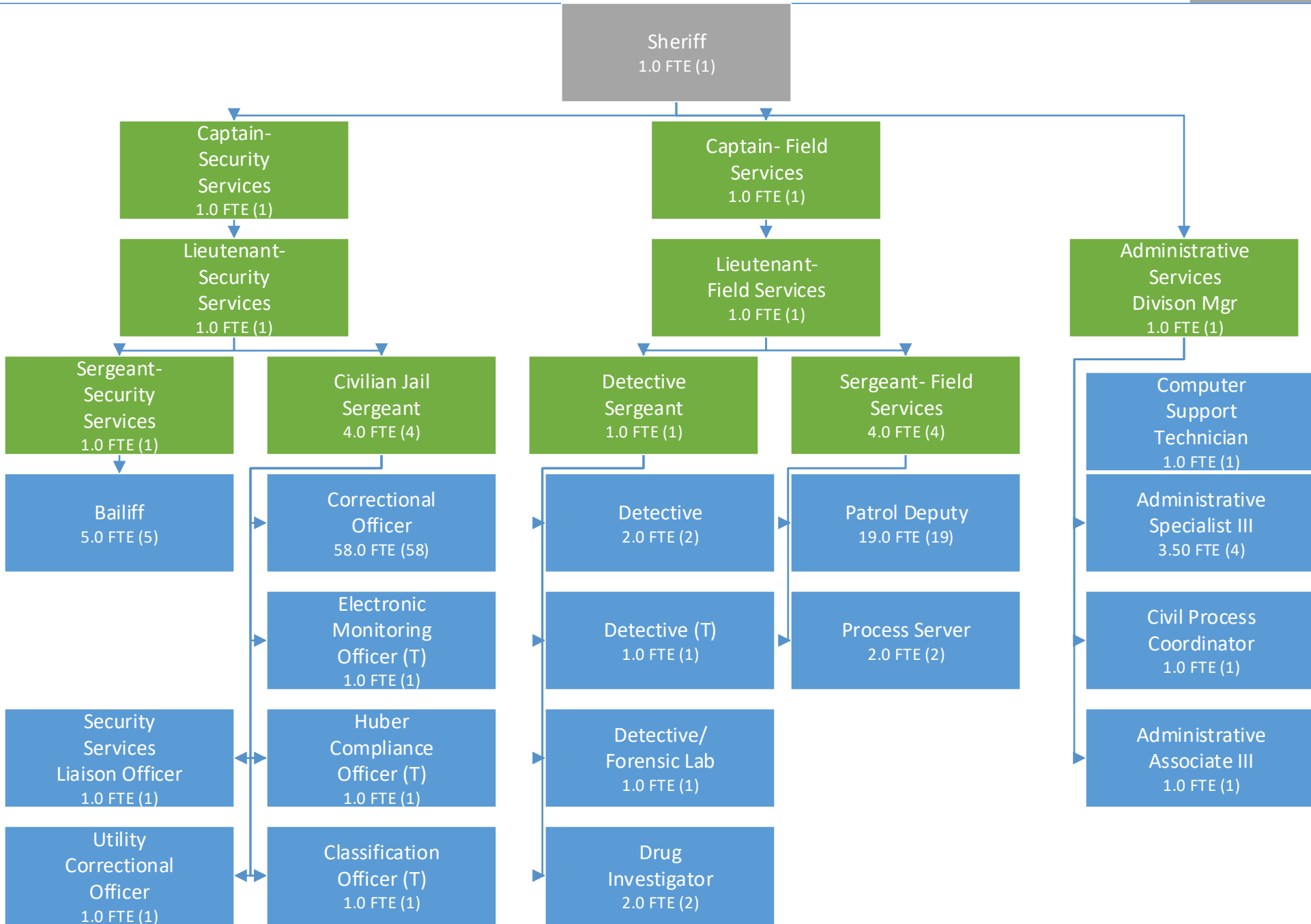
I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I have been given a copy of this description.

Incumbent's Signature

Date

Incumbent's name printed

Sheriff



Budget 2021

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	95.00	109.50	109.50	109.50	109.50	109.50	110.50	111.50	113.00	117.50	117.50

2
3 ABOLISHING ONE (1.0 FTE) ADMINISTRATIVE ASSOCIATE III AND CREATING ONE (1.0
4 FTE) ADMINISTRATIVE SPECIALIST III IN THE SHERIFF'S OFFICE

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the County Board of Supervisors for authorization; and

8
9 WHEREAS, a classification and compensation review of the position of Administrative Associate III
10 in the Sheriff's Office resulted in a recommended change in the position, due to increased job duties and
11 responsibilities, from the current position to an Administrative Specialist III, resulting in a change in salary
12 from pay grade C to pay grade H; and

13
14 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law and the
15 Committee on Human Resources respectively approved the request from the Sheriff's Office to abolish
16 one 1.0 FTE Administrative Associate III and create one 1.0 FTE Administrative Specialist III; and

17
18 WHEREAS, the reclassification of this position has the potential annual cost of \$9,322 in the year
19 2022, and an immediate annual cost for the year 2021 of \$4498.

20
21 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
22 abolishes in the Sheriff's Office one (1.0 FTE) Administrative Associate III (Grade C) position, and creates
23 one (1.0 FTE) Administrative Specialist III (Grade H) position.

24
25
26 I hereby certify that the foregoing
27 correctly represents the action of the
28 Committee on Judiciary and Law
29 on March 26, 2021 by a vote
30 of 5 for, and 0 against.

31
32 

33 Gerald Wilkie, Chair
34 Committee on Judiciary and Law Enforcement

35
36 I hereby certify that the foregoing
37 correctly represents the action of the
38 Committee on Human resources on
39 May ____, 2021, by a vote of ____ for,
40 and ____ against.

41
42
43
44 _____
45 Mark Beckfield, Chair
Committee on Human Resources

Eau Claire County
Nettime Analysis

Function	Meets	Sort of Meets	Does Not Meet
Test environment			x
Mandatory data entry fields indicated			x
Ability to require certain data entry fields across all policies		x	
Ability to clock in/out or enter time	x		
Restrict ability to enter future time (exempt nonsupervisory staff)			x
All time on timecard, without separate import files			x
Ability to set-up specific time reporting rules by group		x	
Ability to calculate OT by shift			x
Track time by project/task, non-exempt			x
Track time off (PTO, compensatory)	x		
Leave accruals to match Alio, without real time adjustment			x
Disallow manager approval if leave requests are outstanding			x
Disallow changes to timecards after manager approval			x
Flag to notify managers if hours do not meet FTE status			x
Mobile ability	x		
Outside server access	x		
Custom reports		x	
Support		x	
Import data by day into Alio, not by pay period			x