

Agenda

Eau Claire County
Committee on Judiciary and Law Enforcement
Thursday, March 10, 2022 – 4:00 PM
Virtual Meeting via Cisco Webex

Public Access Participation Information

Join via Webex Online:

[Meeting Link](#)

Password: JudLawMtg

Join via Phone:

Dial In: 1-415-655-0001

Access Code: 2590 918 8083

Passcode: 58352968

Notice Regarding Public Comment: *Members of the public wishing to make comments must email Eric Huse at Eric.Huse@da.wi.gov at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.*

1. Call to Order
2. Confirmation of Public Meeting Notice
3. Call of the Roll
4. Public Comment
5. Resolution 21-22/096 – *Authorizing the Reclassification of One (1.0) Community Service Coordinator in the Criminal Justice Services Department* – discussion/action pg. 2
6. Resolution 21-22/107 – *Authorizing the Reclassification of One (1.0) Pretrial Screening Specialist in the Criminal Justice Services Department* – discussion/action pg. 4
7. Resolution 21-22/105 – *Abolishing One (1.0 FTE) Office Manager II and Creating One (1.0 FTE) Operations Manager in the District Attorney's Office* – discussion/action pg. 6
8. Resolution 21-22/106 – *Authorizing Reclassification of One (1.0 FTE) Victim Witness Coordinator in the District Attorney's Office* – discussion/action pg. 8
9. Adjourn

Posted: 03/09/2022

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 715-839-6945, (FAX) 715-839-1669, or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

Fact Sheet: 21-22/096

This resolution requests approval for the reclassification of one (1.0) Community Service Coordinator in the office of the Criminal Justice Services (CJS) Department. This request was reviewed by the Human Resources Department, which recommends a reclassification.

We are requesting adjustment to reclassify the Community Service Coordinator position from pay grade “H” to “K”. I am requesting the position be reclassified from H3 to K2. The fiscal impact of increasing the pay for the Community Services Coordinator position would be an additional \$5,188.00 (\$4,535 wages + \$653 FICA/other) annually.

This request will only impact the position listed above. There are no other positions in the county with the same title or job duties.

Tiana Glenna
Criminal Justice Services Director

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AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) COMMUNITY SERVICE COORDINATOR IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT

WHEREAS, in the year 2021, the job description of the Community Service Coordinator in the office of the Criminal Justice Services (CJS) Department was reviewed by the Human Resources Department, which recommends a reclassification; and

WHEREAS, the recommended adjustment would reclassify the Community Service Coordinator position from pay grade “H” to “K;” and

WHEREAS, the fiscal impact of increasing the pay for the Community Services Coordinator position would be an additional \$5,188.00 annually.

NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves the reclassification of one (1.0) Community Service Coordinator from pay grade “H” to pay grade “K.”

I hereby certify that the foregoing correctly represents the action of the Committee on Judiciary and Law on March ____, 2022, by a vote of ____ for, and ____ against.

I hereby certify that the foregoing correctly represents the action of the Committee on Human Resources on March ____, 2022, by a vote of ____ for, and ____ against.

Gerald Wilkie, Chair
Committee on Judiciary & Law

Mark Beckfield, Chair
Committee on Human Resources

SJK

Fact Sheet: 21-22/107

This resolution requests approval for the reclassification of one (1.0) pretrial screening specialist in the Criminal Justice Services (CJS) Department. This request was reviewed by the Human Resources Department, which recommends a reclassification.

We are requesting adjustment to reclassify the Pretrial Screening Specialist from pay grade “K” to pay grade “H”. The Pretrial Screening Specialist, which is a grant funded position, we are requesting to move from grade K4 to H15. The fiscal impact of reducing the pay for the Pretrial Screening Specialist will be a reduction of \$238.00 (\$59,495 to \$59,257) annually through the grant.

This request will only impact this position listed above. There are no other positions in the county with the same title or job duties.

Tiana Glenna
Criminal Justice Services Director

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3 AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) PRETRIAL SCREENING
4 SPECIALIST IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT
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6 WHEREAS, in the year 2021, the job description and wage of the Pretrial Screening
7 Specialist in the office of the Criminal Justice Services (CJS) Department was reviewed by
8 the Human Resources Department, which recommends a reclassification; and
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10 WHEREAS, the recommended adjustment would reclassify the Pretrial Screening
11 Specialist from pay grade “K” to pay grade “H;” and
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13 WHEREAS, the Pretrial Screening Specialist is a grant-funded position, and the
14 reduction from pay grade “K” to “H” would result in a fiscal impact of reducing the cost by
15 \$238.00; and
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17 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of
18 Supervisors hereby approves the reclassification of one (1.0) Pretrial Screening Specialist
19 position in the CJS from pay grade “K” to pay grade “H.”
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22 I hereby certify that the foregoing
23 correctly represents the action of the
24 Committee on Judiciary and Law on
25 March ____, 2022, by a vote of
26 ____ for, and ____ against.
27

28 _____
29 Gerald Wilkie, Chair
30 Committee on Judiciary & Law
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32 SJK

I hereby certify that the foregoing
correctly represents the action of the
Committee on Human Resources on
March ____, 2022, by a vote of
____ for, and ____ against.

Mark Beckfield, Chair
Committee on Human Resources

FACT SHEET

TO FILE NO. 21-22/105

This resolution abolishes one (1.0 FTE) Office Manager III position in the District Attorney's Office and creates one (1.0 FTE) Operations Manager position in the District Attorney's Office.

Based on a classification and compensation review of the Office Manager III position, a recommendation to change the position's classification from Office Manager III to Operations Manager was made. This results in a change in salary from pay grade N to pay grade R.

This recommendation was made as a result of the increased job duties and responsibilities now associated with the current Office Manager III position.

Fiscal Impact:

2022:

Position Title	Office Manager III	Operations Manager	Difference
Pay Grade	N	R	
Pay Step	4 (Step 5, July 2022)	1 (Step 2, July 2022)	
Salary	\$ 60,174	\$ 69,763	\$ 9,589
FICA (7.65%)	\$ 4,603	\$ 5,337	\$ 734
WRS Employer (6.75%)	\$ 4,062	\$ 4,709	\$ 647
TOTAL COST	\$ 68,840	\$ 79,809	\$ 10,970

2023:

Position Title	Office Manager III	Operations Manager	Difference
Pay Grade	N	R	
Pay Step	5 (Step 6, July 2023)	2 (Step 3, July 2023)	
Salary	\$ 61,693	\$ 71,855	\$ 10,192
FICA (7.65%)	\$ 4,719	\$ 5,499	\$ 780
WRS Employer (6.75%)	\$ 4,164	\$ 4,852	\$ 688
TOTAL COST	\$ 70,577	\$ 82,236	\$ 11,660

Respectfully Submitted,

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin

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3 ABOLISHING ONE (1.0 FTE) OFFICE MANAGER III AND CREATING ONE (1.0 FTE)
4 OPERATIONS MANAGER IN THE DISTRICT ATTORNEY’S OFFICE
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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
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9 WHEREAS, a classification and compensation review of the position of Office Manager III in the
10 District Attorney’s Office resulted in a recommended change in the position, due to increased job duties
11 and responsibilities, from the current position to Operations Manager, resulting in a change in salary from
12 pay grade N to pay grade R; and
13

14 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
15 and the Committee on Human Resources respectively approved the request from the District Attorney’s
16 Office to abolish one 1.0 FTE Office Manager III and create one 1.0 FTE Operations Manager; and
17

18 WHEREAS, the reclassification of this position has the potential annual cost of \$11,660 in the year
19 2023, and an immediate annual cost for the year 2022 of \$10,970.
20

21 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
22 abolishes in the District Attorney’s Office one (1.0 FTE) Office Manager III (Grade N) position, and creates
23 one (1.0 FTE) Operations Manager (Grade R) position.
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27 I hereby certify that the foregoing
28 correctly represents the action of the
29 Committee on Human resources on
30 March __, 2022, by a vote of ___ for,
31 and ___ against.
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35 _____
36 Mark Beckfield, Chair
37 Committee on Human Resources
38

39 I hereby certify that the foregoing
40 correctly represents the action of the
41 Committee on Judiciary and Law Enforcement
42 on March __, 2022 by a vote
43 of __ for, and __ against.
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45 _____
46 Gerald Wilkie, Chair
47 Committee on Judiciary and Law Enforcement

FACT SHEET

TO FILE NO. 21-22/106

This resolution authorizes a reclassification of one (1.0 FTE) Victim Witness Coordinator position in the District Attorney's Office

Based on a classification and compensation review of the Victim Witness Coordinator position, a recommendation to change the position's salary grade placement from pay grade K to pay grade N was made.

This recommendation was made as a result of the increased job duties and responsibilities now associated with the current Victim Witness Coordinator position.

Fiscal Impact:

2022:

Position Title	Victim Witness Coordinator	Victim Witness Coordinator	Difference
Pay Grade	K	N	
Pay Step	13 (Step 14, July 2022)	5 (Step 6, July 2022)	
Salary	\$ 58,136	\$ 61,090	\$ 2,954
FICA (7.65%)	\$ 4,447	\$ 4,673	\$ 226
WRS Employer (6.75%)	\$ 3,924	\$ 4,124	\$ 199
TOTAL COST	\$ 66,508	\$ 69,887	\$ 3,379

2023:

Position Title	Victim Witness Coordinator	Victim Witness Coordinator	Difference
Pay Grade	K	N	
Pay Step	14 (Step 15, July 2022)	6 (Step 7, July 2022)	
Salary	\$ 59,322	\$ 62,629	\$ 3,307
FICA (7.65%)	\$ 4,538	\$ 4,791	\$ 253
WRS Employer (6.75%)	\$ 4,004	\$ 4,227	\$ 223
TOTAL COST	\$ 67,864	\$ 71,647	\$ 3,783

Respectfully Submitted,

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin

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3 AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) VICTIM WITNESS COORDINATOR IN
4 THE DISTRICT ATTORNEY’S OFFICE

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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

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9 WHEREAS, a classification and compensation review of the position of Victim Witness Coordinator
10 in the District Attorney’s Office resulted in a recommended salary grade placement of pay grade K to pay
11 grade N; and

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13 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
14 and the Committee on Human Resources respectively approved the request from the District Attorney’s
15 Office to reclassify 1.0 FTE Victim Witness Coordinator; and

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17 WHEREAS, the reclassification of this position has the potential annual cost of \$3,783 in the year
18 2023, and an immediate annual cost for the year 2022 of \$3,379.

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20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
21 approves the reclassification of 1.0 FTE Victim Witness Coordinator in the District from pay grade K to
22 pay grade N.

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26 I hereby certify that the foregoing
27 correctly represents the action of the
28 Committee on Human resources on
29 March __, 2022, by a vote of ___ for,
30 and ___ against.

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34 _____
35 Mark Beckfield, Chair
36 Committee on Human Resources

37
38 I hereby certify that the foregoing
39 correctly represents the action of the
40 Committee on Judiciary and Law Enforcement
41 on March __, 2022 by a vote
42 of __ for, and __ against.

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45 _____
46 Gerald Wilkie, Chair
Committee on Judiciary and Law Enforcement

SUPPLEMENTAL INFORMATION

FOR FILE NOS. 21-22/105 AND 21-22/106

After review and update of the Office Manager and Victim Witness Coordinator position descriptions, I strongly believe that both positions require the requested reclassification. With respect to the Office Manager position, the position description has not been updated or reviewed for a number of years (at least 4 years). With respect to the Victim Witness Coordinator position, the position description has not been reviewed since the County completed its last wage and compensation study in 2014. Both of these positions have expanded significantly in the intervening years. In addition to the work and responsibilities expanding, the positions both have evolved to require a significantly more diverse skillset. I will attempt to expand on my reasons for this request below.

Skillset

As noted, the skillset for each of these positions has significantly changed since they were last reviewed. With respect to the Office Manager position, while the District Attorney is the elected head of the department, the Office Manager position has grown to include most, if not all, of the administrative responsibilities performed by the heads of other departments. This, in large part, is due to the unique structure of the District Attorney's Office where the elected District Attorney and all Assistant District Attorneys are state employees rather than county employees. As a result of this structure, the Office Manager is the highest-ranking county employee in the department and provides needed continuity between the District Attorney's Office and other county departments. This is especially important when, as the result of an election, the District Attorney's administration changes. The Office Manager position now involves significant policy making and strategic planning both within the department and with the county as a whole. Specific examples of the skills and knowledge required for these duties is included in the attached position description. It is clear to me that the skills required for this position are not reflected in its current classification.

Similarly, the Victim Witness Coordinator position has changed significantly in recent years. The Victim Witness Office has expanded both in terms of programming and personnel which has translated to increased requirements of the Victim Witness Coordinator position. The enactment of the State Constitutional amendment (Marsy's Law) has significantly expanded the rights of victims and by extension the role and responsibilities of the Victim Witness Office. As head of the Victim Witness Office, the Victim Witness Coordinator has become responsible for developing and implementing policies and procedures to ensure compliance with Marsy's Law. As a new law, I expect there will be ongoing litigation statewide as courts interpret the scope of the law. The Victim Witness Coordinator will remain responsible for reviewing and incorporating those judicial interpretations into local practices to ensure continued legal compliance. Additionally, the supervisory role associated with this position has expanded. In reviewing the current position description, I noted that no supervisory responsibilities were included. This is simply not consistent with the responsibilities required of the Victim Witness Coordinator, who is responsible for supervising all of the staff in the Victim Witness Office. I believe the exclusion of the supervisory role in the current position description has contributed to its inaccurate

classification. The fact of the matter is the Victim Witness Coordinator has significant supervisory obligations and as such should be compensated appropriately.

Equity / Market Competition / Recruitment

I also believe reclassification of both of these positions is essential to ensuring equity within the county classification scale. I have reviewed the current classifications compared to other county positions and have concluded that both of these positions are simply not classified consistent with analogous positions in other departments.

I firmly believe that in the inevitable event that either of these positions become vacant, their current classification will be insufficient to attract candidates with the necessary skillset to perform the jobs. This belief is bolstered by my review of similar positions in other counties. For example, based on open-source online county salary information, the St. Croix County District Attorney's Office Manager position was paid more than \$71,000 (in 2019), which is roughly consistent with my requested reclassification for this position. In keeping with the regional comparison, the St. Croix County Victim Witness Coordinator position was paid more than \$70,000 (in 2019), which exceeds my requested reclassification of this position. This is despite St. Croix County having a population of approximately 15,000 fewer residents and the St. Croix County District Attorney's Office filing nearly 500 fewer felony cases than my office in 2021. Given that Eau Claire and St. Croix Counties draw from a similar regional pool of applicants, Eau Claire County is at a significant disadvantage in attracting and retaining qualified individuals based on their current classification levels. St. Croix County is only one example of several counties around the State in which District Attorney Office Managers and Victim Witness Coordinators are more competitively compensated than Eau Claire County.

Conclusion

I can't stress enough how important the work of the District Attorney's Office is to the larger Eau Claire County community. I foresee that the demands placed on this office will only continue to increase in complexity and number in the coming years. It is imperative that this office be able to attract and retain the highest caliber employees, especially in positions of leadership. Accordingly, I strongly believe that the Office Manager position needs to be reclassified to paygrade R and the Victim Witness Coordinator needs to be reclassified to paygrade N.

The updated position descriptions and reclassification request were submitted through the Human Resources Department to McGrath Consulting Group, Inc. Upon review, McGrath Consulting Group, Inc. supports and recommends both reclassifications.

Respectfully Submitted:

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin