



ADDENDUM

Eau Claire County Board of Supervisors
Tuesday, June 21, 2022, at 7 pm
Eau Claire County Government Center
721 Oxford Ave • Eau Claire, WI 54703
County Board Room 1277

Department Meet & Greet will be located in 1301 and 1302 beginning at 6:15 p.m.

Treasurer – Glenda Lyons
Register of Deeds – Tina Pommier
County Clerk – Sue McDonald

For those wishing to make public *written* comment must fill out your information on the following link and click “Submit” **at least 60 minutes prior** to the start of the meeting. Link: <https://bit.ly/3CEwwe2>

- (1) Indicates 1st Reading
- (2) Indicates 2nd Reading

11. REPORTS OF STANDING COMMITTEES, COMMITTEES, COMMISSIONS AND BOARDS UNDER 2.04.160 AND SECOND READING OF ORDINANCES

Committee on Human Resources and ADRC Board

File No.

22-23/018 (1)

Resolution abolishing the 1.5 Administrative Assistant IV positions in the Aging & Disability Resource Center (ADRC) and creating 1.5 Resource Specialist Positions

FACT SHEET
TO FILE NO. 22-23/018

ADRC Request

Aging & Disability Resource Center is requesting to abolish 1.5 Administrative Associate IV FTE positions and replace with 1.5 Resource Specialists FTE positions.

Background and Facts:

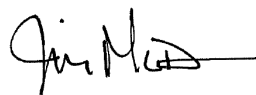
Due to increased workload and staffing changes, additional job responsibilities have been added to the Administrative Associate IV position. Management updated the job description for the Resource Specialist position and proposed the position be sent to Dr. McGrath for a rating review. Dr. McGrath supported a rating increase/title change from Pay Grade E to Pay Grade G.

Fiscal Impact: The annual fiscal impact is \$2992.

Respectfully Submitted,



Linda Struck
ADRC Director



Jessica Rubin
HR Director

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ABOLISHING THE 1.5 ADMINISTRATIVE ASSISTANT IV POSTIONS IN THE AGING AND DISABILITY RESORUCE CENTER (ADRC) AND CREATING 1.5 RESOURCE SPECIALIST POSITIONS

WHEREAS, within the Aging and Disability Resource Center (ADRC), the position of Administrative Assistant IV is held by 1.5 employees. Due to increased workload and staffing changes, additional job duties and responsibilities have been added to the Administrative Assistant IV position; and

WHEREAS, the position of Resource Specialist exists in ADRC and management is proposing to revise the Resource Specialist position, eliminate the Administrative Assistant IV position, and transition 1.5 employees into the revised Resource Specialist position; and

WHEREAS, after a review of the duties and responsibilities of the revised Resource Specialist position by Dr. McGrath, the recommendation was supported to establish the pay grade of "E" for the revised Resource Specialist position.

NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors eliminates 1.5 FTE positions as Administrative Assistant IV within the ADRC and replaces with 1.5 FTE positions as Resource Specialist within ADRC at pay grade "E".

ADRC Board

Human Resources Committee approved 5-0

Dated this ____ day of _____ 2022.

JB/yk