



AGENDA

Eau Claire County
Committee on Human Resources

Date: July 26, 2022

Time: 8:30 a.m.

Location: Room 3312

Written public comment must be submitted to Samantha Kraegenbrink at least 60 minutes prior to the start of the meeting. (samantha.kraegenbrink@co.eau-claire.wi.us)

1. Call to Order and Confirmation of Meeting Notice
2. Introductions
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. June 24, 2022
5. Director’s Report – **Discussion**
 - a. 2022 Quarter 2 Report
 - b. Vacancies
6. 2023 Human Resources Budget Review – **Discussion**
7. File No. 22-23/038: Resolution authorizing to abolish one (1) and Highway Sign & Marking Support position and to create one (1) Highway Sign & Marking Foreman position in the Highway Department – **Discussion/Action**
8. File No. 22-23/039: Resolution authorizing to abolish one (1) Shop Lead position and create one (1) Shop Foreman position in the Highway Department – **Discussion/Action**
9. Overview of Eau Claire County Code, Title 3 Human Resources – **Discussion**
10. Next Meeting Topics
11. Future Items
 - a. Joint Budget Review Meeting with Finance & Budget
 - b. 2023 position budgeting review
12. 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

Human Resources

SELECTED PERFORMANCE MEASURES		
Number of Recruitments	42	
Applications Reviewed	430	
Applicant Sources (% of each)	College Job Board or Faculty	0.47%
	County Employee Referral	4.19%
	Eau Claire County Website	39.53%
	Facebook	0.47%
	Indeed.com or GovernmentJobs.com	46.74%
	Job Center of Wisconsin	0.23%
	Job Interest Card email alert	0.93%
	LinkedIn	1.40%
	Other	6.05%
Applicant to Hire Ratio	215:39	
New Hires	70	
Transfers/Promotions	16	
Number of Separations	25	
No. of Retirement Eligible	2022	91
	2023	9
	2024	7
	2025	5
Exit Interviews	Face to Face: 2 Online: 7	
Turnover Rate Organization Wide	4%	
Turnover Rate (Department)	CIRCUIT COURT	50.00%
	CORPORATION COUNSEL	13.04%
	COUNTY CLERK	33.33%
	HIGHWAY	5.88%
	HUMAN SERVICES	3.31%
	PLANNING & DEVELOPMENT	3.70%
	SHERIFF	2.48%
Average Time to Fill (days from vacancy to hire)	68	
Total Number of Interviews	83	
Number of Active Employees	642	
Number of Vacancies (EOQ)		
Percentage of Employees Enrolled in HI	71%	

Total Hours of PTO Taken	21,171																																												
Total Hours of PTO Available (<i>PTO at end of quarter + PTO taken</i>)	113,400																																												
Number of Job Descriptions Reviewed and/or Reclassified	New Metric																																												
Number of Leaves (FMLA, Military, Personal) active in quarter	17																																												
Number of Wellness Challenges	3																																												
Average Age of Workforce	39.30																																												
Average Years of Service (includes seasonal employees and temp)	7.66																																												
Average Years of Service (By Department)	<table> <tr><td>ADMINISTRATION</td><td>4.46</td></tr> <tr><td>AGING & DISABILITY RESOURCE CENTER</td><td>9.51</td></tr> <tr><td>AIRPORT</td><td>3.20</td></tr> <tr><td>CIRCUIT COURT</td><td>3.76</td></tr> <tr><td>CLERK OF COURTS</td><td>8.00</td></tr> <tr><td>CORPORATION COUNSEL</td><td>10.48</td></tr> <tr><td>COUNTY CLERK</td><td>11.55</td></tr> <tr><td>CRIMINAL JUSTICE SERVICES</td><td>0.58</td></tr> <tr><td>DISTRICT ATTORNEY</td><td>10.44</td></tr> <tr><td>FACILITIES</td><td>10.47</td></tr> <tr><td>FINANCE</td><td>8.33</td></tr> <tr><td>HIGHWAY</td><td>6.23</td></tr> <tr><td>HUMAN RESOURCES</td><td>0.88</td></tr> <tr><td>HUMAN SERVICES</td><td>7.38</td></tr> <tr><td>INFORMATION SYSTEMS</td><td>5.43</td></tr> <tr><td>PARKS & FOREST</td><td>6.30</td></tr> <tr><td>PLANNING & DEVELOPMENT</td><td>5.64</td></tr> <tr><td>REGISTER IN PROBATE</td><td>11.87</td></tr> <tr><td>REGISTER OF DEEDS</td><td>3.24</td></tr> <tr><td>SHERIFF</td><td>9.87</td></tr> <tr><td>TREASURER</td><td>5.74</td></tr> <tr><td>VETERANS SERVICES</td><td>5.95</td></tr> </table>	ADMINISTRATION	4.46	AGING & DISABILITY RESOURCE CENTER	9.51	AIRPORT	3.20	CIRCUIT COURT	3.76	CLERK OF COURTS	8.00	CORPORATION COUNSEL	10.48	COUNTY CLERK	11.55	CRIMINAL JUSTICE SERVICES	0.58	DISTRICT ATTORNEY	10.44	FACILITIES	10.47	FINANCE	8.33	HIGHWAY	6.23	HUMAN RESOURCES	0.88	HUMAN SERVICES	7.38	INFORMATION SYSTEMS	5.43	PARKS & FOREST	6.30	PLANNING & DEVELOPMENT	5.64	REGISTER IN PROBATE	11.87	REGISTER OF DEEDS	3.24	SHERIFF	9.87	TREASURER	5.74	VETERANS SERVICES	5.95
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VETERANS SERVICES	5.95																																												
Completed Trainings in Learn	54																																												
Number of benefit learning opportunities	12																																												
Number of Flu Shot Clinic Participants	0																																												
Number of On-Site Clinic Reservations	0																																												

Human Resources

DEPARTMENT MISSION

The Human Resources department supports the organization by striving to enhance the current and future organizational effectiveness. In all of our relationships, we stand for integrity, problem solving, equity; as well as the promotion of accountability and empowerment by increasing employees' abilities to maximize performance with the skills needed for effective job performance. It is our goal to promote a positive work experience that will reflect the highest values and build relationships based on inclusivity, trust, dignity, and diversity.

DEPARTMENT BUDGET HIGHLIGHTS

The HR department has experienced 100% turnover since 2019. In 2022, this department continued to have one (1) unfunded FTE, added a new HR Generalist and replaced two HR Advisors. While the HR team has accomplished a substantial amount of cross-training to cover staffing changes due to separations and onboarding of new team members, there has been no decrease in the expectation of service levels to departments. Requests for the following are made, but are not limited to: filling of vacancies, consulting on personnel matters, changes in benefits elections, policy interpretations, and to have positions reviewed. As technology and other factors transform roles and responsibilities, departments are continually assessing their operations and workforce to better align with the services they provide to the community, which directly impacts the workload of the HR department. We have experienced and will continue to experience increased recruitments, transfers, positions changes, compensation analysis, policy and code interpretation, and so much more.

- Funding 4.6 positions in the HR department in 2023 will be \$465,759 *40% of the HR/Benefits Coordinator salary & benefits is funded through health insurance charges*
- Abolishing the Assistant HR Director position
- Creating a full-time Culture & Relations Coordinator position with an impact of \$95,300
- Requesting \$30,000 to be allocated to a multi-year job description revision project to be conducted in partnership with an outside consulting firm

STRATEGIC DIRECTION AND PRIORITY ISSUES

- **Workforce Experience & Workplace Environment.** The Culture & Relations Coordinator position will develop, implement, and monitor programs & initiatives that drive and promote a positive work environment. Organizations that prioritize an environment that respects and values employee engagement, experience less turnover and increased innovation.
- **Health Insurance Plan Changes.** The cost of health insurance continues to increase, requiring creative solutions to contain cost for the employee and the employer. Benefits will continue to be reviewed to align with the organization's long-term strategic goals and sustainability. The county is current in the process of RFP for an insurance carrier.
- **Recruitment Challenges.** Difficult to fill positions are increasing and those positions continue to see growing turnover rates. Recent studies show that employees are re-assessing and re-evaluating their career goals to better align with their expectations of *job happiness*.
- **Job Description Revisions.** A job description serves several purposes. They provide essential information for assigning the appropriate pay grade, determining title, assisting in recruiting efforts for screening and interviewing, identifying the essential functions of the job based on job specific competencies, and providing the incumbent an understanding of the primary accountabilities, duties and responsibilities.

Human Resources

- **Salary Structure Recommendations.** There is a need to address the real and the perceived salary structure issues within the county. An independent third party will be providing recommendations and options for the county. Subsequent steps will be determined that will align with the strategic plan, as well as the county's budget.
- **Performance Measurement Program Development.** An employee performance appraisal system is a formal structure by which managers review the work of the employees they supervise. A good evaluation system is useful in learning the skills and competencies an individual needs to develop professionally and experience increased job satisfaction. Conducting effective and meaning performance appraisals is also an opportunity to build rapport and establish a level of trust while fostering supportive working relationships.
- **Awards & Recognition Programming Development.** Recognizing and awarding employees encourages a positive, productive, and innovative organizational climate. Employees appreciate sincere and specific recognition from their managers, senior managers, and coworkers. When employees feel appreciated, their contribution leads to better results for the organization and the employees experience more self-worth and their ability to contribute increases as a result. *People work for money but go the extra mile for recognition, praise, and rewards. - Dale Carnegie, Leadership Training Guru*
- **Supervisory & Non-Supervisory Training Curriculum Development.** The NeoGov Learn platform provides engaging training opportunities that accommodate for a remote work environment and support our compliance requirements. Additionally, Employees are encouraged to participate in many other forms of educational opportunities specific to their roles and their professional development goals.
- **Policy & Code Review.** There is a significant need to align with the current environment, as well as the processes and procedures that have changed through case law, structure, technology, and practice.
- **Cross-Training and Succession Planning.** Trends influencing succession planning and cross-training include: an aging workforce, the tightening of the labor market, a shortage of qualified candidates, the demand for training and development, and the evolution of HR policies and practices. The public sector has unique challenges to cross-training and succession planning due to scarce resources and budget constraints. The strategies involved with these critical programs are long-term solutions and require a significant amount of time and focus.
- **Employee Input Group.** The purpose of this group is for employees to have an active seat at the table; to be liaisons for their department in the sharing of information and ideas. Members will be providing their input and feedback on initiatives that will be developed and implemented to improve the organization.

TRENDS AND ISSUES ON THE HORIZON

- Focus on Workforce Experience & Workplace Environment
- Flexible Work Environments & Scheduling
- Centralized Communications & Data-Driven Workforce Planning
- Investing in Employee Wellbeing and Mental Health
- Priority on Social Purpose
- Employer Preference for Soft-Skills & Upskilling the Workforce
- Artificial Intelligence & Humans in the Workplace

POSITION CHANGES IN 2023

- Reclassification of the Human Resources/Benefits Coordinator Position to more accurately reflect job responsibilities and skill-set necessary to accomplish position priorities and long-term strategy.
- Abolish the Assistant Human Resources Director position
- Create one (1) full-time Culture & Relations Coordinator

Human Resources

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Important projects will take multiple years to develop and implement
- Resources are needed to complete projects and deliver services
- Talent acquisition
- Pandemic
- Burnout
- Inflation
- Failure to innovate
- Policies are guidelines
- County Code Review
- Litigation
- Adjusting workforce planning to anticipate higher turnover
- Continued improvement with recruiting practices

Recruitment, Selection, and Retention

This program involves recruitment and selection functions designed to identify and secure the best quality candidates to fill vacant positions. HR promotes open competition, provides equal employment opportunity, and ensures non-discrimination to facilitate fair and equitable representation of all persons in the county.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>	
Applications reviewed	3,443	2,327	1,649	897	
Where community/applicants are learning about ECC employment opportunities:					
Career Fair	<i>New Metric</i>	4	3	1	
College Job Board/Faculty	<i>New Metric</i>	15	11	12	
County Employee Referral	<i>New Metric</i>	104	74	58	
County Website	<i>New Metric</i>	573	409	318	
Facebook	<i>New Metric</i>	9	13	9	
Indeed or GovJobs	<i>New Metric</i>	1,294	791	358	
Internal Applicant	<i>New Metric</i>	54			
Job Center	<i>New Metric</i>	88	69	14	
Job Interest Card	<i>New Metric</i>	41	22	12	
LinkedIn	<i>New Metric</i>	60	45	11	
Other	<i>New Metric</i>	59	157	88	
WEAU	<i>New Metric</i>	5	2		
Wilenet	<i>New Metric</i>	21	1	0	
Positions filled	124	101	82	77	
Total New Hires (full time, part time, casual, temporary, seasonal)	<i>New Metric</i>	84	68	65	
Total Transfers (promotions and lateral)	36	45	26	12	
Number of Declined Offers	12	11	8	10	
Time to fill positions	<i>New Metric</i>	88 Days	71	74	
Number of resignations or terminations	86 (or 65 non-retir.)	90 (15 retired, 12 temp/committee/board, 4 layoff)	95 (12 retired, 14 temp/committee/board)	40 (7 retired, 10 temp/committee/board)	
Turnover rate	<i>New Metric</i>	14.35%	6.10%	4.67%	
Number of exit interviews:	25	42	10	17	
Average cost of benefits as a % of salary	3.9%	39.0%	40.0%	40.0%	
Average length of service/retention period for all employees (in years)	8.4	8.4	8.5	7.8	
Stay Interviews completed	<i>New Metric</i>		0	0	
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
90% of new hires complete their introductory period.	90%	92%	98%	95%	95%
60% of new employees enrolled in the benefits package reported they were satisfied with the variety of employee benefits.	60%	<i>New Metric</i>		78%	80%
% of new hires enrolled in health insurance.	60%	<i>New Metric</i>		82%	60%
<i>*YTD indicates Jan-Jun Results</i>					

Records Management and Classification

This program consists of the activities that are involved in maintaining the compensation system, including job description and job classification methods and systems, designed to provide a means for correct wage placement and categorization. In addition, the program involves the work that goes into record keeping and personnel data management to ensure compliance with local, state, and federal requirements.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Number of Job Descriptions Reviewed	New Metric			
Number of Jobs Reclassified	New Metric			
<i>*YTD indicates Jan-Jun Results</i>				

Support & Development

This program involves the work that goes into maintaining employer-employee relationships that contribute to satisfactory employee productivity, motivation and morale. The Support and Development program includes employee relations activities that focus on preventing and resolving problems involving employees that arise out of or affect work situations. In addition, this program functions to develop and provide training and development opportunities.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Number of committee-approved policies & procedures developed/revised:	11	3	7	0
Number of requests for disability accommodations:	4	7		4
Number of grievances	<i>New Metric</i>		0	0
Number of employee changes - alio	<i>New Metric</i>	246		
Number of leave requests facilitated (personal, disabled veteran, work comp etc.)	14	136 EPSLA + 20 PLOA/ Military	77	75
Number of requests for family medical leave	65	53	66	63
Number of hours of Family Medical Leave Used	14,048	13,699	11,735	5,909
Employee Assistance Program (utilization and helpline use)	157	156	NA	109
Telehealth Program Participation of Eligible Members	<i>New Metric</i>	35%	31%	38%
Diabetes Program Participation of Eligible Members	<i>New Metric</i>	59%	44%	44%
<i>*YTD indicates Jan-Jun Results</i>				

Human Resources

Overview of Revenues and Expenditures

Revenues	2021	2022	2022	2023	%	2023	%	2023	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$533,904	\$563,563	\$563,563	\$612,683	9%	-	-100%	-	-100%
02-Sales Tax	-	-	-	-		-		-	
03-Other Taxes	-	-	-	-		-		-	
04-Intergovernment Grants and Aid	-	-	-	-		-		-	
05-Intergovernmental Charges for Services	-	-	-	-		-		-	
06-Public Charges for Services	-	-	-	-		-		-	
07-Licenses & Permits	-	-	-	-		-		-	
08-Fines & Forfeitures	-	-	-	-		-		-	
09-Other Revenue	-	-	-	-		-		-	
10-Bond Proceeds	-	-	-	-		-		-	
11-Fund Balance Applied	-	-	-	-		-		-	
12-Fund Transfers	-	-	-	-		-		-	
Total Revenues:	\$533,904	\$563,563	\$563,563	\$612,683	9%	\$0	-100%	\$0	-100%

Expenditures	2021	2022	2022	2023	%	2023	%	2023	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Regular Wages	\$302,289	\$333,669	\$317,202	\$397,216	19%	-	-100%	-	-100%
02-OT Wages	-	-	\$174	-		-		-	
03-Payroll Benefits	\$121,699	\$160,120	\$100,503	\$133,617	-17%	-	-100%	-	-100%
04-Contractual Services	\$63,625	\$52,579	\$54,556	\$54,500	4%	-	-100%	-	-100%
05-Supplies & Expenses	\$5,391	\$13,500	\$21,611	\$22,350	66%	-	-100%	-	-100%
06-Building Materials	-	-	-	-		-		-	
07-Fixed Charges	-	-	-	-		-		-	
08-Debt Service	-	-	-	-		-		-	
09-Equipment	\$4,274	\$3,695	\$3,695	\$2,000	-46%	-	-100%	-	-100%
10-Grants, Contributions, Other	\$3,218	-	\$2,083	\$3,000		-		-	
11-Other	-	-	-	-		-		-	
12-Fund Transfers	-	-	-	-		-		-	

Total Expenditures:	\$500,496	\$563,563	\$499,824	\$612,683	9%	\$0	-100%	\$0	-100%
Net Surplus/(Deficit)- Human Resources	\$33,408	\$0	\$63,739	\$0		\$0		\$0	

Human Resources

Budget Analysis

	2022 Adjusted Budget	2022 Operational Changes not Budgeted	2023 Operational Change 1	2023 Operational Change 2	2023 Operational Change 3	Benefit Specialist Pay Level Chg (M to O)	Add 1.0 FTE C&R Coordinator Position	Cost to Continue Operations in 2023	2023 Requested Budget
01-Tax Levy/General Revenue Allocation	\$563,563		-	-	-	\$2,421	\$95,300	(\$48,601)	\$612,683
02-Sales Tax	-	-	-	-	-	-	-	-	-
03-Other Taxes	-	-	-	-	-	-	-	-	-
04-Intergovernment Grants and Aid	-	-	-	-	-	-	-	-	-
05-Intergovernmental Charges for Services	-	-	-	-	-	-	-	-	-
06-Public Charges for Services	-	-	-	-	-	-	-	-	-
07-Licenses & Permits	-	-	-	-	-	-	-	-	-
08-Fines & Forfeitures	-	-	-	-	-	-	-	-	-
09-Other Revenue	-	-	-	-	-	-	-	-	-
10-Bond Proceeds	-	-	-	-	-	-	-	-	-
11-Fund Balance Applied	-	-	-	-	-	-	-	-	-
12-Fund Transfers	-	-	-	-	-	-	-	-	-
Total Revenues	\$563,563	-	-	-	-	\$2,421	\$95,300	(\$48,601)	\$612,683

01-Regular Wages	\$333,669	-	-	-	-	\$2,121	\$58,032	\$3,394	\$397,216
02-OT Wages	-	-	-	-	-	-	-	-	-
03-Payroll Benefits	\$160,120	-	-	-	-	\$300	\$37,268	(\$64,071)	\$133,617
04-Contractual Services	\$52,579	-	-	-	-	-	-	\$1,921	\$54,500
05-Supplies & Expenses	\$13,500	-	-	-	-	-	-	\$8,850	\$22,350
06-Building Materials	-	-	-	-	-	-	-	-	-
07-Fixed Charges	-	-	-	-	-	-	-	-	-
08-Debt Service	-	-	-	-	-	-	-	-	-
09-Equipment	\$3,695	-	-	-	-	-	-	(\$1,695)	\$2,000
10-Grants, Contributions, Other	-	-	-	-	-	-	-	\$3,000	\$3,000
11-Other	-	-	-	-	-	-	-	-	-
12-Fund Transfers	-	-	-	-	-	-	-	-	-
Total Expenditures	\$563,563	-	-	-	-	\$2,421	\$95,300	(\$48,601)	\$612,683

Human Resources

Contracted Services Detail

	2021	2022	2022	2023	2023	2023		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Recruitment/ Contracted Services	-	-	62	-	-	-	Adobe license	Other Contracted Services
Recruitment/ Professional Serv	50,657	51,079	51,079	50,000	-	-	Legal Fees, Total Rewards, Benchmarking, Wage Matrix Review	Other Contracted Services
Recruitment/ Telephone	1,200	1,000	1,000	1,000	-	-	Telephones	Utility Services
Recruitment/ Cellular Phone	723	500	500	500	-	-	Cell phone	Utility Services
Recruitment/ Service On Machines	-	-	-	-	-	-	NA	Repairs And Maintenance
Records/ Professional Services	11,044	-	1,915	-	-	-	EAP-final Realiving expense	Other Contracted Services
Support/ Professional Serv	-	-	-	3,000	-	-	Lighthouse, FMLASource	Other Contracted Services
TOTAL	\$63,625	\$52,579	\$54,556	\$54,500	\$0	\$0		

EAU CLAIRE COUNTY JOB DESCRIPTION

TITLE: Culture & Relations Coordinator
DEPARTMENT: Human Resources
REPORTS TO: Human Resources Director
FLSA STATUS: Exempt
UNIT:

POS. NUMBER:
PAY GRADE:
CLASSIFICATION:
EEO CATEGORY: Professional
EFFECTIVE DATE: January 2023

POSITION SUMMARY:

The Human Resources team is responsible for providing strategic support to the organization for all workforce related matters. HR works closely with managers and employees to accomplish business objectives through the application of thoughtful, intentional and innovative people support. organizational development, performance management, team and leadership development are just a few functions of the department.

The Culture & Relations Coordinator focuses on the employee life cycle and how to support our people through their employment experience at Eau Claire County. Reporting to the HR Director, the Culture & Relations Coordinator is accountable for contributing to the attainment of specific goals, the results of the department, as well as organizational-wide objectives.

ESSENTIAL FUNCTIONS (Illustrative Only):

- Gathers, analyzes, and presents critical employee engagement metrics to drive the delivery of the initiatives through surveys, focus groups, and facilitating meetings
- Utilizes data analytics skills to strategize, track trends, monitor action plans, and continuously compile results/recommendations
- Ensures functions are completed through an equity, diversity, and inclusion lens and makes recommendations for fostering a healthy, unified culture where all employees feel valued, supported, inspired.
- Assists in reviewing county employee policies to ensure compliance with state laws, federal regulations, etc. and revises policies to maintain compliance.
- Develops and recommends new policies as necessitated by changes in law or rules and regulations, as well as market trends
- Develops training and development plans by recommending and executing programs designed to enhance the employee experience and optimize engagement
- Integrates & defines cultural values into internal communications, trainings, and professional development opportunities
- Assists in promoting and enhancing organizational events and activities
- Develops and supports programs for performance management standards
- Supports any other HR functions as necessary
- Operates as an advocate for both employees and the county consistent with county policies, county code, laws and regulations
- Supports the development and coordination of programs and plans to improve employee morale and ensure employee involvement

WORK ENVIRONMENT:

- Sedentary with occasional moving around in a general office setting
- Minimal presence of hazards

KNOWLEDGE, SKILLS, AND ABILITIES:

- Energetic, forward-thinking, highly creative and results-driven mindset

- Articulate and clear communication style
- Natural leadership via influence rather than power
- Strong relationship building abilities to build consensus across departments and teams

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in Human Resources Management, Public or Business Administration, Psychology or a related field; with a minimum of two (2) years of organizational change management
- OR Associates degree with at least five (5) years of work experience in organizational change management
- A combination of education and work experience in lieu of the degree may be considered
- Demonstrated experience including but not limited to: employee development, training, performance evaluation, Equal Employment Opportunity and civil rights compliance.
- Excellent verbal and written communication skills
- Intermediate to advanced level proficiency in Microsoft Word, Excel, and PowerPoint
- Must possess integrity, discretion, and the ability to appropriately manage confidential, sensitive information
- The ability to adapt and thrive in a dynamic, public service-oriented environment
- Flexible professional demeanor and self-directed work approach
- A demonstrated ability to collaboratively partner to support and develop strong working relationships with peers and senior level members of the organization, across multi-sites, by demonstrating performance that fosters credibility and value-added results

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Appointment will be conditional upon successful completion of a criminal background and reference checks

DESIRED QUALIFICATIONS:

- Human resources experience working in the public sector
- Knowledge of local government practices and procedures

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 Printed Name

FACT SHEET

TO FILE NO. 22-23/038

This resolution abolishes the Highway Sign & Marking Support position in the Highway Department and replaces it with a “Highway Sign & Marking Foreman” position based on the job description assessment that was completed by the Highway Department and the review that was completed by the Human Resources Department. The Highway Sign & Marking Foreman position is responsible for managing the Highway Department construction and maintenance signing and pavement marking programs as well as supervising the highway field staff.

Fiscal Impact: \$2,683.00 Annually covered by General Transportation Aids, State Discretionary Maintenance Contracts, and State Routine Maintenance Agreements

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

2
3
4 ABOLISH 1.0 (FTE) HIGHWAY SIGN & MARKING SUPPORT, CREATE 1.0 (FTE)
5 HIGHWAY SIGN & MARKING FOREMAN
6

7 WHEREAS, the Highway Department evaluates position vacancies as part of long range
8 and strategic plans as well as organizational structure; and
9

10 WHEREAS, the Highway Department assessed job descriptions and the structure
11 surrounding the departments current workforce; and
12

13 WHEREAS, the Highway Sign & Marking Foreman organizational structure change
14 from the Highway Department was submitted to Human Resources for review; and
15

16 WHEREAS, the review of the position recommends that the pay grade for this position
17 be raised from “K” to “L” and the title be changed to match the position duties; and
18

19 WHEREAS, abolishing the Highway Sign & Marking Support position and creating the
20 Highway Sign & Marking Foreman position will allow the Highway & Human Resources
21 Departments to recruit for the position that better suits the Highway Department organizational
22 structure.
23

24 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
25 Supervisors hereby approves to Abolish 1.0 (FTE) Highway Sign & Marking Support position,
26 and Create 1.0 (FTE) Highway Sign & Marking Foreman position.
27

28 ADOPTED

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39 Human Resources Committee

Highway Committee

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42 Dated this _____ day of July 2022.

Dated this _____ day of July 2022

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47 JJ/yk
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FACT SHEET

TO FILE NO. 22-23/039

This resolution abolishes the Shop Lead position in the Highway Department and replaces it with a “Shop Foreman” position based on the job description assessment that was completed by the Highway Department and the review that was completed by the Human Resources Department. The Shop Foreman position performs administrative, supervisory, and coordinates mechanical work related to the daily fleet operations of the department. The Shop Foreman assists the Shop Superintendent in the procurement and management of fleet programs.

Fiscal Impact: \$0.00

Respectfully Submitted,

Jon Johnson

Jon Johnson
Highway Commissioner

4 ABOLISH 1.0 (FTE) SHOP LEAD, CREATE 1.0 (FTE) SHOP FOREMAN

5 WHEREAS, the Highway Department evaluates position vacancies as part of long range
6 and strategic plans as well as organizational structure; and

7
8 WHEREAS, the Highway Department assessed job descriptions and the structure
9 surrounding the departments current workforce; and

10
11 WHEREAS, the Highway Shop Foreman organizational structure change from the
12 Highway Department was submitted to Human Resources for review; and

13
14 WHEREAS, the review of the position recommends that the pay grade for this position
15 remain "L" and the title be changed to match the position duties; and

16
17 WHEREAS, abolishing the Highway Shop Lead position and creating the Highway Shop
18 Foreman position will allow the Highway & Human Resources Departments to recruit for the
19 position that better suits the Highway Department organizational structure.

20
21 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
22 Supervisors hereby approves to Abolish 1.0 (FTE) Highway Shop Lead position and Create 1.0
23 (FTE) Highway Shop Foreman position.

24 ADOPTED

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36 Human Resources Committee	Highway Committee

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39 Dated this ____ day of July 2022.

40 Dated this ____ day of July 2022

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44 JJ/yk