



**ADDENDUM**  
**Committee on Finance & Budget**

**Thursday, September 21, 2023**

4:00 – 6:00 p.m.

Courthouse – Room #1301/1302  
721 Oxford Ave, Eau Claire, WI

**Join by Phone:**

Dial in Number: 415.655.0001

Access Code: 2593 585 3512

**Join by Meeting Number:**

Meeting Number: 2593 585 3512

Meeting Password: PYvymXmN792

**Join from Meeting Link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m7ed57352ef8b9b3b83fe42d4d0e4afe0>

A majority of the county board may be in attendance at this meeting; however, only members of the committee may take action on an agenda item.

1. Proposed Resolution 22-23/041 “Abolishing Two (2.0 FTE) Corporal Positions in the Eau Claire County Sheriff’s Office and Creating Two (2.0 FTE) Administrative Sergeants” / Discussion – Action
2. Proposed Resolution 22-23/042 “Abolishing Twelve (12.0 FTE) Correctional Officer Positions in the Eau Claire County Sheriff’s Office and Creating Twelve (12.0 FTE) Training Corporal Positions” / Discussion – Action

Prepared by: Amy Weiss

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

FACT SHEET  
for Files 23-24/041 and 23-24/042

Resolution 23-24/041 and Resolution 23-24/042 propose changes within the Sheriff's office, jail division, based on the findings of a time study analysis and feedback from interviews. Here's a breakdown of the proposed changes:

1. **Abolishment of Two Vacant Corporal Positions:** The resolution 23-24/041 suggest eliminating two vacant "Corporal" positions within the Sheriff's office, jail division. These positions are currently at a grid placement of 11 according to the new salary structure.
2. **Creation of Two Administrative Sergeants:** In place of the abolished Corporal positions, resolution 23-24/041 proposes the creation of two new positions called "Administrative Sergeants." These roles are deemed necessary due to the findings that 50-75% of the Jail Sergeant team's time is spent on administrative duties. One Administrative Sergeant would focus on master scheduling, and the other would be responsible for managing the Field Training Officers program. These positions are suggested to be placed at a grid placement of 12 based on the job duties, skills, and experience required.
3. **Abolishment of Twelve Vacant Correctional Officer Positions:** Resolution 23-24/042 recommends eliminating twelve vacant "Correctional Officer" positions. These positions are currently placed at a grid placement of 10 according to the new salary structure.
4. **Creation of Twelve Training Corporals Positions:** In place of the abolished Correctional Officer positions, resolution 23-24/042 proposes the creation of twelve "Training Corporals" positions. These Training Corporals would replace the supplemental "Field Training Officer" pay, which has been found insufficient in motivating interest or adequately compensating for increased responsibilities associated with the role. These positions are suggested to be placed at a grid placement of 11 based on job duties, skills, and experience.

The rationale behind these proposed changes is to address primary concerns expressed during exit interviews and stay interviews, which centered around scheduling and training issues. By creating Administrative Sergeants and Training Corporals, it is expected that the Sheriff's Office can better allocate resources and personnel to improve administrative efficiency, scheduling, and employee training and development.

Additionally, these changes are intended to align job roles more accurately with the required skill sets and responsibilities, potentially serving as a career progression and retention strategy for Correctional Officers, all while minimizing the net impact on the current budget.

**Fiscal Impact:**

As of now, the Corporal position has a starting wage of \$27.08/hr. The fiscal impact would be taking this position to a grade level P in the 2023 grid of \$31.02/hr. which is equivalent to a Jail Sergeant. The fiscal impact would be **\$16,390**  $((\$31.02-27.08)*2080)*2$  positions.

Effective 2024, the new starting rate for the Sergeant would be \$33.81/hr at a grid placement of 13 vs. the grid placement of 11 with a starting rate of \$30.09/hr for the corporals. The total fiscal impact would be **\$15,475**  $((\$33.81 - \$30.09) * 2080) * 2$  positions

For the (12) Correctional officers that we would be transitioning to “Training Corporals”, the fiscal impact would be just to the 2024 budget as we would still need to development an application process, which won’t likely be confirmed until after January. The wage difference for that would be transitioning a Correctional Officer (grid placement of 10), with a starting rate of \$28.39/hr to a grid placement recommendation of 12 with a new starting rate of \$31.90/hr. The total fiscal impact of this would be **\$87,609.60**  $((\$31.90 - 28.39) * 2080) * 12$  positions

Respectfully submitted,

*Angela Eckman*

Angela Eckman  
Human Resources Director

*Dave Riewestahl*

Dave Riewestahl  
Eau Claire County Sheriff

4 ABOLISHING TWO (2.0 FTE) CORPORAL POSITIONS IN THE EAU CLAIRE COUNTY  
5 SHERIFF’S OFFICE AND CREATING TWO (2.0 FTE) ADMINISTRATIVE SERGEANTS

6 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director evaluated  
7 position vacancies as part of long range strategic plans as well as organizational structure; and

8  
9 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director assessed job  
10 duties and job descriptions and the structure surrounding the departments current workforce; and

11  
12 WHEREAS, the Sheriff’s Office has two (2 FTE) vacant jail Corporal positions that have  
13 went unfilled because of the need to focus on filling vacancy issues and fulfilling coverage needs;  
14 and

15  
16 WHEREAS, after review of the needs and structure of the Sheriff’s Office, the creation of  
17 two (2.0 FTE) Administrative Sergeants would better serve the needs of the department; and

18  
19 WHEREAS, one (1.0 FTE) Administrative Sergeant would be dedicated to the master  
20 scheduling role and one (1.0 FTE) Administrative Sergeant would be dedicated to managing the  
21 Field Training Officer (FTO) program.

22  
23 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
24 Supervisors hereby approves abolishing the two (2.0 FTE) Corporal Positions in the Sheriff’s  
25 Office and creating two (2.0 FTE) Administrative Sergeant positions.

26  
27  
28 ADOPTED:

29  
30  
31 \_\_\_\_\_  
32 \_\_\_\_\_  
33 \_\_\_\_\_  
34 \_\_\_\_\_  
35 \_\_\_\_\_  
36 \_\_\_\_\_  
37 \_\_\_\_\_  
38 \_\_\_\_\_  
39 \_\_\_\_\_  
40 Committee on Judiciary and Law Enforcement

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee on Human Resources

41  
42 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

43  
44 \_\_\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16

---

---

---

---

---

Committee on Finance and Budget

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

SK

2  
3 ABOLISHING TWELVE (12.0 FTE) CORRECTIONAL OFFICER POSITIONS IN THE EAU  
4 CLAIRE COUNTY SHERIFF'S OFFICE AND CREATING TWELVE (12.0 FTE) TRAINING  
5 CORPORAL POSITIONS  
6

7 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director evaluated  
8 position vacancies as part of long range strategic plans as well as organizational structure; and  
9

10 WHEREAS, the Eau Claire County Sheriff and the Human Resources Director assessed job  
11 duties and job descriptions and the structure surrounding the departments current workforce; and  
12

13 WHEREAS, after review of the needs and structure of the Sheriff's Office, the creation of  
14 twelve (12.0 FTE) Training Corporals would better serve the needs of the department.  
15

16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of  
17 Supervisors hereby approves abolishing the twelve (12.0 FTE) Correctional Officer Positions in  
18 the Sheriff's Office and creating twelve (12.0 FTE) Training Corporal positions.  
19

20 ADOPTED:

21 \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 \_\_\_\_\_  
30 \_\_\_\_\_

31 Committee on Judiciary and Law Enforcement

32 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.  
33 \_\_\_\_\_  
34 \_\_\_\_\_  
35 \_\_\_\_\_  
36 \_\_\_\_\_  
37 \_\_\_\_\_  
38 \_\_\_\_\_  
39 \_\_\_\_\_  
40 \_\_\_\_\_  
41 \_\_\_\_\_  
42 \_\_\_\_\_  
43 \_\_\_\_\_  
44 \_\_\_\_\_  
45 \_\_\_\_\_

46 Committee on Finance and Budget

47 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.  
48 \_\_\_\_\_  
49 \_\_\_\_\_

50 SK

\_\_\_\_\_

Committee on Human Resources

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.