



AGENDA

Committee on Human Resources

Date: January 5, 2024, at 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

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.

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m2f67955cc0fe25838831d85e30f4ae02>

Join by meeting number:

Meeting number: 2530 088 5967 Password: ZpYpCE4CW43

Join by phone:

Dial in: 415-655-0001 Access Code: 2530 088 5967

1. Call to Order and Confirmation of Meeting Notice
2. Roll call and introductions
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. December 1, 2023
 - b. December 19, 2023
5. Policy 315: Generative AI Guidelines – **Discussion/Action**
6. Ordinance: File No. 23-24/069 to amend section 3.01.005 C. of the Code: Scope and Collective Bargaining Obligations; to amend section 3.01.101 A. of the Code: Definitions; to amend 3.03.020 of the Code: Responsibility and Authority; to amend section 3.05.020 of the Code: Responsibility and Authority; to amend section 3.05.030 of the Code: Inspection and Confidentiality or Records; to amend section 3.15.030 of the Code: Position and Full Time Equivalency (FTE) Establishment; to amend section 3.15.040 of the Code: Position Descriptions; to amend section 3.15.070 of the Code: Regular and Project Position Titles; to amend section 3.20.010 B. of the Code: Benefits of Elected Officials; to amend section 3.20.020 B. of the Code: County Board of Supervisors Compensation; to amend section 3.20.030 C. of the Code: Committee Meeting Defined; to amend section 3.20.080 of the Code: Authorized Per Diem Compensation; to amend section 3.20.090 B. and C. 6. of the Code: Compensation of other Officials; to repeal chapter 3.50 of the Code: Conflict of Interest; to amend section 3.85.005 C. and D. of the Code: Definitions; to repeal section 3.85.035 of the Code: Disciplinary and Dismissal Procedures – **Discussion/Action**
7. Cost savings in contracts: NeoGov, Quantum, and FMLA – **Information/Discussion**
8. Compensation Study – **Information/Discussion**
 - a. Phase 3 Update (re-classification)
9. Job description analysis status and next steps (background check analysis) – **Information/Discussion**

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 839-7335 (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

10. Initiatives for Training & Development Coordinator - **Information/Discussion**
11. Performance Evaluation Forms and system - **Information/Discussion**
12. Vacancy Report – **Information/Discussion**
13. Announcements - **Information**
14. Future Agenda Items – **Discussion**
 - a. PTO Donation Policy
 - b. Compensation Policy Review
 - c. Bereavement Policy
 - d. Review of current staffing level/efficiency ratio by department
 - e. Code and Policy language related to the new pay grid updates
15. Adjourn

Prepared by: Samantha Kraegenbrink

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MINUTES

Committee on Human Resources

Date: Friday, December 1, 2023

Time: 8:30 a.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Cory Sisk, Larry Hoekstra, Katherine Schneider, Allen Myren

Others: Samantha Kraegenbrink – Committee Clerk, Sharon Hoekstra, Dawn Edlin, Ron Schmidt, Sonja Leenhouts (remote), Tiana Glenna, Janet Quinn, Jason Szymanski, Angela Eckman, Bryan Bessa

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 8:30 a.m. and confirmed meeting notice.

Roll call

Roll call is listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes from October 27, 2023

Motion by Supervisor Sisk to approve the minutes. The Clerk advised that a small correction will be made under “Vacancy Report” to remove a duplicate sentence.

File No. 23-24/055: Resolution creating 1.0 (FTE) Grant Funded Data Analyst position in the Criminal Justice Services Department

Tiana Glenna provided background for File No. 23-24/055. Supervisor Schneider motions to approve the resolution with a change in title from “Data Analyst” to “Data Specialist.” On a roll call vote, all in favor. The resolution will be presented as amended to the Committee on Judiciary & Law Enforcement

File No. 23-24/059: Resolution creating 1.0 (FTE) Grant Funded Deflection Program Case Manager position in the Eau Claire County Department of Human Services

Ron Schmidt, Deputy DHS Director, provided overview of File No. 23-24/059. Motion by Supervisor Sisk to approve. All in favor by a roll call vote.

Title 3 Draft Review

The Committee completed a final review of Title 3. An ordinance will be brought forth at the next regular meeting.

Review and seek approval to revise all existing language in policy and code to the new pay-for-performance grid matrix

Will be brought forth for action at a future meeting.

Vacancy Report: Britt Buhrow, HR Advisor

Angela Eckman briefly reviewed the vacancy report with the Committee.

Next Committee on Human Resources Meeting Date

December 19, 2023, to review ADRC position prior to the board meeting. January 5, 2024, next regular meeting.

Future Agenda Items

- PTO Donation Policy
- Comp Policy Review
- Bereavement Policy
- Review of current staffing level/efficiency ratio by department
- Performance Evaluations
- Grant Position

Adjourn

The meeting was adjourned at 9:14 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Assistant to the County Administrator



MINUTES

Committee on Human Resources
Date: Tuesday, December 19, 2023
Time: 6:30 p.m.

Location: 721 Oxford Ave, Eau Claire, WI • Room 1301

Present: Cory Sisk, Allen Myren, Larry Hoekstra, Katherine Schneider

Others: Kathryn Schauf, Linda Struck, Angela Eckman, Kirk Dahl

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 6:30 p.m.

Roll call

Roll call was taken and is listed above under present.

Public Comment

No members of the public wished to make a comment.

File No. 23-24/062: Resolution authorizing to abolish one (1.0 FTE) Kitchen Manager and to create one (1.0 FTE) Kitchen Coordinator in the Aging and Disability Resource Center (ADRC)

Motion by Supervisor Sisk to approve File No. 23-24/062. All in favor; motion carries.

Adjourn

The meeting was adjourned at 6:32 p.m.

Respectfully submitted by,

Kathryn Schauf
County Administrator

Prepared by: Samantha Kraegenbrink

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POLICY 315 GENERATIVE AI USAGE GUIDELINES FOR EAU CLAIRE COUNTY

1. **Purpose.** These guidelines establish a framework for the responsible, transparent, and ethical use of generative AI technologies within Eau Claire County.
2. **Guiding Principles:**
 - 2.1 **Empowerment.** Use generative AI to enhance efficient, safe, and equitable service delivery to residents.
 - 2.2 **Inclusion and Respect.** Develop and use generative AI in a manner that respects and uplifts diverse communities, avoiding discriminatory language or portrayals.
 - 2.3 **Transparency and Accountability.** Prioritize transparent actions involving generative AI, acknowledging experimentation costs and impacts for collective learning.
 - 2.4 **Innovation and Risk Management.** Embrace responsible experimentation, maintain control over new tools, and understand potential risks to drive positive outcomes for residents.
 - 2.5 **Privacy and Security.** Avoid compromising the security and privacy of the county's environment, residents, or public servants. Do not include confidential information in AI prompts.
 - 2.6 **Public Purpose.** Emphasize maintaining service to the public at the core of generative AI usage, adapting commercial tools for mission-driven work.
3. **Important Considerations**
 - 3.1 **Public Records Act (PRA) Compliance.** Information entered into generative AI systems may be subject to Public Records requests pursuant to Wis. Stat. §§ 19.21-19.39 and other applicable statutes. Do not submit confidential or personally identifiable information. Be aware of potential data breaches.
 - 3.2 **Review and Fact-Checking.** Review, revise, and fact-check generative AI outputs via multiple sources. Users are responsible for the accuracy and integrity of material created with AI support.
 - 3.3 **Citation and Record Keeping.** Cite and record usage of generative AI. Record usage details through established practices.
 - 3.4 **Separation of Records.** Create a dedicated account for county use to ensure public records are distinct from personal records.
 - 3.5 **Terms and Conditions Compliance.** Users agreeing to terms and conditions of systems without formal agreements with the county are responsible for compliance.
 - 3.6 **Department-Specific Rules.** Departments may establish additional rules regarding generative AI. Consult managers or department contacts for department-specific guidelines.
 - 3.7 **Regular Reference and Updates.** Refer to these guidelines quarterly, as they evolve with technology, laws, and industry best practices.

POLICY 315 GENERATIVE AI USAGE GUIDELINES FOR EAU CLAIRE COUNTY

Effective Date:

Revised Date:

Eau Claire County
Employee Policy Manual

FACT SHEET

TO FILE NO. 23-24/069

TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE: DEFINITIONS; TO AMEND 3.03.020 OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.020 C. OF THE CODE: RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.030 OF THE CODE: INSPECTION AND CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF THE CODE: POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND SECTION 3.15.040 OF THE CODE: POSITION DESCRIPTIONS; TO AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES; TO AMEND SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS; TO AMEND SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS COMPENSATION; TO AMEND SECTION 3.20.030 C. OF THE CODE: COMMITTEE MEETING DEFINED; TO AMEND SECTION 3.20.080 OF THE CODE: AUTHORIZED PER DIEM COMPENSATION; TO AMEND SECTION 3.20.090 B. AND C. 6. OF THE CODE: COMPENSATION OF OTHER OFFICIALS; TO REPEAL CHAPTER 3.50 OF THE CODE: CONFLICT OF INTEREST; TO AMEND SECTION 3.85.005 C. AND D. OF THE CODE: DEFINITIONS; TO REPEAL SECTION 3.85.035 OF THE CODE: DISCIPLINARY AND DISMISSAL PROCEDURES

File 23-24/069 amends Title 3 as referenced above. The Committee on Human Resources spent a significant amount of time discussing, considering, and revising language in Title 3 over the time period of the past six months. The Committee on Human Resources proposes these amendments to Title 3 to allow for oversight and input by the Committee on Human Resources, as well as provide procedures and guidelines that will allow for more efficient operations within the Human Resources and the Committee on Human Resources.

Respectfully submitted:

Sharon McIlquham
Corporation Counsel

2
3 TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE
4 BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE:
5 DEFINITIONS; TO AMEND 3.03.020 OF THE CODE: RESPONSIBILITY AND
6 AUTHORITY; TO AMEND SECTION 3.05.020 C. OF THE CODE: RESPONSIBILITY AND
7 AUTHORITY; TO AMEND SECTION 3.05.030 OF THE CODE: INSPECTION AND
8 CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF THE CODE:
9 POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO AMEND
10 SECTION 3.15.040 OF THE CODE: POSITION DESCRIPTIONS; TO AMEND SECTION
11 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES; TO AMEND
12 SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS; TO AMEND
13 SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS
14 COMPENSATION; TO AMEND SECTION 3.20.030 C. OF THE CODE: COMMITTEE
15 MEETING DEFINED; TO AMEND SECTION 3.20.080 OF THE CODE: AUTHORIZED PER
16 DIEM COMPENSATION; TO AMEND SECTION 3.20.090 B. AND C. 6. OF THE CODE:
17 COMPENSATION OF OTHER OFFICIALS; TO REPEAL CHAPTER 3.50 OF THE CODE:
18 CONFLICT OF INTEREST; TO AMEND SECTION 3.85.005 C. AND D. OF THE CODE:
19 DEFINITIONS; TO REPEAL SECTION 3.85.035 OF THE CODE: DISCIPLINARY AND
20 DISMISSAL PROCEDURES

21
22 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

23
24 SECTION 1. That Subsection C. of Section 3.01.005 be amended to read:

25
26 C. In instances where these provisions ~~are in~~ conflict with Wis. Stat. § 59.26, the
27 latter provision shall prevail.

28
29 SECTION 2. That Subsection A. of Section 3.01.010 of the code be amended to read:

30
31 A. "Appointing authority" means the person, governing body or designee thereof
32 which has the authority granted by law or ordinance to appoint an individual to or remove an
33 individual from positions in county service. The county administrator shall appoint heads of all
34 departments and offices, with the exception of those department heads who are constitutionally
35 elected officials. ~~and~~ ~~†~~ The head of each department or office shall appoint all subordinate
36 personnel.

37
38 SECTION 3. That Section 3.03.020 of the code be amended to read:

39
40 3.03.020 Responsibility and authority.

41 A. The county board shall:

- 42 1. Authorize by ordinance any amendments to the human resources code;
- 43 2. Confirm non-elected department head appointments;
- 44 3. Authorize the ~~creation, addition, reduction, or abolition~~ total number of
45 full-time equivalency of all regular positions pursuant to Chapter 3.15; and
- 46 4. Appropriate funds for all authorized personnel positions.

47 B. The committee shall perform those functions provided in 2.04.440 and Title 3,
48 shall approve any changes in the salary grid shall establish pay rates for seasonal employees, and
49 the County Administrator and the Director will approve any changes to the Employee Policy

1 Manual, ~~except a~~ Any changes resulting in a fiscal impact will go to the committee on finance
2 and budget, and then to the county board for approval.

3 C. The county administrator shall perform those human resources functions provided
4 in Chapter 2.06 and Title 3.

5 D. The director shall:

6 1. Administer the human resources code, the ~~E~~Employee ~~P~~Policy ~~M~~Manual
7 ~~and Human Resources Administrative Manual~~ and perform those functions provided therein;

8 2. Lead strategic efforts and make operational decisions in all areas of
9 personnel management including employment and recruiting, training and development,
10 classification and compensation, benefits, employee relations, labor negotiations, personnel
11 records and health and safety;

12 3. Make recommendations regarding overall personnel resource strategic and
13 workforce planning;

14 4. Develop and maintain classification and compensation plans;

15 5. Review reorganization recommendations made by department heads to
16 outline appropriate action for the board;

17 6. Approve setting the salary of new employees above the current market
18 rate minimum;

19 7. Approve exceptions to benefits policy;

20 ~~8. Approve travel costs of applicants;~~

21 ~~9. Monitor Approve temporary assignments and use of overtime;~~

22 ~~10. Maintain a list of regular position titles, and~~

23 ~~11. 9. Maintain a record of authorized position titles and their full-time~~
24 equivalency for each position.

25 E. Department heads shall:

26 1. Enforce the human resources code and, the ~~E~~Employee ~~P~~Policy ~~M~~Manual, ~~and~~
27 ~~the Human Resources Administrative Manual~~ as it pertains to their respective departments, and
28 keep employees informed of its provisions;

29 2. Recommend to the director any amendments to the human resources code,
30 ~~and the E~~Employee ~~P~~Policy ~~M~~Manual, ~~and the Human Resources Administrative Manual~~ which
31 would improve county operating efficiency or employment~~tee~~ relations;

32 3. Delegate appropriate authority to subordinate supervisory personnel in
33 enforcing the code and, the ~~E~~Employee ~~P~~Policy ~~M~~Manual, ~~and the Human Resources~~
34 ~~Administrative Manual~~; and

35 ~~4. Immediately notify~~ Provide notification to the director of any known
36 changes in personnel within 24 hours and

37 ~~4. p~~Participate in the selection of replacement employees.

38 F. Supervisory personnel may, if delegated by the department head, enforce human
39 resources policies.

1 SECTION 4. That Subsection C. of Section 3.05.020 be amended to read:

2
3 C. ~~All~~ Employees shall notify human resources of any changes which affect their
4 personal status, such as changes in name, address, mail, telephone number, marital status or
5 eligible dependents.

6
7 SECTION 5. That Section 3.05.030 of the code be amended to read:

8
9 3.05.030 Inspection and confidentiality of records.

10 A. General information. Information as to the name, dates of employment,
11 classification title and salary of county employees is available for public inspection at times in
12 accordance with procedures prescribed by the director.

13 B. Confidential personnel records. Other employee information not designated in
14 A., shall be considered confidential and shall be available to the employee, the county
15 administrator, the corporation counsel, the employee's supervisor, department head, human
16 resources department and appropriate standing committee or body as determined by the director,
17 ~~on a need-to-know basis as necessary~~ in order to perform their respective duties.

18 1. Employee requests for personnel records. An employee or his or
19 her representative shall, upon written request, be allowed to inspect any documents in the
20 employee's personnel file. The inspection shall take place during ~~working hours~~ a mutually
21 agreed upon time in the human resources department.

22 2. Third party open records requests ~~for personnel records~~. When a third
23 party makes an open records request ~~for is made for~~ personnel records, the director, in
24 consultation with Corporation Counsel, shall deny the request, shall balance the interests of the
25 public to be informed in public matters against the harm to employee reputations which would
26 likely result from the inspection and disclosure and release the records, or release the records
27 only, except in the instance of an internal investigation; whereas records may be released to
28 confidential parties, ie. Department of Workforce Development (DWD) , outside legal counsel,
29 etc., after a notice of impending release and the right of judicial review, where applicable, have
30 been provided to the employee, all in conformance with the Wisconsin Public Records Law.

31 C. Medical records. The right of an employee or ~~his or her~~ their representative to
32 inspect personnel records includes the right to inspect any personal medical records maintained
33 by the county. An employee must execute a medical release before ~~his or her~~ their medical
34 records are released to ~~his or her~~ their representative or a third party. If the director believes that
35 disclosure of an employee's medical records would have a detrimental effect on the employee,
36 the employer may release the medical records to the employee's physician or through a physician
37 designated by the employee, in which case the physician may release the medical records to the
38 employee or to the employee's immediate family. (Wis. Stat. § 103.13(5)). Requests by third
39 parties must be accompanied by a written release from the employee.

40 D. Applications. An applicant for a position may indicate in writing that he or she
41 does not wish ~~his or her~~ their identity to be revealed. Except with respect to an applicant who is
42 selected as a final candidate (1 of top 5) for a position, the County may not provide access to any
43 record related to the application that may reveal the applicant's identity.

1 SECTION 6. That Section 3.15.030 of the code be amended to read:

2
3 3.15.030 Position and Full Time equivalency (FTE) establishment.

4 A. Authorization for all ~~regular position titles and full-time~~ equivalency or changes
5 therein is subject to the recommendation of the governing committee, the committee and
6 approval by the board.

7 B. Authorization for all temporary part-time, ~~casual~~, and seasonal positions or
8 changes therein shall be approved by the director, subject to departmental budgetary constraints.

9 C. Each full-time equivalency within a position title shall be determined and
10 designated as regular, ~~temporary part-time, casual~~, or seasonal.

11 D. ~~Authorization for the addition, reduction, or deletion of FTE within a position title~~
12 ~~is subject to the recommendation of the governing committee, the committee, and approval by~~
13 ~~the board.~~ Authorization for FTE change(s) outside of the budget process within a department is
14 subject to the recommendation of the governing committee, the committee, the Committee on
15 Finance and Budget, and approval by the board, when there is fiscal impact that amends the
16 department budget. All other FTE changes may be determined by the director with the approval
17 of the County Administrator or designee.

18
19 SECTION 7. That Section 3.15.040 of the code be amended to read:

20
21 3.15.040 Position descriptions. Position descriptions are necessary to establish a
22 distribution of duties and responsibilities that employees are expected to perform, as well as the
23 skills and aptitude necessary to fulfill the job responsibilities, to classify positions correctly, to
24 fix the appropriate pay for such positions and to develop valid employee selection procedures.

25 A. New position classification. The department head shall submit a completed
26 position requisition and supporting documentation to the director. The director or designee shall
27 prepare a new position description.

28 B. Changes in position descriptions. The department head shall notify the director
29 when changes in duties and responsibilities of positions and the required skills occur. Changes
30 will be made by the director or designee by amendment to the position description unless they
31 are so substantial as to make preparation of a new description desirable.

32 C. Records. An official position description for each county position shall be
33 maintained in the human resources department and, if required by law or regulation, in the
34 individual personnel folder.

35
36 SECTION 8. That Section 3.15.070 of the code be amended to read:

37
38 3.15.070 Regular and project Position Titles.

39 A. The director shall maintain a list of ~~regular~~ position titles used in county service
40 which shall include the position title, number of FTE per position title, salary code and any
41 contingent conditions for specific positions. The list is available from human resources by
42 request.

43 B. Position title changes. Authorization for all title changes is subject to the
44 recommendations ~~of the governing committee and director and approval by the committee and~~
45 approval of the department head, the director, and of the county administrator. The governing
46 committee and the Human Resources Committee will be informed of the changes.

47
48 SECTION 9. That Subsections B. & C. of Section 3.20.010 of the code be amended to
49 read:

1
2 B. Eligible to participate in a group dental plan by paying the ~~entire~~ premium as
3 provided in the Employee Policy Manual.

4 C. Eligible to participate in the Wisconsin Retirement System (“WRS”) as
5 authorized by law. Each elected official is required to pay their share of the total WRS required
6 contributions. The county will pay only its share of the total WRS required contributions as
7 required by law. It is expressly recognized that these contributions may change, when the required
8 WRS rate is adjusted, as authorized by law.

9
10 SECTION 10. That Subsection B. of Section 3.20.020 of the code be amended to read:

11
12 B. Each supervisor shall be paid \$30.00 for each committee or county board meeting
13 he or she attends. Supervisors shall not receive per diem for attending a committee meeting held
14 within 1 hour prior to a county board meeting or held during a county board recess. Meeting and
15 mileage payments for attendance are not to exceed two meetings in any one day. Supervisors
16 shall not be paid for attending the meeting of a committee to which ~~he or she has~~ they have not
17 been appointed as provided by resolution or ordinance unless the chair of the committee certifies
18 in writing that ~~his or her~~ their attendance was requested. Any supervisor failing to answer at
19 least half of all roll call votes at any meeting of the board shall be considered absent for purposes
20 of receiving payment.

21
22 SECTION 11. That Subsection C. of Section 3.20.030 of the code be amended to read:

23
24 C. ~~The attendance of a member of the human resources committee at collective~~
25 ~~bargaining negotiation sessions, mediation sessions, grievance or interest arbitration hearings,~~
26 ~~unit clarification hearings, prohibited practice hearings or any other hearing authorized under the~~
27 ~~Wisconsin Municipal Employment Relations Act. A quorum of the committee shall act as the~~
28 ~~collective bargaining representative of the county board and shall oversee the Corporation~~
29 ~~Counsel in conducting collective bargaining negotiations with represented employees over hours,~~
30 ~~wages, benefits, and terms and conditions of employment in county service.~~

31
32 SECTION 12. That Subsection A. of Section 3.20.080 of the code be amended to read:

33
34 A. Board of land use appeals, ADRC subcommittee on Older Americans Act
35 programs, human services board, land conservation commission, veterans service commission
36 ~~not to exceed 6 meetings per calendar year,~~ local emergency planning committee and housing
37 authority, and aging and disability resource center board: \$30.00;

38
39 SECTION 13. That Subsection B. and paragraph 6. of Subsection C. of Section 3.20.090
40 of the code be amended to read:

41
42 B. Each such official shall receive reimbursement only for mileage, meals and
43 lodging expenses incurred in the course of ~~his or her~~ their duties, in accordance with the
44 Employee Policy Manual.

1 C. Compensation rates:

2
3 6. Circuit court officers shall be paid the hourly rate established at salary
4 established by the Human Resources Department grade 801 step A, with a minimum 2 hours of
5 call-in time on days where circuit court officers report for work and court is cancelled;

6
7 SECTION 14. That Chapter 3.50 be repealed.

8
9 SECTION 15. That Subsections C. and D. of Section 3.85.005 be amended to read:

10
11 C. "Deputy sheriff" means such persons as are duly appointed by the sheriff to aid in
12 the performance of ~~his or her~~ their duties, as set forth at Wis. Stat. § 59.27 under ~~his or her~~ their
13 direction, and in the case of ~~his or her~~ their absence or disability, or a vacancy in ~~his or her~~ their
14 office, who will perform all of the duties of the sheriff during such absence or until such vacancy
15 is filled.

16 D. "Posse" means adult residents of the county summoned by the sheriff to assist ~~him~~
17 ~~or her~~ in times of public emergency for the purpose of preserving the public peace or for the
18 pursuit of felons.

19
20 SECTION 16. That Section 3.85.035 be repealed.

21
22 ENACTED:

23
24 _____
25
26 _____
27
28 _____
29
30 _____

31
32
33 _____
34 Committee on Human Resources

35 VOTE: _____ Aye _____ Nay

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45 :

46
47 Dated this _____ day of _____, 2023.
48

Vacancy Breakdown 12.1.2023

Sheriff Office

Total Vacancies: 31 Full-time 1.0FTE

Positions:

Correction officers: 11 vacancies (Full-time 1.0FTE)

Waiting on pre-employment: 3

Patrol Deputy: 4 vacancies (Full-time 1.0FTE)

Posting: need requisition

Transfer Date: 1 waiting on

Drug Investigator: 1 vacancy (Full-time 1.0FTE)

Transfer Date: waiting on

Sergeant: 1 vacancy (Full-time 1.0FTE)

Posting: waiting on requisition

Bailiff: 1 vacancy- waiting on requisition approval

Lieutenant: 1 vacancy position, waiting on requisition

Corporal: 12 new positions waiting on requisition.

Airport:

Total Vacancies: 1

Positions

Custodian: waiting on requisition

Clerk of Courts:

Total Vacancies: 2 vacancy (1 Full-time 1.0FTE)

Positions:

Legal Specialist II: 2 vacancies (Full-time 1.0FTE)

Posting: closes 1/14/2024

Interviews: 1/25, 1/26

District Attorney:

Total Vacancies: 2 vacancy (Full-time 1.0FTE)

Positions:

Legal Specialist II: posted

Interviews: waiting on dates

Criminal Trial Prosecutor: Posted, continuously until filled

Facilities:

Total Vacancies: 1 vacancy (Full-time 1.0 FTE)

Positions:

Maintenance Technician: 1 (Full-time 1.0 FTE)

Posting: closes 1/10/24

Planning & Development:

Positions

Recycling Attendant: 1 (0.20 FTE positions)

Interviews: waiting on dates

Highway:

Total Vacancies: 3 (Full-time 1.0 FTE)

Positions:

Heavy Equipment Operator:

Start date: waiting on confirmation

Engineering Technician: Posted

Start date: 1/17/24

Mechanic: Posted, closed 1/3/2024

Human Services:

Total Vacancies: 12 vacancies (12 Full-time 1.0FTE)

Positions:

Economic Support Specialist: 2 vacancies (1.0 FTE)

Start date: 1- 1/8/2024

Fiscal Associate III: 1 vacancy (Full-time 1.0FTE)

Posting: interviews 1/4 and 1/5

Record Supervisor/Manager: 1 vacancy (Full-time 1.0FTE),

Posting: waiting on requisition

Resource Specialist: 1 vacancy (Full-time 1.0FTE)

Posting: posted closes 1/17/24

Crisis Social Worker: 1 Vacancy (Full-time 1.0FTE)

Posting: waiting on requisition

CLTS Social Worker: 1 Vacancy (Full-time 1.0FTE)

Posting: posted closes

CCS Service Facilitator: 1 vacancy (Full-time 1.0FTE)

Interviewing: week of 1/8 and 1/16

CSP Social Worker: 1 Vacancy (Full-time 1.0FTE),
Candidate: waiting on references

APS Social Worker: 1 Vacancy (Full-time 1.0FTE)
Posting: closes 1/4/24

Deflection Case Manager: 1 Vacancy (Full-time 1.0FTE)
Interviews: 1/9, 1/10

Youth Services Worker: 1 Vacancy (Full-time 1.0FTE)
Posted: closes 1/4/24

Parks and Forest:

Total Vacancy: **2 vacancies (Seasonal)**

Positions:

Snow Groomer: (New 2024)

Interviews: 1/9/24