

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

December 18, 2015
DATE DRAFTED

AUTHORIZING OVERLAP OF ACCOUNTING SUPERVISOR POSITION FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

1 WHEREAS, the Department of Public Works, Highway Division has been informed of the
2 intended retirement of its Accounting Supervisor in 2016; and,
3

4 WHEREAS, the duties of the Accounting Supervisor are very specialized and can vary
5 throughout the year, making the training of the job duties complex; and,
6

7 WHEREAS, temporarily overlapping a successor employee for orientation and training will
8 help insure accurate financial processing and minimize disruption to our Public Works
9 customers; and,
10

11 WHEREAS, the Department has sufficient funds budgeted and available for the double
12 filling of the position.
13

14 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors
15 duly assembled this 14th day of JANUARY, 2016 does hereby authorize
16 temporarily overlapping the Public Works Department Accounting Supervisor position, not to
17 exceed eight weeks.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice-Chair

Eva Arnold
Eva Arnold

Brenton Driscoll
Brenton Driscoll

Absent
Rick Richard

16-1A-456

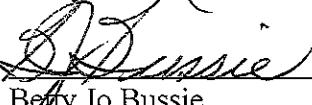
COUNTY BOARD STAFF COMMITTEE



J. Russell Podzilni, Chair

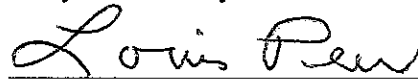

Sandra Kraft, Vice Chair

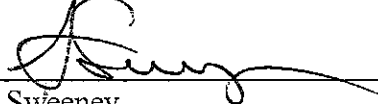
Absent
Eva Arnold

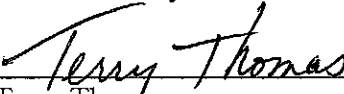

Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Allan Sweeney


Terry Thomas

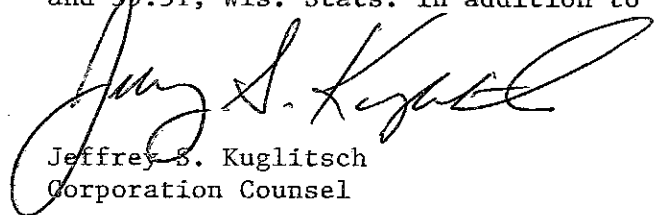
FISCAL NOTE:

Sufficient funds are available in the Department of Public Works for the overlap of the Accounting Supervisor position.

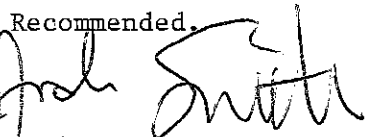

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.22(2), 59.01 and 59.51, Wis. Stats. in addition to Rock County Ordinance 18.309.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

- Executive Summary -

The Public Works Department Accounting Supervisor has informally notified the department head of his intended retirement in June of 2016. This professional position requires extensive accounting knowledge and experience. Additionally, because so many of the Department's accounting practices are dictated by the Wisconsin Department of Transportation Uniform Cost Accounting Manual, there are many specialized funds tracked and account reporting procedures required. Some of these tasks only occur at certain times of the year.

Because of these special job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to master the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions of at least eight weeks may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-February 2016.

This resolution authorizes up to 8 weeks of double fill of the position for orientation and training. The department is anticipating that the process may take less time, but wants to maintain flexibility should the timeframe not be met. The department anticipated this vacancy in 2015 and included funding for this double fill in its 2016 budget request. No additional funds are being requested at this time.