

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Marie-Noel Sandoval, Health  
Officer  
DRAFTED BY

June 27, 2016  
DATE DRAFTED

**AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR  
POSITION FOR THE PUBLIC HEALTH DEPARTMENT**

- 1 **WHEREAS**, the Public Health Department has been informed of the intended retirement of its
- 2 Environmental Protection Director in 2016; and,
- 3
- 4 **WHEREAS**, the duties of the Environmental Protection Director 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 help
- 8 minimize disruption to our Public Health Department customers; and,
- 9
- 10 **WHEREAS**, the Department has sufficient funds available for the double filling of the position.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 13 assembled this 14th day of July, 2016 does hereby authorize temporarily
- 14 overlapping the Environmental Protection Director position, not to exceed eight weeks.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft  
Sandra Kraft, Chair

Louis S. Peer  
Louis Peer, Vice Chair

Richard Bostwick  
Richard Bostwick

Linda Garrett  
Linda Garrett

Dean Peterson  
Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade, WHNP

Eric Gresens, R.Ph

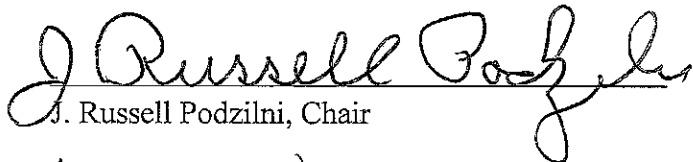
Dr. Keith Konkol, M.D.

16-7A-075

AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR POSITION FOR THE PUBLIC HEALTH DEPARTMENT

Page 2

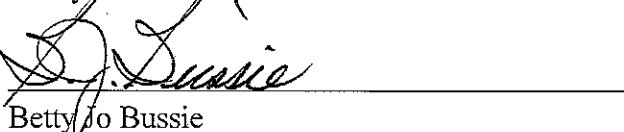
COUNTY BOARD STAFF COMMITTEE

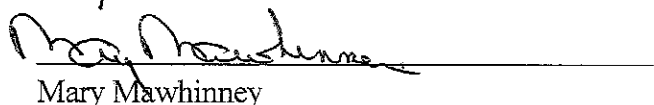
  
J. Russell Podzilni, Chair

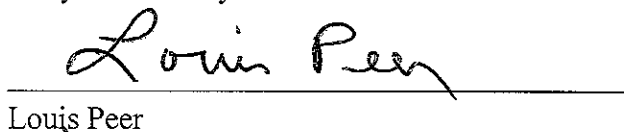
  
Sandra Kraft, Vice Chair

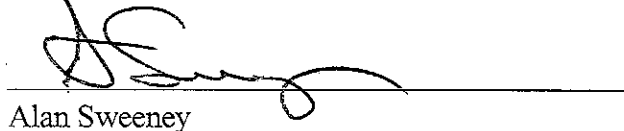
  
Eva Arnold

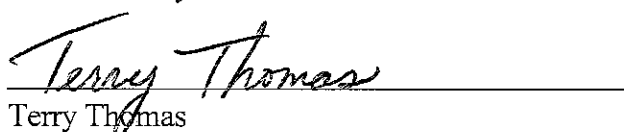
  
Henry Brill

  
Betty Jo Bussie

  
Mary Mawhinney

  
Louis Peer

  
Alan Sweeney

  
Terry Thomas

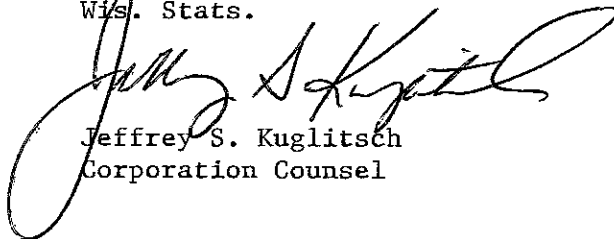
FISCAL NOTE:

Sufficient funds are available from staff vacancies for the up to eight week overlap for the Environmental Protection Director position.

  
Sherry Oja  
Finance Director

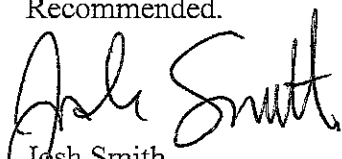
LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

### Executive Summary

The Public Health Department's Environmental Protection Director has informally notified the department head of his intended retirement in December of 2016. This professional position requires extensive Environmental Health knowledge and experience. Additionally, because so many of the Department's environmental programs are dictated by the State of Wisconsin, there are many specialized permitting and reporting procedures required.

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 may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-July 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 has sufficient funds in the 2016 budget to cover this overlap due to salary savings from vacant positions. No additional funds are being requested at this time.