

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

March 30, 2015
DATE DRAFTED

**RECOGNIZING HSD ADMINISTRATIVE PROFESSIONALS AND
PARAPROFESSIONALS**

1 **WHEREAS**, April 19-25, 2015 is observed as Administrative Professionals Week and April
2 22, 2015 is declared Administrative Professionals Day; and,
3

4 **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock
5 County, wish to commend the Administrative Professionals and Paraprofessionals in the Rock
6 County Human Services Department for their excellence in administering services to the
7 citizens of Rock County; and,
8

9 **WHEREAS**, the Human Services Department has a great number of administrative
10 professionals and paraprofessionals in all divisions throughout the Department, serving in a
11 wide variety of positions and assisting every Rock County Human Services program area; and,
12

13 **WHEREAS**, administrative professional and paraprofessional positions in the Department
14 include Accountants, Account Clerks, Administrative Assistants, Application Support
15 Specialists, Clerks, Clerk-Typists, Data Processing Operators, HSD Support Specialists,
16 Information Processing Operators, Job Center Support Specialists, Legal Stenographers,
17 Medical Record Technicians, Program Analysts, Release of Information Technicians,
18 Secretaries, and Word Processing Operators; and,
19

20 **WHEREAS**, HSD administrative professionals and paraprofessionals have many
21 responsibilities that are crucial to the efficient functioning and smooth running of day-to-day
22 operations which include, but are not limited to, greeting visitors, answering telephones,
23 taking meeting minutes, transcribing reports, managing records, setting up and maintaining
24 databases, data entry, producing statistics and reports, completing mandated state reports,
25 issuing statements, paying bills, inventorying forms, ordering and maintaining supplies and
26 equipment, troubleshooting equipment problems, scheduling appointments, collecting
27 information, and covering many other administrative functions for the Human Services
28 Department.
29

30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
31 assembled this 23 of April, 2015 commends all Rock County Human Services
32 Administrative Professionals and Paraprofessionals for their diligent efforts which make
33 possible the delivery of services to the citizens of Rock County.
34

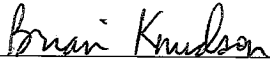
35 **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish
36 a copy of this resolution to the Rock County Human Services Department.

15-4B-283

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Respectfully Submitted,

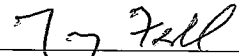
HUMAN SERVICES BOARD



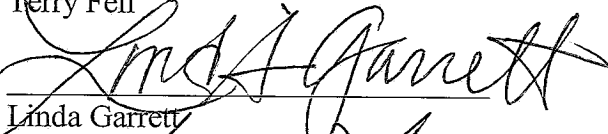
Brian Knudson, Chair




Sally Jean Weaver-Landers, Vice-Chair



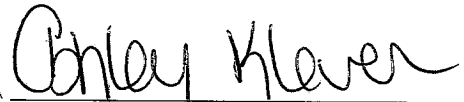
Terry Fell



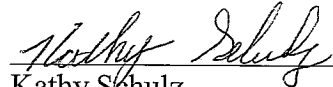
Linda Garrett



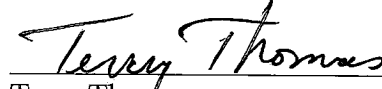
William Grahn



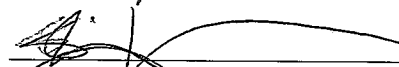
Ashley Kleven



Kathy Schulz



Terry Thomas



Shirley Williams