

ROCK COUNTY, WISCONSIN

**NOTE: Date,
Location & Time**



**COUNTY BOARD STAFF COMMITTEE
THURSDAY – SEPTEMBER 27, 2018 – 5:45 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – September 11, 2018
5. Transfers
6. Resolution
 - A. Creating a 0.4 FTE Payroll Specialist in Financial Services
7. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sherry Oja, Finance Director
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

September 18, 2018
DATE DRAFTED

CREATING A 0.4 FTE PAYROLL SPECIALIST IN FINANCIAL SERVICES

- 1 **WHEREAS**, Financial Services processes payroll for the majority of County departments, however,
- 2 some payroll functions are performed by Rock Haven staff; and
- 3
- 4 **WHEREAS**, consolidating these payroll functions centrally into Financial Services would provide
- 5 efficiencies and more opportunities for providing back-ups for these functions; and
- 6
- 7 **WHEREAS**, deleting the 1.0 FTE Payroll Specialist in Rock Haven and creating an additional 0.4 FTE
- 8 Payroll Specialist in Financial Services would save the County approximately \$61,000 annually; and
- 9
- 10 **WHEREAS**, the staff member currently in the 1.0 FTE Payroll Specialist position is retiring effective
- 11 November 2, 2018 and deleting the 1.0 FTE Payroll Specialist position in Rock Haven is being
- 12 recommended in the 2019 budget; and
- 13
- 14 **WHEREAS**, creating the 0.4 FTE position in Financial Services in 2018 would allow more time for
- 15 recruitment and training. This position would be funded by 2018 budget savings in the Financial
- 16 Services 2018 budget.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 19 assembled this _____ day of _____, 2018 does hereby create a 0.4 FTE Payroll Specialist
- 20 position in Financial Services.

Respectfully Submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Absent
Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Mary Beaver
Mary Beaver, Vice Chair

Mary Mawhinney, Vice Chair

Brent Fox
Brent Fox

Richard Bostwick

J. Russell Podzilni
J. Russell Podzilni

Henry Brill

Bob Yeomans
Bob Yeomans

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

18-9B-087

CREATING A 0.4 FTE PAYROLL SPECIALIST IN FINANCIAL SERVICES
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FISCAL NOTE:

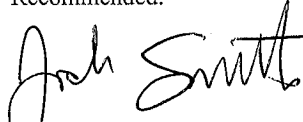
The 0.4 FTE will be funded by 2018 savings in the Financial Services budget and will need to be included in the 2019 budget.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

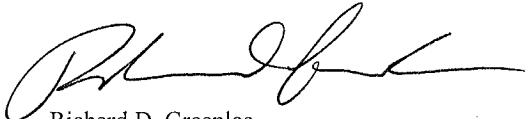
Recommended.



Josh Smith
County Administrator

LEGAL NOTE:

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



Richard D. Greenlee
Corporation Counsel

EXECUTIVE SUMMARY

Financial Services processes the majority of payroll for the County. However, Rock Haven has a 1.0 FTE Payroll Specialist that splits their time between payroll and accounting functions. It would be more efficient to move the Rock Haven payroll functions to Financial Services. This would allow these functions to be managed by the Financial Services Payroll Manager and provide back-ups to this position by trained payroll staff. The accounting functions of the Rock Haven Payroll Specialist will be able to be absorbed by current Rock Haven accounting staff.

The 2019 budget will recommend the deletion of the 1.0 FTE Payroll Specialist in Rock Haven. In order to have more time for recruitment and training, this resolution requests the Financial Services 0.4 FTE Payroll Specialist position be created in 2018.

This move will save the County approximately \$61,000 annually.