

PERSONNEL DIRECTOR

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

**WHEREAS**, there is presently a position of full-time salaried Personnel Coordinator within the Management and Non-Represented staff that includes the duties and responsibilities of a Personnel Director;

**WHEREAS**, said Personnel Coordinator position is currently located within the Iowa County department of Administrative offices and directly works with and at the direction of the Iowa County Committee on Salary and Personnel;

**WHEREAS**, the Iowa County Committee on Salary and Personnel, recommends that said position be re-titled effective October 21, 1998;

**WHEREAS**, this position provides extensive and specialized assistance to the Committee on Salary and Personnel in the administration of all personnel and labor relations functions, including the planning, development and implementation of all policies and procedures which affect employees and their working conditions. This includes performing a multitude of tasks in the Personnel Office and in conjunction with other Departmental Directors both independently and in conjunction with the Committee on Salary and Personnel;

**WHEREAS**, the more detailed list of tasks includes but is not limited to the following:

Assisting County departments in the internal and external recruitment function to comply with Equal Employment Opportunity Commission (EEOC), Affirmative Action Plan (AAP), American Disabilities (ADA) and the Union contracts (i.e., 4). The recruitment process includes preparing job postings, newspaper advertisements, the maintenance of EEOC applicant logs, processing of applications, performing or coordinating the necessary job related testing, performing or assisting with the interview to insure compliance with all the legal requirements, reference checking, and extending the employment offer.

Preparing EEOC reports and completing all required governmental reports and assisting departments with EEOC and AAP inquiries.

Researching and developing personnel policies as appropriate including those mandated by law with the assistance of the committee. As needed, update, and revise existing personnel related policies. Reviews periodically to make sure policies are followed.

Serving as direct contract to the County's labor attorney(s). Tracks time/hours spent with labor attorney(s) and approves attorney invoices prior to committee review and final approval.

Consulting with the committee and advises departmental heads and other County personnel on the application of labor agreements; personnel policies and procedures to assure uniform application throughout the County.

Administering the County fringe benefit programs such as health, dental and life insurance, this includes compilation and preparation of the monthly insurance reports. (Currently the County's monthly health insurance report averages over \$90,000.)

Coordinating the annual performance evaluations done for the management and non-represented employees. Compiling the summary evaluation for the committee to present to the employee being evaluated.

Assisting and advising department heads and committees regarding employment problems, disputes, and grievances.

Attends negotiations, grievance hearings, and Salary and Personnel committee meetings. Prepares meeting agenda, distribute and post the agenda as required by the Open Meetings Law. Take and prepare minutes from each meeting, and do the follow up correspondence.


**WHEREAS**, the establishment of a Personnel Director would not create a new position nor change the position's direct working relationship with the Iowa County Committee on Salary and Personnel but would only reflect the true and confidential nature of the director level duties and responsibilities currently being performed;

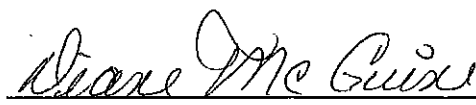
**NOW, THEREFORE, BE IT RESOLVED** by the Iowa County Board of Supervisors that the current position of Personnel Coordinator which includes the duties of a Personnel Director be re-titled for the purpose of establishing the full-time salaried position of Personnel Director;


**BE IT FURTHER RESOLVED**, that the salary and fringe benefit allocation will continue to come from the Iowa County Department of Personnel;

Dated this 14<sup>th</sup> day of October, 1998.

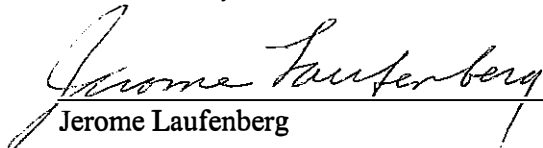
Respectfully submitted:

  
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Neil Jefferson,  
Chairperson of the Committee on  
Salary & Personnel

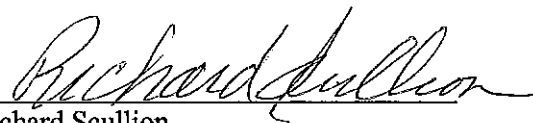
  
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Diane McGuire


  
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David Gollon, Jr.

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Thomas Paull

  
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Jerome Laufenberg

Adopted this 20<sup>th</sup> day of October 1998.

  
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Richard Scullion  
Iowa County Chairman

ATTEST:  
  
\_\_\_\_\_  
David D. Meudt  
Iowa County Clerk

#### CERTIFICATION OF ADOPTION

This is to certify that the above resolution was duly adopted by the County board of Iowa County on the \_\_\_\_\_ day of October 1998.

\_\_\_\_\_  
David D. Meudt  
Iowa County Clerk  
Iowa County, Wisconsin