

1 142-52017

2 **RESOLUTION: Amend the Table of Organization for the Winnebago County**
3 **Human Services Department—Administrative Services Division**

4
5
6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, prior to filling a currently vacant position the duties, responsibilities, and workloads of certain
8 administrative employees in the Administrative Division of the Human Services Department have been examined and
9 reevaluated; and

10 **WHEREAS**, it appears possible to combine the duties currently performed by a half-time Administrative
11 Associate—Human Services position and by a full-time Administrative Associate III position into one full-time
12 Administrative Associate—Human Services position; and

13 **WHEREAS**, combining these two administrative positions is expected to improve efficiency of Department
14 operations while reducing the number of authorized employees by 0.5 FTE, resulting in a cost savings to Winnebago
15 County;

16
17 **NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of Supervisors, that it hereby
18 amends the Table of Organization for the Winnebago County Human Services Department, Administrative Services
19 Division, by deleting one full-time Administrative Associate III position and one part-time Administrative Associate –
20 Human Services position, and by adding one full-time Administrative Associate—Human Services position, effective
21 immediately.

22
23 **Fiscal Note:** The net annual savings from this change (at 2017 rates) is projected to be \$14,660 in wages and
24 \$12,877 in employee benefits, for a total annual savings of \$27,537

25
26 Respectfully submitted by:
27 **PERSONNEL AND FINANCE COMMITTEE**

28 Committee Vote: **5-0**
29 Vote Required for Passage: **Majority of Those Present**

30
31 Approved by the Winnebago County Executive this ____ day of _____, 2017.

32
33 _____
34 Mark L Harris
35 Winnebago County Executive