

**RESOLUTION: Amending the Table of Organization for the Winnebago County
Emergency Management Department by Deleting a Part-Time Emergency
Management Associate Position and Adding a Part-Time Emergency
Management Specialist Position**

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Emergency Management Department authorized staffing currently consists of full-time Director of Emergency Management and Deputy Director of Emergency Management positions and a part-time Emergency Management Associate position; and

WHEREAS, the Emergency Management Associate position is currently vacant, which has led to an administrative review of whether the position as currently structured best meets the needs of the department; and

WHEREAS, the duties performed by the position have changed so as to include less purely administrative tasks and an increased focus on matters such as coordination with partner agencies, managing grant revenue, and maintaining software databases; and

WHEREAS, an Emergency Management Specialist position would better meet the Department's needs and the job title would more accurately describe the role to potential applicants for the position; and

WHEREAS, although a slightly higher pay grade is anticipated for the new position, no budget transfer for 2021 will be needed because of budget savings due to vacancies and other personnel moves;

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby amends the Table of Organization for the Winnebago County Emergency Management Department, effective immediately, by deleting one part-time Emergency Management Associate position and adding one part-time Emergency Management Specialist position.

Respectfully submitted by:

PERSONNEL & FINANCE COMMITTEE

Committee Vote: **4-0**

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this ____ day of _____, 2021.

Jon Doemel
Winnebago County Executive

FISCAL NOTE: No budget transfer is necessary.