

2 **RESOLUTION: Amend the Table of Organization for the Winnebago County Facilities**
3 **and Property Management Department to Eliminate One Full-Time**
4 **Administrative Associate—Facilities Position and Add One Full-Time**
5 **Accounting Associate Position**

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8 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

9 **WHEREAS**, the administrative staff currently authorized for the Winnebago County Facilities and Property
10 Management Department consists of one full-time Administrative Associate—Facilities position and one full-time
11 Administrative Associate I position; and

12 **WHEREAS**, there is currently a vacancy in the Administrative Associate—Facilities position, which has
13 caused County management to re-evaluate the duties and responsibilities of the position; and

14 **WHEREAS**, the Facilities and Property Management Department is responsible for 14 County buildings and
15 manages numerous maintenance and construction projects each year, as well as maintaining relationships with
16 numerous contractors and vendors; and

17 **WHEREAS**, in order to ease the workload of the Director of Facilities, the Administrative Associate—
18 Facilities position has assumed numerous accounting functions relating to accounts payable, accounts receivable,
19 operational budget tracking, and capital project budget tracking, which require skills normally associated with an
20 Accounting Associate or similar position; and

21 **WHEREAS**, although the Accounting Associate position will be in a slightly higher pay grade (20) than the
22 Administrative Associate—Facilities position (18), the pay rate used in budgeting the Administrative Associate
23 position was higher than the starting pay expected for a new Accounting Associate, so no budget transfer will be
24 needed;

25 **NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of Supervisors, that the Table of
26 Organization for the Winnebago County Facilities Department is amended by deleting one full-time Administrative
27 Associate—Facilities position and by adding one full-time Accounting Associate position.

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30 **Fiscal Impact:** No Budget Transfer is needed for 2019 or 2020.

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32 Respectfully submitted by:
33 **PERSONNEL AND FINANCE COMMITTEE**

34 Committee Vote: **4-0**
35 Vote Required for Passage: **Majority of Those Present**

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37 Approved by the Winnebago County Executive this ____ day of _____, 2019.

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39 _____
40 Mark L Harris
41 Winnebago County Executive