

Agenda Item Report



Winnebago County

The Wave of the Future

DATE: May 16, 2022

TO: Human Services Board

FROM: Renee Soroko, Deputy Director – Department of Human Services

RE: Table of Organization Change

General Description:

The Department of Human Services is requesting the creation of a full-time position by combining two (2) budgeted part-time positions resulting in a change to the department's Table of Organization.

Action Requested:

Motion to approve the attached resolution to amend the Human Services Department's Table of Organization to eliminate a part-time Admin Associate III position in the Child Welfare Division and change an Admin Associate IV position in the Administration Division from part-time to full-time by combining two part-time positions.

Procedural Steps:

Committee of Jurisdiction: Human Services Board

Meeting Date: June 6, 2022

Action Taken: _____

Vote: _____

Other Committee: Personnel & Finance

Meeting Date: June 2, 2022

Action Taken: _____

Vote: _____

County Board

Meeting Date: _____

Background:

The current Department of Human Services Table of Organization identifies one (1) part-time Admin Associate III in the Child Welfare Division which is currently vacant. It also identifies one (1) part-time Admin Associate IV position in the Administration Division which is currently filled.

Projected savings from the elimination of one (1) part-time (.50FTE) Admin Associate III - \$19,658 (position has been vacant since 12/30/21)

Projected cost of extending one (1) part-time (.50 FTE) Admin Associate IV for 6 months of FY 2022 = \$13,496

There is no need for a budget transfer as there is no budgetary impact anticipated for the remainder of FY 2022. (projected savings is greater than projected cost).

Estimated fiscal impact on FY 2023 budget = \$7,450

There is no revenue associated with this change.

Policy Discussion:

Filling vacant positions has become increasingly difficult with long standing vacancies, particularly part-time positions; however, the department must provide state-mandated juvenile intake services. Converting two part-time positions to one full-time position will meet workload needs as well as foster employee retention and job satisfaction with a full-time employment opportunity.

Attachments:

None