

## RESOLUTION NO. \_\_\_\_\_ - 2019

### AUTHORIZING CREATION OF ONE FULL TIME LEGAL SECRETARY POSITION FOR THE SAUK COUNTY CORPORATION COUNSEL OFFICE (CCO) IN THE 2020 BUDGET PROCESS

***Background:***

The current Legal Secretary position is half time (0.50 FTE) in the CCO. However, CCO agreed to a request from CJCC to utilize the CCO Legal Secretary to fill a new half time Administrative Specialist position (0.50 FTE) in CJCC for 2019. Therefore, the Legal Secretary/Administrative Specialist positions effectively created a fulltime position for 2019 between CCO and CJCC.

Due to workload changes and the shift of CJCC to the Health department, CJCC now needs a fulltime Administrative Specialist position and will not maintain the Legal Secretary/Administrative Specialist arrangement with CCO for 2020 and beyond.

In 2018, prior to the CCO/CJCC arrangement, the CCO utilized the Legal Secretary as an effective fulltime (1.0 FTE) position through a project designation. The additional time allowed the CCO to reduce or eliminate hundreds of paper files and provide needed support staff coverage in the office.

The CCO needs a fulltime (1.0 FTE) Legal Secretary to provide adequate support functions in the office. The office Paralegal is regularly pulled away from primary duties to perform non-paralegal support work when the Legal Secretary is not in the office, significantly increasing the time needed to complete primary duties. Likewise, the Legal Assistant must perform duties more appropriate for a Legal Secretary when the Legal Secretary is not in the office due to half-time status. In addition, the Personnel department recently transferred all property and liability claims processing work to the CCO.

The proposed change from halftime (0.50 FTE) to fulltime (1.0 FTE) status for the CCO Legal Secretary will yield a tax levy funding increase of \$27,942. However, 25% of the labor costs for the position will remain eligible for state/federal reimbursement for human services work performed. The proposed change will not require any additional expenditures for desks, computers, etc.

**Fiscal Impact:** ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

**NOW, THEREFORE, BE IT RESOLVED**, by that the Sauk County Corporation Counsel Office be authorized to create one full time (1.0 FTE) Legal Secretary position, effective January 1, 2020.

For consideration by the Sauk County Board of Supervisors on October 15, 2019.

Respectfully submitted,

**FINANCE COMMITTEE**

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JOHN DIETZ, Chair

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JOHN "TONY" DE GIOVANNI

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CARL GRUBER

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TIMOTHY MCCUMBER

**Fiscal Note:**

**Information System Note:**