

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.

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 liability (property damage, bodily injury, negligence, civil rights, etc.) claims processing work to the CCO.

Fiscal Impact: [] None [X] Budgeted Expenditure [] Not Budgeted

NOW, THEREFORE, BE IT RESOLVED by the Sauk County Board of Supervisors 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

JOHN DIETZ, Chair

THOMAS KRIEGL

JOHN "TONY" DE GIOVANNI

KEVIN LINS

KRISTIN WHITE EAGLE

PERSONNEL & INSURANCE COMMITTEE

TOMMY LEE BYCHINSKI, Chair

SHANE GIBSON

PATRICIA REGO

CARL GRUBER

TIMOTHY MCCUMBER

Fiscal Note: 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 \$33,653. 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.

Information System Note: None