

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Health Services Committee
INITIATED BY



Amy Spoden, Asst. HR Director
DRAFTED BY

Health Services Committee
SUBMITTED BY

April 12, 2021
DATE DRAFTED

REALLOCATING THE ADMISSION COORDINATOR

- 1 **WHEREAS**, Reallocation is defined in Rock County Ordinance 18.1038 as the reassignment of a position from
- 2 one pay range to another to correct an error in the original assignment, to reflect changing labor market
- 3 conditions, or to reflect significant changes over a period of time in the duties and the responsibilities of the
- 4 position; and,
- 5
- 6 **WHEREAS**, the position of Admission Coordinator as become vacant due to a resignation; and,
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- 8 **WHEREAS**, the Nursing Home Administrator has reviewed the current job requirements and determined that
- 9 the position does not need the current level of education requirements to be successful in the position; and,
- 10
- 11 **WHEREAS**, the adjustments in the job requirements warrants an adjustment in the pay scale of the Admission
- 12 Coordinator; and,
- 13
- 14 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this
- 15 22nd day of April, 2021, decrease the pay range for the Admission Coordinator from Unilateral pay
- 16 range 22 to Unilateral pay range 17.

Respectfully Submitted,

HEALTH SERVICES COMMITTEE

/s/Tom Brien
Tom Brien, Chair

/s/Mary Beaver
Mary Beaver, Vice Chair

/s/Kevin Leavy
Kevin Leavy

Absent
Ron Bomkamp

/s/Kathy Schulz
Kathy Schulz

COUNTY BOARD STAFF COMMITTEE

/s/Richard Bostwick
Richard Bostwick, Chair

/s/Wes Davis
Wes Davis, Vice Chair

/s/Tom Brien
Tom Brien

/s/Kevin Leavy
Kevin Leavy

/s/Louis Peer
Louis Peer

/s/Russ Podzilni
J. Russell Podzilni

/s/Bob Yeomans
Bob Yeomans

/s/Alan Sweeney
Alan Sweeney

/s/Mary Beaver
Mary Beaver

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FISCAL NOTE:

The reallocation of the position will result in an annual budget savings of approximately \$9,900.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommend.

/s/Josh Smith

Josh Smith
County Administrator

EXECUTIVE SUMMARY

This position was first established in the 2017 Rock County Budget as an Admissions Registered Nurse at pay range 22 of the Unilateral Wage Scale. To be considered for the position, a candidate must have been a Registered Professional Nurse Registered with current Wisconsin Licensure in good standing, Supervisory experience in a team leader role, and work experience as a professional nurse, preferably in related fields long-term care, medical surgical nursing, mental health or nursing supervision.

In 2020, the Nursing Home Administrator, at the time, reviewed and changed the job requirements and title for the Admissions Registered Nurse position. These changes occurred due to the difficulty of recruiting and retaining a staff member into this position. Beside the title change, the other notable changes were the removal of the current licensure as a Registered Nurse requirement, adding the education requirement of a bachelor's degree in human services, Nursing, or significantly related field, and the addition of Admission experience in either long-term care, medical surgical nursing or mental health. The Nursing Home Administrator felt that by changing the requirements, it would allow Rock County to look at a great number of candidates both in the nursing and social work fields and others with similar backgrounds with long term care and previous admission experience. It was determined that the Admission Coordinator wage scale would remain unchanged due to the similarity to the wage scale of the Social Workers at Rock Haven.

In 2021, the Admission Coordinator resigned. Human Resources recruited for this opening and received twelve applications. It was determined that none of the twelve met the qualifications as posted. The current Nursing Home Administrator has reviewed the requirements and has requested modifications. The changes include focusing more on previous work experience and eliminating the degree requirement. With the removal of the degree requirement, the current pay rate no longer seems appropriate.