

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Duane Jorgenson, Interim Director of
Public Works
DRAFTED BY

March 6, 2017
DATE DRAFTED

AUTHORIZING OVERLAP OF POSITIONS FOR DEPARTMENT OF PUBLIC WORKS, HIGHWAY DIVISION

1 **WHEREAS**, the Department of Public Works, Highway Division has been informed of the
2 intended retirement of its Shop Foreman in 2017; and,

3
4 **WHEREAS**, the duties of the Shop Foreman requires significant coordination efforts, detailed
5 record keeping, and can vary daily based on the needs of the fleet, making the training of the job
6 duties complex; and,

7
8 **WHEREAS**, temporarily overlapping a successor employee for orientation and training will help
9 insure minimized disruption to our fleet maintenance coordination and processes at Public Works;
10 and,

11
12 **WHEREAS**, the Department has sufficient funds budgeted and available for the double filling of
13 the position.

14
15 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
16 assembled this 23rd day of March, 2017 does hereby authorize temporarily
17 overlapping the Public Works Department Shop Foreman position, not to exceed ten weeks.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Absent
Brent Fox, Vice Chair

Eva Arnold
Eva Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
Rick Richard


17-3B-240

COUNTY BOARD STAFF COMMITTEE

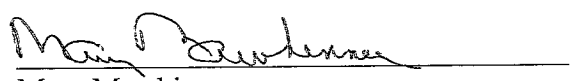

J. Russell Podzilni, Chair

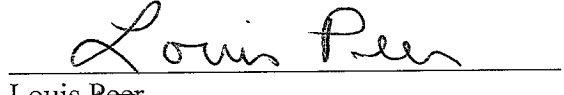

Sandra Kraft, Vice Chair

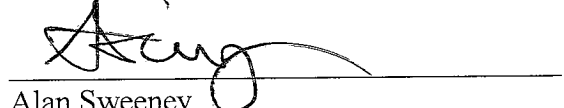

Eva Arnold


Henry Brill


Betty Jo Bussie


Mary Mawhinney

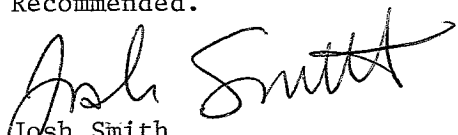

Louis Peer


Alan Sweeney


Terry Thomas


ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator


FISCAL NOTE:

DPW has sufficient funds in the 2017 budget to cover the cost of up to a ten week overlap for the Shop Foreman position.


Sherry Oja
Finance Director

LEGAL NOTE:

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


Jeffrey S. Kuglitsch
Corporation Counsel

- Executive Summary -

The Department of Public Works (DPW) Shop Foreman has formally notified the department head of his intended retirement on July 14, 2017. His last day working at the DPW Shop is scheduled for June 2, 2017. He intends to use his vacation balance between June 2, 2017 and July 14, 2017.

This position requires the ability to coordinate and regularly adapt to the fleet needs of the Department, maintain detailed records, supervise mechanic staff and understand and adapt to various types of equipment needs.

Because of these unique job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to fulfill the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions of at least ten weeks for an external candidate or eight weeks for an internal candidate may be needed to successfully accomplish the transition. Due to the retiring Shop Foreman utilizing his remaining vacation, the ten week position overlap for an external candidate would allow four weeks of working overlap. Eight weeks of overlap for an internal candidate would allow two weeks of working overlap.

This resolution authorizes up to ten weeks of double fill of the position for orientation and training. In review of current status of the shop portion of the DPW budget, there are available funds for the overlap. No additional funds are being requested at this time.