

SHEBOYGAN COUNTY ORDINANCE NO. 02 (2006/07)

Re: **Eliminating Printing Department and Reassigning Printing and Courier Duties to Information Systems Department**

**Printed as amended*

WHEREAS, as a result of technology changes, the operations of the Printing Department have become increasingly aligned with the operations of the Information Systems Department, and

WHEREAS, the impending retirement of the Printing Department Supervisor is an appropriate time to review the departmental structure of the Printing Department, and

WHEREAS, it would be appropriate to eliminate the Printing Department as a separate agency and reassign the staff and duties of the Printing Department to the Information Systems Department, and

WHEREAS, at the same time, it would be appropriate to transfer the courier functions from the Building Services Department to the Information Systems Department to unify all the mail room functions in the Information Systems Department;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Code**. The following Sections of the Sheboygan County Code of Ordinances are hereby amended as follows (deletions indicated by strikeouts, additions by redlining):

A. Section 2.12(g)(4) is amended as follows:

(4) To serve as liaison with the ~~Printing Department~~, Human Resources Department, and Corporation Counsel, and in that capacity to confer with them from time to time concerning the operation of their offices and Departments.

B. Section 40.02(c) is amended as follows:

(c) BUILDING SERVICES	Present		Proposed	
	FT	PT	FT	PT
Director	1		1	
Assistant Director	1		1	
Supervisor, Maintenance Services	1		1	
Maintenance Worker I, II	15		15	
Cleaner	14		14	
Account Clerk II		1		1
Electrician	1		1	
Courier/Mail Room Clerk	1			
Total	34	1	33	1

C. Section 40.02(n) is amended as follows:

(n) INFORMATION SYSTEMS	Present		Proposed	
	FT	PT	FT	PT
Information Systems Director	1		1	
Network/System Administrator	1		1	
Payroll Analyst Supervisor	1		1	
Programmer/Analyst I, II/Programmer I/II	4		4	
Programmer/Analyst GIS I, II	1		1	
Network Analyst I, II	2		2	
PC Technician I, II	1		1	
Information Systems Clerk I	1		1	
Information Systems Clerk II	1		1	
Information Systems Clerk III	1		1	
Lead Printer				1
Account Clerk I, II	1		1	
Account Clerk III	1		1	
Courier/Mail Room Clerk				1
Information Systems Assistant				1
Total	16	0	18	1

D. Section 40.02(s) is repealed as shown. All subsequent Sections shall be renumbered.

(s) PRINTING	Present		Proposed	
	<u>All Full-Time</u>			
Printing Dept. Supervisor	1			
Printer's Assistant	1			
Total	2			

E. Section 47.04(b) is amended as follows (only those portions affected appear:

(b) Responsibilities of Committees and Department Heads. It is the responsibility of the standing Committees of the County Board (also herein referred to as the Liaison Committees) and their respective Department Head(s) to administer employee salaries within their jurisdiction in accordance with the policies and procedures of this program.

The Committees and Departments responsible thereunder are as follows:

- Human Resources Committee
- Corporation Counsel
- ~~Duplicating and Printing~~
- Human Resources

F. Section 47.06, Grade 8, is amended so as to remove the position of "Supervisor, Printing" from the -bargaining unit listing of positions.

G. Section 50.14 is amended as follows:

50.14 PRINTING SERVICES. No expenditure for commercial printing, duplicating, or publishing may be made if the project could be produced by the County * *Information Systems* Department as economically as the commercial printer. Exceptions may be authorized by the ~~Printing Department Supervisor~~ Information Systems Director. Exceptions may also be authorized by the Liaison Committee if the ~~Printing Department Supervisor~~ Information Systems Director declines to authorize an exception, provided that Liaison Committee authorizations must be reported to the ~~Human Resources Committee~~ and the Finance Committee in a written report that justifies the reason for the exception.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 16th day of May, 2006.

FINANCE COMMITTEE

William Jens
William T. Jens, Chairperson

Roger Te Stroete
Roger L. Te Stroete, Vice-Chairperson

Constance Ziegelbauer
Constance Ziegelbauer, Secretary

Richard Bemis
Richard C. Bemis

Kenneth Conger
Kenneth Conger

ADOPTED 6.20.2006