

SHEBOYGAN COUNTY ORDINANCE NO. 22 (2006/07)

Re: Amending Highway Department Table of Organization

WHEREAS, in a continuing effort to improve efficiency and service, the Highway Commissioner has identified a need to modify a position in the Commissioner's office which will become vacant with a retirement, and

WHEREAS, the Highway Department Secretary III position is increasingly becoming involved in handling administrative matters for the Highway Department including matters requiring confidentiality and managerial skills, and

WHEREAS, in order to assure that the replacement to the current position has the same skill sets as those demonstrated by the retiring Secretary III, it is recommended that upon the retirement of the current Secretary III, the position be abolished and replaced with an Administrative Secretary at Pay Grade 5 under Section 47.06 of the Sheboygan County Code;

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

Section 1. **Amending Table of Organization.** Section 40.02(m) of the Sheboygan County Code of Ordinances with regard to the "Office" section only is hereby amended as follows:

	Present	Proposed
	<u>All Full-Time</u>	
40.06(m) HIGHWAY		
<u>Office</u>		
Surveyor	1	1
Assistant Surveyor/Assistant Highway Engineer	1	1
Bookkeeper	1	1
Secretary III	1	
Administrative Secretary		1

Section 2. **Amending Compensation Table to Add Position.** Section 47.06, of the Sheboygan County Code of Ordinances is hereby amended to add "Administrative Secretary – Highway" to Pay Grade 5.

Section 3. **Effective Date.** The herein Ordinance shall take effect April 1, 2007.

Respectfully submitted this 20th day of February, 2007.

TRANSPORTATION COMMITTEE

Jerald A. Holub

Jerald A. Holub, Chairperson

Harold H. Riemer

Harold H. Riemer, Vice-Chairperson

Frederick C. Henschel, Secretary

William T. Jens

Mark S. Winkel

Mark S. Winkel

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