

**SHEBOYGAN COUNTY ORDINANCE NO. 15 (2007/08)**

**Re: Reclassification of Certain Non-Bargaining Unit Employees**

*\*Printed as amended*

**WHEREAS**, the purpose of the Sheboygan County Compensation Program as set forth in Chapter 47 of the County Code is to establish and maintain an appropriate salary structure for non-bargaining unit employees, and

**WHEREAS**, Chapter 47 provides that periodic review of non-bargaining unit positions is necessary to determine if salary grade adjustments are required, and pursuant to such provisions, a study has been made by Carlson Dettmann Consulting of twenty-four (24) positions, and the Human Resources Committee endorses that part of the study's recommendation relating to eleven (11) positions [affecting eleven (11) employees] set forth below, and

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

Section 1. **Pay Grade Adjustments/Reclassifications.** Section 47.07 of the Sheboygan County Code of Ordinances is hereby amended so that the grade levels and certain position titles for the following be adjusted:

<b>Classification</b>	<b>Department</b>	<b>Previous Grade</b>	<b>New Grade</b>	<b>Employees Affected</b>
Administrator	Rocky Knoll	17	18	1
Environmental Health Supervisor Officer	Health and Human Services	11	12	1
Purchasing Agent	Finance	11	12	1
Dietician - Registered	Rocky Knoll	12	11	1
Supervisor - Food Services	Rocky Knoll	9	10	1
Land Conservation Engineering —Superv. Supervisor - Engineering	Land Conservation	10	11	1
Office Supervisor	District Attorney	8	9	1
Billing Supervisor	Rocky Knoll	7	8	1
Admin. Assistant/Secretary	*Sheriff/Highway	5	6	*2
*Manager-Business/Administrative	Health and Human Services	13	14	1
<b>Total Number of Employees Affected</b>				<b>11</b>

Section 2. **Salary Increases.** Employees in upgraded positions shall receive a salary increase of four percent (4%) as of the effective date of this Ordinance except that any such employee whose salary as of the effective date of this Ordinance with a four percent (4%) increase would remain below the midpoint of the new grade for the position will be placed in the step of the new grade which represents closest to a four percent (4%) increase (rounding up or down) in salary for that employee.

Section 3. **Re-titling Position.** Section 40.02(l)(3) and Section 47.04 (Grade 6) of the Sheboygan County Code of Ordinances are hereby amended to replace the title of "Administrative Secretary" \*in the Highway Department to "Administrative Assistant."

Section 4. **Effective Date.** This Ordinance shall take effect upon enactment but the salary increases set forth in Section 2, above, shall be retroactive to January 1, 2008.

Respectfully submitted this 18th day of March, 2008.

**HUMAN RESOURCES COMMITTEE**

Donald Schramm

Donald Schramm, Chairperson

Roger Te Stroete

Roger Te Stroete, Vice-Chairperson

William Seibold

William Seibold, Secretary

Devin LeMahieu

Devin LeMahieu

Val Schultz

Val Schultz

ENACTED 4.8.2008

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