

Richland County Committee

Agenda Item Cover

Agenda Item Name: 6. Timeline and transition of functions from the County Clerk's Office to the County Administrator's Office; and 7. Establishment of the number of employees in the County Clerk's Office and County Administrator's Office

Department	Administration	Presented By:	Administrator
Date of Meeting:	01 Feb 2021	Action Needed:	Vote / Recommendation
Disclosure:	Open	Authority:	Res 20-126
Date submitted:	01 Feb 2021	Referred by:	

Recommendation and/or action language:

Motion to... [pending discussion]

Background: *(preferred one page or less with focus on options and decision points)*

During the January 27th 2021 Administrator Transition Committee Meeting, a request for more information regarding hours dedicated towards position functions was made by the Supervisors.

In addressing this request, a matrix was completed by the current Accounts Payable Specialist, Amy Louis; Payroll and Benefits Specialist, Tami Hendrickson; and Accounting Supervisor (previously held by Derek Kalish. It was asked that an estimated amount of annual hours be listed for each function found in the previous job descriptions. [Please see completed matrix below].

Attachments and References:

Matrix on allocation of hours to functions (estimates)	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

[pending actions]

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

	Accounting Supervisor - Deputy	Estimated Annual Hourly Allocation:	Transfer Duties:	Annual Hours Transitioned to Deputy:
	ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Manages the computerized Government Financial and Payroll Systems.	12		0
	Maintains Chart of Accounts for all County Funds. Responsible for coding g. data entry, and posting of receipts, disbursements, and journal entries.	1300		0
	Monthly closing of General Ledgers and distribution of account activity reports to all departments.	96		0
	Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.	96		0
	Monitors accuracy of monthly coRe report for child Support agency and reconciles through DWD CORE website.	12		0
	Monitors various Government Grants and reconciles with departments to assure compliance.	36		0
	Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.	75		0
	Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.	15	Auditor maintains dep. Schedule. Cty Clerk report xfer to CC office.	0
	Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues.	260		0
	compiles financial data for State and Federal surveys, and statistical reports.	36		0
	Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin.	17		0
	Participates in employees interviews and trains new employees.	0		0
	Processes payroll in the absence of the Fiscal payroll/HR clerk.	120	not fiscal...it's HR person. Amy is fiscal.	0
	Submits weekly EFTps payment for payroll tax withholdings.			0
	Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.	6	Tami does most of this. Acct just checks to be sure they are zeroed out at end of month	0
	Monitors and assists with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.	0	Tami does this	0
	Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin.	0	Tami does this	0
	Paid Time Off (Accounting Supervisor Vacation)	80		0
	Tasks not identified: 1095C Processing (Monthly) + (Annual)	124		0
	Serves as County Clerk in Clerk's absence.	0	Transfer to Cty Clerk	0
	Tasks not identified: Elections	0	Transfer to Cty Clerk	0
	Total Annual Hours	2285	Hours displaced:	0
	Categorized at 40 hrs./ week =	2080		

Richland County Committee

Agenda Item Cover

	Accounts Payable Specialist	Estimated Annual Hourly Allocation:	Transfer Duties:	Annual Hours Transitioned to Deputy:
	ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Receive and Verify invoices before vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Foo Services, UW Outlay, Sheriff's Department, County Fair, Land Conservation,, Symons Recreation, and MIS Departments.	1200		
	Make all vendor payment for all County Departments			
	Maintain all Richland County Vendor files	60		
	Countywide IRS Reporting, Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS.. Issue Real Estate 1099's Issue tax exempt forms and letters.	90		
	Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.	12	Transfers to Deputy	12
	Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.	90	Transfers to Deputy	90
	DNR Licenses sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.	N/A	Transfers to Deputy	
	Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.	208	Transfers to Deputy	208
	Maintain County personnel policies, Board rules and committee structure.	2		
	Enter vote information into the SVRS system after an election including new voter applications A two election yr	120	Transfers to Deputy	120
	Take minutes at elections canvass meetings	16	Transfers to Deputy	16
	Compile and maintain information for the Richland County Directory	16	Transfers to Deputy	16
	Record all elections results information for the Richland County Directory.	30	Transfers to Deputy	30
	Type and mail Tri-County Airport agenda to that committee's members	6	Transfers to Deputy	6
	Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.	36		
	Paid Time Off (estimated hrs off in given year) Currently accruing at 4 weeks vacation. In 2020 I used 113 vacation hours, 16 hours sick, 47 hours covid and an 8 hour floating holiday. I worked 52 hours of overtime.	184		
	Tasks not identified: Perpetual Care of Veteran Graves	10		
	Total Annual Hours	2080	Hours Displaced:	498
	Categorized at 40 hrs/ week =	2080		

Richland County Committee

Agenda Item Cover

Payroll & Benefits Specialist	Estimated Annual Hourly Allocation:	Transfer Duties:	Annual Hours Transitioned to Deputy:
ESSENTIAL DUTIES AND RESPONSIBILITIES			
Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.	523.5		
New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy. IN 2020 WE HAD 108 NEW HIRES AND 104 TERMINATIONS WHICH IS DOWN BY ABOUT 30	150		
Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.	100		
Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law	12		
Verify new hires social security numbers with the Social Security Business Services Online system	6		
Maintains all County personnel files.	48		
Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.	100		
Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.	100		
Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.	48		
Generate required reports and remit deductions and withholdings to vendors and taxing authorities.	12		
Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.	52		
Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions INCLUDING THE ANNUAL RETIREMENT RECONCILIATION	100		
Reconciles and distributes W2's.	32		
Process Unemployment compensation billings and eligibility forms.	12		
Prepares and files monthly Labor statistics employment reports.	6		
Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports	42		
Prepares annual payroll reports for auditors including workman's comp.	12		
Completes salary and benefit surveys as requested.	6		
Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.	60		
Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.	60		
Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.	60		
Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.	No longer done		
Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.	75		
Enter voter information into the SVRS system after an election including new voter applications. IN A 4 ELECTION YEAR	160	Transfers to Deputy	160
Create lists of voter information based on customer request through the SVRS system.	0	Transfers to Deputy	
Paid Time Off (estimated hrs off in given year) I currently accrue vacation at 4 weeks a year. 2020 used 144 hours of vacation, 31.50 hours of sick, 8 hours of floating holiday & 96 hours of holiday	279.5		
Tasks not identified: Verification of Employment, WI Access reporting on employees, Child Support Verification	24		
Total Annual Hours	2080	Hours displaced:	160
Categorized at 40 hrs./ week =	2080		