

3 - AUTHORIZING NEW AND MODIFIED POSITION REQUESTS FOR 2017 AND USE OF CONTINGENCY  
4 FUNDS OF \$90,000 -  
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6 WHEREAS, continual process analysis and improvement is ongoing to ensure the efficiency, effectiveness, and  
7 integrity of Eau Claire County’s systems; and  
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9 WHEREAS, the consultant working on process improvement and implementation of internal controls has  
10 recommended that the internal control function for employee data management and payroll processing should be  
11 strengthened; and  
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13 WHEREAS, through a review of existing systems and structural alignment it is recommended that both the system  
14 itself be reconstructed and that payroll administration be separated from position control and management of employees;  
15 and  
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17 WHEREAS, current staffing does not provide adequate capacity to reconstruct payroll system utilizing existing  
18 resources; and  
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20 WHEREAS, the segregation of duties would be accomplished by having each respective department responsible for;

Finance	Human Resources
<ul style="list-style-type: none"> <li>• Manage benefits and payroll codes</li> <li>• Create new positions within the system (position control)</li> </ul>	<ul style="list-style-type: none"> <li>• Align employees to authorized positions</li> <li>• Assign pay rates and ranges</li> </ul>

22 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves that  
23 the existing position of Payroll and Benefits Manager be eliminated and two separate positions: 1. Payroll  
24 Administrator (Finance) and 2. Benefits Administrator (Human Resources) be created.  
25

26 BE IT FURTHER RESOLVED that 0.27 of the vacant position (0.35) Fiscal Associate I (Finance) be reallocated to  
27 Human Resources making the existing Administrative Associate IV a 1.0 FTE, and change the title from Payroll /  
28 Benefit Specialist to Payroll Specialist, effective upon passage.  
29

30 BE IT FURTHER RESOLVED that \$90,000 will be reallocated from the 2017 contingency account to fund the  
31 position creation.  
32

33 ENACTED:

34 I certify that the foregoing correctly represents the action taken by the  
35 undersigned committee on February 27, 2017, by a vote of for,  
36 against.  
37

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40 \_\_\_\_\_  
41 Kathleen Clark, Chair  
42 Committee on Human Resources

43 I certify that the foregoing correctly represents the action taken by the  
44 undersigned committee on February 27, 2017, by a vote of for,  
45 against.  
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48  
49 \_\_\_\_\_  
50 Jim Dunning, Chair  
Committee on Finance and Budget