R E S O L U T I O N N O.: 79—2018-19

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN: **MAJORITY**

The County Executive has requested the following Table of Organization change, and the same has been made a part of the 2019 County Executive budget:

Eliminate: (1) Part-time Property Listing Technician Position
Create: (1) Full-time Property Listing Technician Position

NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the Table of Organization for Development and Land Services cost center 1002411, by eliminating (1) part-time Property Listing Technician position and creating (1) full-time Property Listing Technician position effective January 1, 2019, as described in the attached Position Deletion Form, Position Addition Form, Job Description, and Table of Organization which by reference are made a part hereof, and

BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Development and Land Services Director and the Outagamie County Human Resources Department.

Dated this ____ day of November 2018

Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

Travis Thyssen	Cathy Spears
Curt Konetzke	Jerry Iverson
Nick Thyssen	

Duly and officially adopted by the County Board on: _____

Signed: _____ _____
Board Chairperson County Clerk

Approved: _____ Vetoed: _____

Signed: _____
County Executive

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POSITION DELETION FORM

Complete this form AND provide a visual of your proposed Table of Organization.

All sections of this form must be completed – if a section does not apply populate with N/A.

This change is being requested: ☒**as part of the annual budget process.** ☐ outside the annual budget process.

(Note: Any requests outside of the annual budget process require a 2/3 vote of the County Board to be approved rather than the majority vote required during the budget.)

1. Department Head: **Kara Homan, AICP**
2. Department: **Development & Land Services**
3. Cost Center Number: **1002411**
4. Position Title: **Property Listing Technician**
5. Number of Positions to Delete: **1**
6. Position is: ☒**Part Time**
7. Effective Date: **1/1/2019**
8. Explain reason for deletion: **The deletion of the PT Property Listing Technician will allow for the creation of a FT Property Listing Technician Position. This is part of an overall staff restructuring that was precipitated by the retirement of the Department's Administrative Assistant in May, 2018. The department took this opportunity to look at future workflows and workloads, implementation of the CityView Enterprise Permitting system in early fall of 2018, and revenue projections (trending downward - an estimated reduction of $14,451/year, see #9 for more detail) and determined that deleting the Development & Land Services (DLS) Assistant, and increasing the Property Listing Technician from PT to FT was the most effective and sustainable path forward for the department. All staffing changes proposed by DLS for 2019 will be budget neutral and not add any additional levy impact. The DLS Assistant (on TO as FT, but has been filled PT at 28/hrs per week) is proposed to be deleted as of January 1, 2019; some work in the deleted DLS Assistant position will be eliminated/reduced with the enterprise permitting system, shifted to the newly contract County Surveyor due to more favorable contract provisions, and other tasks will be shifted**

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to the FT Property Listing Technician (addressing & surveyor record keeping) and Administrative Assistant (reception & clerical duties) positions. ROW digitization & technical subdivision "legal description" review has also been incorporated into this position (shifted mid-2018 from the Principal Planner position; allowed for with temporary mid-year 2018 budget transfer) these duties will also be incorporated into the position on a permanent basis.

9. Are you adding a position to your TO as a result of this deletion? ☒**Yes** ☐ No
   If yes, what position are you adding? **Property Listing Technician (FT)** *(See Position Addition Form also)*

COST SAVINGS - reductions in expenditures as a result of deleting this position (explain in Question 8)

COST SAVINGS (Reductions in Expenditures)	DESCRIPTION	DOLLAR AMOUNT
	Salary	**$ (32,366)**
	Fringes	**$ (11,878)**
	TOTAL SAVINGS	**$ (44,244)**

Supporting Documents/Communications/Approval Required:
Administrative -
☒Visual of proposed Table of Organization
☐Completed Fiscal Note from/with Finance (if outside of budget process)

Submitted By:	**Kara Homan**	Date: 5/9/2018
Department Head Review:	**Kara Homan**	Date: 5/9/2018
HR Director Review:	**Lisa Lux**	Date: 5/17/2018

TO BE COMPLETED BY HUMAN RESOURCES:
Request: ☒Approved ☐ Denied
Resolution Number: Click here to enter text.

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POSITION ADDITION FORM

Complete this form AND provide a visual of your proposed Table of Organization AND a copy of the job description/class specification for the position request below.

All sections of this form must be completed – if a section does not apply to your change populate with N/A.

This change is being requested: ☒ **as part of the annual budget process.** ☐ outside the annual budget process.

(Note: Any requests outside of the annual budget process require a 2/3 vote of the County Board to be approved rather than the majority vote required during the budget.)

1. Department: **Development & Land Services** Department Head: **Kara Homan, AICP**
2. Cost Center Number: **1002411**
3. Position Title: **Property Listing Technician**
4. Employee Group: **General**
5. Does this position already exist in the Table of Organization? ☒**Yes** ☐No
6. Number of Positions to Add: **Full Time - 1**
7. If Part Time position, how many hours per week will this position be working? **Note: existing part time position proposed to be converted to full time. Deletion form for PT position has been submitted.**
8. Effective Date: **1/1/2019**
9. What is the pay grade of the position? **G12** Estimated Step? **3**
10. Briefly summarize why this position is needed, as well as areas of revenue and savings.

The deletion of the PT Property Listing Technician will allow for the creation of a FT Property Listing Technician Position. This is part of an overall staff restructuring that was precipitated by the retirement of the Department's Administrative Assistant in May, 2018. The department took this opportunity to look at future workflows and workloads, implementation of the City View Enterprise Permitting system in early fall of 2018, and revenue projections (trending downward - an estimated reduction of $14,451/year, see #9 for more detail) and determined that deleting the Development & Land Services (DLS) Assistant, and increasing the Property Listing Technician from PT to FT was the most effective and sustainable path forward for the

department. All staffing changes proposed by DLS for 2019 will be budget neutral and not add any additional levy impact. The DLS Assistant (on TO as FT, but has been filled PT at 28/hrs per week) is proposed to be deleted as of January 1, 2019; some work in the deleted DLS Assistant position will be eliminated/reduced with the enterprise permitting system, shifted to the newly contract County Surveyor due to more favorable contract provisions, and other tasks will be shifted to the FT Property Listing Technician (addressing & surveyor record keeping) and Administrative Assistant (reception & clerical duties) positions. ROW digitization & technical subdivision "legal description" review has also been incorporated into this position (shifted mid-2018 from the Principal Planner position; allowed for with temporary mid-year 2018 budget transfer) these duties will also be incorporated into the position on a permanent basis. NOTE on #11 below: alternatives were considered and incorporated into operations to staff for remainder of 2018 and allow for a net reduction of overall dept FTE with 2019 staffing proposal.

11. What other alternatives were considered?

☒ **Temporary Help** ☒ **Part-Time vs. Full-Time** ☒ **Help from other depts.**

☐ Use of Overtime ☒ **Process Improvements**

12. Are there any positions on your TO that have been vacant for more than 6 months. If yes, please describe. **GIS/Planning Intern - only filled as project needs & budget allows.**

13. Are you deleting a position on your Table of Organization to add this position? If yes, which position is being deleted? **Property Listing Technician (PT)** *(See Position Deletion Form as well)*

14. Describe, if any, additional expenditures that are required for this position.

Contact Human Resources, Lisa Lux, ext 1670 for salary/wage information AND contact Financial Services, Brian Massey, ext 1675, or Yvette Mueller, ext, 1674 to work with or to verify budgetary impact of positions. If adding position during annual budget process, amounts must agree to amounts included in the proposed budget. If added outside the annual budget process, work with Financial Services on the budgetary impact and fiscal note.

List items and dollars that will be shown in budget for:

TYPE OF EXPENSE	DOLLAR AMOUNT
Salary	**$ 43,155**
Fringe Benefits	**$ 13,948**
Travel/Training	$ 0

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Supplies	$ 0
Purchased Services	$ 0
Capital Outlay	$ 0
TOTAL	**$ 57,103**

Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget. Explain revenues and savings in question #10.

COST SAVINGS:	
Eliminate Part-time Property Listing Technician	**$ (44,244)**

NET BUDGETARY IMPACT	**$ 12,859**

Supporting Documents/Communications/Approval required before request will be submitted to appropriate County Board Committee(s)

Administrative -

☒ Provide a copy of the updated job description/class spec to HR Director for review
☐ Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
☐ Completed Fiscal Note from/with Finance (if outside budget process)
☐ Information Technology Request form completed and submitted with position request.
(Administrative purposes only for submission to finance for budgeting)
☒ Visual of proposed Table of Organization

County Board -

☐ Inform Committee of Jurisdiction and Finance Committee (if outside budget process)
☐ Approval to draft Resolution from Leg/Audit/HR Committee and subsequent approval of
☐ County Board of Supervisors Approval

Submitted By:	**Kara Homan**	Date: **5/9/2018**
Department Head Review:	**Kara Homan**	Date: **5/9/2018**
HR Director Review:	**Lisa Lux**	Date: **5/17/2018**

TO BE COMPLETED BY HUMAN RESOURCES:
Request: ☒Approved ☐Denied
Resolution Number: Click here to enter text.

Title: Property Listing Technician

POSITION PURPOSE:

Reporting to the GIS & Land Information Manager, the Property Listing Technician is responsible to prepare and maintain accurate ownership and description information for all parcels of real property in the county, including digitization of newly created parcels and right of way changes; for the preliminary review of parcel map changes and property description updates. Assist in the preparation of the assessment rolls and notices, special assessments, tax rolls, tax bills, and general customer service within the office. Assists in survey record keeping for the County Surveyor functions.

KEY RESPONSIBILITIES:

- Review and provide assistance to the Real Property Lister in updating parcel maps in reference to certified survey maps, plats, annexations, lot splits, highway and road right-of-way maps for accuracy of parcel boundaries and legal descriptions.
- Maintains parcel information in to the real estate tax program and GIS system; owner names, addresses, property descriptions, school districts, special districts, tribal lands, property boundaries, and all other imperative information.
- Assists annually with special assessments, lottery credits, printing of Real and Personal property workbooks, assessment rolls, assessment notices and Tax Bills.
- Reviews real estate transfers returns for accuracy
- Assists and provides guidance to local assessors, attorneys, land surveyors, real estate agents, title companies, the public and other county departments with general real property information and maps.
- Checks the accuracy of property descriptions from recorded real estate documents to the previously recorded documents assign new parcel numbers when required.

- County designee for WI Department of Revenue state prescribed forms; annual distribution and inventory of forms per Wis. Stats 70.09(3).
- Assist in the maintenance of the County Surveyor record keeping system.
- Assist in the technical review process for Certified Survey Maps and Subdivisions.
- Compute, invoice and track the Ag-Use conversions charges.
- Assign property address in compliance with the County's Uniform Addressing System under the direction of the GIS Engineer.
- Assists with the July real estate tax receipting and day to day "back up" customer service needs of the office.

EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in geography, real estate economics, or related field with 1-3 years experience in assessing, GIS, County or State government or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Assessor's certification and/or Title Examiner Certification is desirable.

REQUIRED OR PREFERRED SKILLS:

- Experience with ESRI GIS software
- Proficient with Microsoft Office products
- Knowledge of departmental operations, 70.09 of Wis. Stats. in relation to Real Property Lister duties codes, regulations and terminology
- Knowledge and understanding of land record documents recorded in Register of Deeds Office
- Knowledge of property assessment procedures
- Ability to comprehend and use department specific computer software

- Ability to add, subtract, multiply, divide, and calculate decimals and percents
- Ability to use tact and diplomacy when dealing with the public, co-workers, County employees, etc.
- Ability to work semi-independently making sound decisions using good judgment
- Ability to organize and schedule work effectively and cooperatively with co-workers.

FUND: GENERAL 100 COST CENTER NAME: DEVELOPMENT & LAND SERVICES

DEPARTMENT NAME: DEVELOPMENT & LAND SVCS COST CENTER NUMBER: 1007300 1002411 1009300

POSITION COUNT	2016 FT	2016 PT	2017 FT	2017 PT	2018 FT	2018 PT	Proposed 2019 FT	Proposed 2019 PT
REGULAR POSITIONS:								
ADMINISTRATIVE ASSISTANT	0	0	0	0	1	0	1	0
ASSISTANT PLANNING DIRECTOR	1	0	1	0	0	0	0	0
DEPUTY ZONING ADMINISTRATOR	0	0	0	0	1	0	~~1~~ 0	0
DEVELOPMENT & LAND SVCS ASSISTANT	0	0	0	0	1	0	0	0
DEVELOPMENT & LAND SVCS DIRECTOR	0	0	0	0	1	0	1	0
DEVELOPMENT & LAND SVCS INTERN	0	0	0	0	0	1	0	1
GIS COORDINATOR/LAND INFORMATION OFFICER	1	0	1	0	1	0	1	0
GIS ENGINEER	0	0	0	0	0	0	1	0
GIS SPATIAL ANALYST	0	0	1	0	1	0	1	0
GIS SPECIALIST	1	0	0	0	0	0	0	0
GIS SYSTEMS ADMINISTRATOR	1	0	1	0	1	0	0	0
PLANNING DIRECTOR	1	0	1	0	1	0	0	0
PLANNING/GIS INTERN	0	1	0	1	0	~~1~~ 0	0	~~1~~ 0
PLANNING & ZONING ASSISTANT	1	0	1	0	0	0	0	0
PRINCIPAL PLANNER	0	0	0	0	1	0	1	0
PROPERTY LISTING TECHNICIAN	1	0	0	1	0	1	1	0
REAL PROPERTY LISTER	1	0	1	0	1	0	1	0
SANITARY INSPECTOR	0	0	0	0	2	0	2	0
ZONING ADMINISTRATOR	0	0	0	0	1	0	~~1~~ 0	0
	8	1	7	2	12	~~3~~ 2	12	~~2~~ 1
TOTAL ALL POSITIONS:	8	1	7	2	12	~~3~~ 2	12	~~2~~ 1
LAND USE SUPERVISOR/ZONING ADMINISTRATOR	0	0	0	0	0	0	1	0
LAND USE SPECIALIST	0	0	0	0	0	0	1	0

DEVELOPMENT AND LAND SERVICES DIRECTOR (1)
ADMINISTRATIVE ASSISTANT (1)
PRINCIPAL PLANNER (1)
LAND USE SUPERVISOR/ ZONING ADMINISTRATOR (1)
LAND USE SPECIALIST ~~DEPUTY ZONING~~ ADMINISTRATOR (1)
SANITARY INSPECTOR (2)
DEVELOPMENT AND LAND SERVICES INTERN (1)
GIS & LAND INFORMATION MANAGER (1)
GIS ENGINEER (1)
GIS SPATIAL ANALYST (1)
REAL PROPERTY LISTER (1)
PROPERTY LISTING TECHNICIAN (1)
Proposed 2019
DEVELOPMENT AND LAND SERVICES
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