1	<b>RESOLUTION #17-2009</b>				
2 3 4 5	GENERAL CODE OF ONEIDA COUNTY, WISCONSIN ORDINANCE AMENDMENT #				
5 6 7 8	Ordinance Amendment offered by Supervisors of the Labor Relations and Employee Services Committee				
9 10 11	Whereas, the Oneida County Board of Supervisors has been made aware of future budget constraints, and				
12 13 14 15	<b>Whereas,</b> the Labor Relations and Employee Services Committee has reviewed the Vacancy Review Policy and recommends necessary changes due to the economy and budget constraints.				
16	NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF				
17 18 19	SUPERVISORS DOES ORDAIN AS FOLLOWS: Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.				
20 21 22 23	Section 2. This ordinance shall take effect the day after passage and publication as required by law. Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the				
24 25 26	remainder of this ordinance shall not be affected thereby. Section 4. Section 4.32 of the General Code of Oneida County, Wisconsin, is amended as follows [additions noted by underline, deletions noted by strikethrough]:				
27 28 29 30 31 32	4.32 Filling Position Vacancies. When a permanent vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the committee of jurisdiction and Labor Relations and Employment Services Committee, shall review the position and determine whether to fill the position provided funding exists for the position. Any vacant position that is not authorized to be filled according to the rules and that remains vacant for a				
33 34	period of six consecutive months shall automatically be eliminated. Vacancies shall be filled as follows:				
<ol> <li>35</li> <li>36</li> <li>37</li> <li>38</li> <li>39</li> <li>40</li> <li>41</li> <li>42</li> </ol>	(1) Notification of Position Vacancy. All County departments shall notify their Committee of Jurisdiction Chairman and the Labor Relations and Employee Services Department of a position vacancy (the term vacancy used herein includes current or future vacancies). This notification shall occur within three working days of the department becoming aware of the vacancy or future vacancy. This notification shall also include whether or not the department head wishes to fill the vacancy or future vacancy.				
43 44	(2) Mandatory Vacancy Period.				
45 46 47 48	(A) Due to budget constraints, the LRES Committee/County Board has mandated that all positions remain vacant for six (6) months. An exception may only be made where public safety or welfare would be immediately placed in jeopardy. Under said exceptions, Department Heads must still follow the steps for filling the vacancy as				
49 50	outlined in this process/policy under (4) Deliberation of vacancy. (B) Only those positions specifically identified below will be exempt from the six (6) month				

<ol> <li>Non-Tax Levy supported positions that are supported completely and directly by federal, state, or other external revenues.</li> <li>The Chief Deputy, Leutenants, Jail Administrator and Assistant Jail Administrator positions assigned to the Sheriff's Office are exempt from the moratorium.</li> <li>Any Deputy Sheriff, Lead Corrections Officer, Lead Telecommunicator, Corrections Officer, Telecommunicator, Sergeani, or Detective Sergeani in the Sheriff's Office that becomes vacant must be held open for at least eight (8) weeks. Once the eight (8) weeks has elapsed, the Department may proceed with the recruitment process without appeal.</li> <li>Child and Adult Protective Social Workers and Economic Support Specialists positions are exempt from the moratorium.</li> <li>The Attorney and Paralegal assigned by Corporation Counsel to CHIPS and Adult Protective Services cases.</li> <li>Emergency Management</li> <li>All other positions will be subject to the moratorium and will not be filled for six (6) months unless, an appeal is granted by the Labor Relations and Employee Services Committee.</li> <li>Appeal Process. Department Heads may appeal to the County Coordinator to fill positions covered by the vacancy mandate. Appeals should be submitted per the guidelines set forth in (4) Deliberation of Vacancy helow.</li> <li>Deliberation of Vacancy.</li> <li>(4) Whenever the department head wishes to fill the vacancy, funding sources, the information.</li> <li>(5) The County Coordinator shall infigure to the lead and Employee Services Manager will review the job description and make any necessary changes.</li> <li>(6) The Department Head shall present to the County Coordinator his/her rationale for filling the vacancy, the cost associated with filling the vacancy, funding sources, the in support of filling the vacancy.</li> <li>(7) The County Coordinator shall indicate in writing to the Department Head if he/she is in support of filling the vacancy.</li> <li>(8</li></ol>	51		vacancy mandate:					
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103 104	(5). <u>Approval. Once approval has been obtained, recruitment procedures as detailed in the</u>						
104	General Code of Oneida County shall commence.						
105							
100	(6). <u>The County Coordinator and the chairpersons of the Committee of Jurisdiction and the</u>						
107	Labor Relations and Employee Services Committee may authorize an emergency filling						
108	of a vacancy. This emergency authorization must be confirmed by a majority vote of the members of the committee of lurisdiction and the Labor Palations and Employee						
110	members of the committee of Jurisdiction and the Labor Relations and Employee Services Committee at their past maging(s). An amerganay authorization may only be						
111	Services Committee at their next meeting(s). An emergency authorization may only be made where public safety or welfare would be immediately placed in jeopardy.						
112		made where public safety of wenare would be miniculatery placed in jeopardy.					
112	(7)	Elimination of Position.					
113	<u>(7)</u>						
114	( )	) Thirty days prior to the and of the six (6) month vecency period a Department Head may					
115	(P	A) <u>Thirty days prior to the end of the six (6) month vacancy period, a Department Head may</u> ask that the position be reviewed and evaluated by the County Coordinator and a					
117		recommendation given to the LRES Committee regarding the need to continue the					
117		position. The position vacancy will be placed on the LRES Committee agenda where a					
119		final determination shall be made.					
120		<u>Imal determination shall be made.</u>					
120	(B	) Any vacant position that is not authorized to be filled according to the rules contained					
121	(L	herein, and remains vacant for a period of more than six (6) consecutive months, shall					
122		automatically be eliminated.					
123		automatically be eminiated.					
125	((	2) Any vacant position, funded by grant monies, where the grant monies are no longer					
126	(0	available, in whole or in part, shall be eliminated.					
120		available, in whole of in part, shan be eminiated.					
128	(8) A	pproved vacancies shall be filled as follows:					
129	<u>(0</u> ). <u>11</u>	sprovod vacancies shari de mica as rono noi					
130	(A	A) Whenever it is felt the local area could support filling a vacancy by advertising in the					
131	<u>\1</u>	official County newspaper, such advertisements shall be made. Other forms or sources of					
132		public notice may be used at the discretion of the County Coordinator. Public					
133		announcements of vacancies shall include at least the following information:					
134		C C					
135		<ol> <li><u>1</u>. Classification/Position title.</li> <li><u>2</u>. Department where the position vacancy exists.</li> </ol>					
136		3. Salary range.					
137		<ul> <li><u>3.</u> Salary range.</li> <li><u>4.</u> Benefit summary.</li> <li><u>5.</u> Minimum qualifications and requirements of the position.</li> <li><u>6.</u> Address and phone number to request and submit application.</li> <li><u>7.</u> Application deadline.</li> <li>8. EEO statement; drug free, alcohol free and smoke free workplace</li> </ul>					
138		5. Minimum qualifications and requirements of the position.					
139		6. Address and phone number to request and submit application.					
140		7. Application deadline.					
141		$\overline{8.}$ EEO statement; drug free, alcohol free and smoke free workplace					
142		statement.					
143	<u>(B</u>	) In some positions, including new hires for regular and permanent part-time positions, a					
144		medical examination may be required. For those employees required to have a					
145		Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to					
146		employment and each applicant will provide any drug and alcohol testing information as					
147		required by the Department of Transportation mandated regulations. Each applicant will					
148		sign a waiver for release of information from their previous employers for the purpose of					
149		reference checks. Each applicant must also file a County application form with the office					
150		identified in the job ad.					
151	<u>(C</u>	Applicant evaluation prior to oral evaluations may consist of one (1) or more of the					
152		following as deemed appropriate by the County Coordinator, department head, oversight					

- 153 Committee or Labor Relations and Employee Services Committee: 154
  - Written examinations. 1.
    - 2. Evaluation of education, qualifications and experience.
  - <u>3.</u> Performance of tasks required.
  - Other requirements allowed by law. 4.
- (D) A Selection Committee shall be appointed consisting of any two (2) or more members 158 159 selected from the following:

Labor Relations and Employee Services Committee member(s).

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- Oversight Committee member(s). <u>1.</u> <u>2</u>. <u>3</u>. Department Head or designee.
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- 163
- 4. County Coordinator. 5. Employee Services Manager.
- 164 165 (E) Initial screening of applicants will be done by the Labor Relations and Employee Services Office. The Selection Committee shall participate in the screening and formal 166 167 interview process of all non-elected department head positions and shall be responsible 168 for the hiring decision, unless otherwise required by statute. If the Selection Committee 169 so desires, it may screen the applications after the deadline for accepting applications has 170 passed, using experience and qualifications criteria. In screening applications, the 171 County Coordinator's Office shall certify to the departments those applicants who are 172 eligible for final selection. The screeners may reduce the number of applicants 173 interviewed to a number not less than five (5) provided five (5) or more qualified 174 individuals have applied. When possible, the County Coordinator's Office shall certify 175 only the top five (5) ranked applicants. If the selection process does not provide for the 176 ranking of applicants, the County Coordinator's Office shall, if possible and under specific criteria, establish categories of "most qualified, second most qualified, third most 177 178 qualified," and so on. The department shall first make employee selections based upon 179 selections from the first category, then the second category, and so on. If neither of the 180 above two methods is available, the County Coordinator's Office may certify all 181 applicants or implement random selection methods to reduce the applicant pool to a more 182 manageable number. 183
  - (F) Applicants will be notified at least five (5) working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified by mail on the same date as those who are selected for interview.
- 186 (G) The Selection Committee shall conduct oral evaluation interviews and shall certify the 187 top three (3) applicants, provided three (3) qualified individuals have applied to fill 188 possible vacancies in the ensuing year. Where a certified eligibility list exists, the 189 department head shall fill the vacancy from the list. 190
  - The application forms, ratings and certified eligibility list shall be 1. utilized for future vacancies in the same classification for a period not to exceed twelve (12) months. If less than three (3) qualified applicants remain available to fill a vacancy in the same classification during said period, the department head may request that the formal selection process be reinitiated.
  - 2. At the request of the Department Head, the Selection Committee may certify more than three (3), provided that all certified applicants meet the minimum qualifications. The County Coordinator shall verify that all of the certified applicants meet the minimum qualifications.
- 200 (H.) No applicant shall be considered for a vacancy where appointment to such vacancy 201 would result in members of an immediate family being employed in a direct supervisor-202 employee relationship.
- 203 (I.) No person shall serve as a member of the Selection Committee for a vacancy in which an

204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 210	<ul> <li>named as a reference shall be di In the event an interviewer is un should identify the concern to collectively whether the interview (J.) The County Coordinator will interviews.</li> <li>(K.) Applicants selected to receive a County Coordinator. This job o</li> </ul>	squalified from voting comfortable with evalu the other interviewers wer should or should no verify eligibility of formal job offer shall b ffer shall include the pa opriate department, shif h includes the individua attlined in Sections 4.35 t head, as required by st	interviewers when coordinating e notified in writing by the ay rate, percentage of full-time t if appropriate, and shall request l's proposed start date. Promotions and 4.36 Transfers. atute, and authorized by the
219 220	Approved by the Labor Deletions and En	nnlouaa Samijaas Comn	nittaa an
220 221	Approved by the Labor Relations and Er	nployee Services Comm	nittee on .
221	Vote Required: Majority = $2/$	2 Majority -	3/ Majority -
222	Vote Required. Majority $-$ 2/	5 Majority –	_ %4 Miajointy –
223	The County Roard has the legal authority	uto adopt: Vas	No as reviewed by
224	The County Board has the legal authority		
225	the Corporation Counsel,		, Date
227			
228	Offered and passage moved by:		
229		Supervisor	
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232		Supervisor	
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244	Seconded by:		
245	Seconded by:		
246	<b>A</b>		
247	Ayes		
248			
249	Nays		
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251	Absent		
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253	Abstain		
253	/ 105tulli		
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Adopted
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by the County Board of Supervisors this 2008.
Defeated
Robert Bruso, Clerk Andrew P. Smith, County Board Chair