



**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ**

Date: 03-10-16

Weekly Agenda Date: 03-15-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: HR Department Reorganization

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**WORDING FOR AGENDA ITEM:** HR Department Reorganization, Discussion.

**EXECUTIVE SUMMARY:**

**BACKGROUND:**

**FINANCIAL IMPACT:**

**RECOMMENDATION:**

**ACTION REQUIRED/PROPOSED MOTION:**



# Woodbury County HUMAN RESOURCES DEPARTMENT

**Edward Gilliland**  
Director  
egilliland@sioux-city.org

**Melissa Miller**  
Safety/Risk Coordinator  
mmiller@sioux-city.org

**Lisa Anderson**  
Secretary  
lisaanderson@sioux-city.org

**Tonia Abell**  
Clerk II  
tabell@sioux-city.org

March 10, 2016

Dear Woodbury County Board Supervisors;

It is with great pleasure that I bring a plan to create a department to better serve the County. We deal with many areas:

- 1) Hiring, Recruiting, and Retention of Employees
- 2) Compliance with Union Contracts and
- 3) Negotiations of the Contracts
- 4) Discipline
- 5) Wages
- 6) Benefits
  - IPERS
  - Deferred Compensation
  - Long Term Disability
  - Life
  - Vision
  - Voluntary Life
  - Medical, Health Fairs, Wellness, Wellness Committees, etc.
  - Dental
- 7) The Self-Funded Health Plan
- 8) The Self-Funded Liability Plan
- 9) Risk Management
- 10) Workers Compensation
- 11) Safety
- 12) Training

Our plan for the next couple years will be to place greater emphasis on Risk Management, Work Comp, Safety, Deferred Comp, and Recruiting. We have made progress but there is much to be done as we try to bring more consistent process and better communication. We have recently been able to lock in multi-year union agreements that will help us grow our relationship with the employees and bring greater productivity and responsiveness. We ask for your support in our effort to improve during these times of change and growth of responsibility.

We lost the Assistant Director in December to retirement. As we reshape the department and move forward we would:

- 1) eliminate the Assistant Director position and replace it with an Administrative Assistant position (current Safety).
- 2) eliminate the Safety Coordinator position.
- 3) add a Senior Clerk by moving the current Clerk II to Senior Clerk
- 4) keep the Secretary III
- 5) keep the Clerk II and hire a new person for this position

The change will bring a net payroll savings, see the exhibit. We will be more lean and efficient with a broad knowledge base.

Sincerely,

Edward S. Gilliland  
Human Resources Director

## Human Resources Departmental Overview -- Salary Proposals

Title		Current	Would have been	Proposed
		2015-16	2016-17	2016-17
<del>Safety Coordinator</del>	Melissa	\$43,764	\$45,186	
Administrative Assistant	Melissa	\$45,760		\$47,258
Secretary III	Lisa	\$47,747	\$48,755	
Secretary III	Lisa			\$48,755
			step chng and 2.5%	
<del>Clerk II</del>	<del>Tonia</del>	\$31,863	\$34,158	
Sr Clerk	Tonia		\$36,540	\$37,454
Clerk II	New			\$32,656
<del>HR Asst Director</del>	Gloria	\$56,826	\$58,673	\$0
		\$180,200	\$186,772	\$166,123

		Step 1	Step 2	Step 3	Step 4	Step 5
Safety	2015-16		\$43,764			
			\$20.88			
Admn Asst	2015-16		\$22.00	\$1.12		
			\$45,760	\$2,330	Jul-17	
Admn Asst	2016-17	\$21.85	\$22.72		\$24.34	\$25.96
		\$45,448	\$47,258	Jul 2017 >	\$50,627	\$53,997
	2017-18	add %	add %		add %	add %

Scrtry III

Grade 5	2016-17	\$18.94	\$19.70	\$20.37	\$21.41	\$23.35
						\$48,755
	2017-18	add %				