

DANE COUNTY EMPLOYEE RELATIONS FUNCTIONS AND ACTIVITIES

1. **Recruitment and Selection** (Felix Eggl, Katelyn Thurs, Debra Nehls, Michael Thompson, Abigail Hannula, Rodrigo Valdivia)- Kabura Mukasa, HR Manager has oversight of this function
 - Requisition
 - Advertisement
 - Alternative Selection and Diversity recruitment efforts (Rodrigo Valdivia & HR Analyst)
 - Examination
 - Applicant Screening
 - Results and Eligible List
 - Applicant Tracking
 - Grading Panel Selection/Coordination
 - Policy Advice and Formulation/Dept. Support (Kabura Mukasa)
 - Rate Justification Form-Regular Hires (Amy Utzig)
 - Rate Justification Form-LTE (Alex Hauri)
 - Record Keeping – File Storage (Linda Ramirez)
2. **Classification and Compensation**
 - Position Audits-Reallocation/Reclassifications (Debra Nehls/Michael Thompson/Abigail Hannula)
 - Class Specifications/Position Descriptions (Kabura Mukasa/All analysts)
 - Salary Surveys (Kabura Mukasa/Amy Utzig/Alex Hauri)
 - Management Pay Plan (Amy Utzig)
 - Pay Rate Recommendations/Rate Justifications (Amy Utzig/Alex Hauri backup and does LTE Rate Justifications)
 - Acting Class Pay Calculations (Alex Hauri/Rylee Schuchardt)
 - Policy Advice and formulation (Kabura Mukasa/Amy Utzig/Alex Hauri/Shannon Maier)
 - Record Keeping – File Storage (Amy Utzig/Alex Hauri)
3. **Labor Relations/Meet & Confer**
 - Bargaining/Handbook (Amy Utzig)
 - Labor Contract Administration (Amy Utzig)
 - Grievance Administration (Linda Ramirez)
 - Dept. Support on Discipline (Amy Utzig)
 - Layoff and Bumping Administration (Shannon Maier/Kabura Mukasa backup)
 - Policy Advice and Formulation (Amy Utzig/Kabura Mukasa/Alex Hauri/Shannon Maier)
 - Record Keeping – File Storage (Amy Utzig/Kabura Mukasa/Alex Hauri)
4. **FMLA/LOA Administration/Tracking** (Felix Eggl/Abigail Hannula backup/Shannon Maier): all paperwork emailed to leaveofabsence@danecounty.gov
 - Eligibility for leave (Felix Eggl/Abigail Hannula backup)
 - Obtaining forms (Felix Eggl/Abigail Hannula backup)
 - Completing forms (Felix Eggl/Shannon Maier)
 - Receipt of paperwork (Felix Eggl/Abigail Hannula backup)
 - Approvals (Felix Eggl/Abigail Hannula backup)

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- Tracking Usage of Time (Felix Eggel/Abigail Hannula backup)
- Navigating the process (Shannon Maier)
- Policy Advice and Formulation (Felix Eggel/Abigail Hannula /Shannon Maier)
- Workplace Possibilities Program (Shannon Maier)
- Stay at Work Policy (Shannon Maier)
- Short/Long Term Disability (Shannon Maier)

5. Employee Development

- Manager Training (Amy Utzig/Kabura Mukasa/Shannon Maier/Rylee Schuchardt)
- Retirement Workshop (Linda Ramirez)
- New Employee Orientation (Katelyn Thurs/Debra Nehls backup)
- Performance Evaluation (Amy Utzig/completed forms to Linda Ramirez)

6. Position Control (Alex Hauri)

- Place New Employees on Payroll
- Transfers
- Other Personnel Actions Related to Positions and Pay
- Record Keeping – File Storage

7. Benefit Administration (Shannon Maier/Carol Cady-Severson/Amy Utzig)

- RFP's, contract, policy formulation (Amy Utzig/Shannon Maier)
- Enrollment, premium payment (Carol Cady-Severson/Katelyn Thurs backup)
- New employee orientation for insurance (Carol Cady-Severson/Katelyn Thurs backup)
- Obtaining/completing insurance forms (Carol Cady-Severson/Katelyn Thurs backup)
- Receipt of insurance forms (Carol Cady-Severson/Katelyn Thurs backup)
- Approvals (Carol Cady-Severson/Katelyn Thurs backup)
- Billing (Carol Cady-Severson/Katelyn Thurs backup)
- COBRA/LOA (Carol Cady-Severson/Katelyn Thurs backup)
- Loss of Coverage (Carol Cady-Severson/Katelyn Thurs backup)
- Qualifying Events (Carol Cady-Severson/Katelyn Thurs backup)
- Quarterly Lookbacks (Carol Cady-Severson)
- Precision Retirement questions (Shannon Maier/Carol Cady-Severson)
- WI Retirement System (Carol Cady-Severson)

8. Employee Advocacy (Shannon Maier)

- Coordinate with county employees to navigate insurance benefits, leaves, ADA, EAP resources
- Manage short/long term disability insurance: submit employer statements and manage the Workplace Possibilities Program
- Employee education/training on insurance and leaves
- Policy advice and formulation

9. Payroll

- Life Insurance (Carol Cady-Severson/Rylee Schuchardt)
- Wisconsin Retirement (Rylee Schuchardt)
- W2 Reprints (Paige Kershner)
- Tax withholding forms (Paige Kershner)

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- Direct Deposit/Focus Cards (Paige Kershner)
- 105% pay (Rylee Schuchardt)
- Section 125 Flex Plan (Rylee Schuchardt)
- Federal Student Forgiveness Loan (Paige Kershner)
- Employment Verifications (Paige Kershner)
- Garnishments (Mattea Grumke/Angie McFadin)
- Step Increases (Mattea Grumke/Angie McFadin)
- Catastrophic Leave (Donated Leave) (Rylee Schuchardt)
- Managerial Comp Time Cash Out (Rylee Schuchardt)
- Vacation Bank Transfers (Paige Kershner)

10. Personnel Related Functions Outside of Employee Relations

- ADA Administration and Compliance – Office for Equity & Inclusion
- Safety – Risk Management
- CDL License Checks – Risk Management
- Criminal Background Checks – Department Specific
- Medical Exams – Department Specific
- CDL Alcohol and Drug Testing – Risk Management
- Discrimination Complaints – Office for Equity & Inclusion
- Workers Compensation- Risk Management
- County Budget- Controller/Administration