

DANE COUNTY EMPLOYEE RELATIONS
FUNCTIONS AND ACTIVITIES
4/6/2026

1. **Recruitment and Selection** (Felix Eggl, Katelyn Thurs, Debra Nehls, Michael Thompson, Abigail Hannula, Rodrigo Valdivia)- HR Manager (currently vacant) 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 ()
  - 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 (All analysts)
  - Salary Surveys (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 (Amy Utzig/Alex Hauri)
  - 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 (Felix Eggl)
  - Policy Advice and Formulation (Amy Utzig/ Alex Hauri)
  - Record Keeping – File Storage (Amy Utzig /Alex Hauri)
  
4. **FMLA/LOA Administration/Tracking** (Felix Eggl/Abigail Hannula backup): all paperwork emailed to [leaveofabsence@danecounty.gov](mailto:leaveofabsence@danecounty.gov)
  - Eligibility for leave
  - Obtaining forms
  - Completing forms
  - Receipt of paperwork

- Approvals
- Tracking Usage of Time
- Navigating the process
- Policy Advice and Formulation
- Workplace Possibilities Program
- Stay at Work Policy
- Short/Long Term Disability

#### **5. Employee Development**

- Manager Training (Amy Utzig/ 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 (Carol Cady-Severson/Amy Utzig)**

- RFP's, contract, policy formulation (Amy Utzig)
- 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 (Carol Cady-Severson)
- WI Retirement System (Carol Cady-Severson)

#### **8. Payroll**

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

- 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)

**9. Personnel Related Functions Outside of Employee Relations**

- ADA Administration and Compliance – Civil Rights Office
- 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 – Civil Rights Office
- Workers Compensation- Risk Management
- County Budget- Controller/Administration