

DANE COUNTY EMPLOYEE RELATIONS
FUNCTIONS AND ACTIVITIES

1. **Recruitment and Selection** (Deb Henke, Alex Hauri, Katelyn Thurs, Kabura Mukasa, Rodrigo Valdivia)
 - 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 (Renee Endres)
 - Record Keeping – File Storage (Linda Ramirez)

2. **Classification and Compensation**
 - Position Audits-Reallocation/Reclassifications (Alex Hauri/Kabura Mukasa backup)
 - Class Specifications/Position Descriptions (Kabura Mukasa)
 - Salary Surveys (Kabura Mukasa/Renee Endres)
 - Management Pay Plan (Amy Utzig)
 - Pay Rate Recommendations (Kabura Mukasa/Amy Utzig/Shannon Maier)
 - Acting Class Pay Calculations (Renee Endres)
 - Policy Advice and formulation(Kabura Mukasa/Amy Utzig/Renee Endres/Shannon Maier)
 - Record Keeping – File Storage (Amy Utzig/Renee Endres)

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/Renee Endres/Shannon Maier)
 - Record Keeping – File Storage (Amy Utzig/Kabura Mukasa/Renee Endres)

4. **FMLA/LOA Administration/Tracking** (Deb Henke/ Kabura Mukasa backup/Shannon Maier)
 - Eligibility for leave (Deb Henke/Kabura Mukasa backup)
 - Obtaining forms (Deb Henke/Kabura Mukasa backup)
 - Completing forms (Deb Henke/Shannon Maier)
 - Receipt of paperwork (Deb Henke/Kabura Mukasa backup)
 - Approvals (Deb Henke/Kabura Mukasa backup)
 - Tracking Usage of Time (Deb Henke/ Kabura Mukasa backup)
 - Navigating the process (Shannon Maier)
 - Policy Advice and Formulation (Deb Henke/Kabura Mukasa/Shannon Maier)

DANE COUNTY EMPLOYEE RELATIONS FUNCTIONS AND ACTIVITIES

- 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)
 - Retirement Workshop (Linda Ramirez)
 - New Employee Orientation (Katelyn Thurs/Kabura Mukasa backup)
 - Performance Evaluation (Amy Utzig)
- 6. Position Control** (Renee Endres/Kabura Mukasa backup)
- 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)
 - New employee orientation for insurance (Carol Cady-Severson/Shannon Maier backup)
 - Obtaining/completing insurance forms (Carol Cady-Severson)
 - Receipt of insurance forms (Carol Cady-Severson)
 - Approvals (Carol Cady-Severson)
 - Billing (Carol Cady-Severson)
 - COBRA/WI Continuation (Carol Cady-Severson)
 - Loss of Coverage (Carol Cady-Severson)
 - Qualifying Events (Carol Cady-Severson)
 - Quarterly Lookbacks (Carol Cady-Severson)
 - Precision Retirement questions (Carol Cady-Severson)
 - WI Retirement System (Carol Cady-Severson)
- 8. Employee Advocacy/Mediation** (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
 - Mediate disputes between managers/employees and employee/employee
 - Policy advice and formulation
- 9. Personnel Related Functions Outside of Employee Relations**
- ADA Administration and Compliance – Office for Equity & Inclusion
 - Safety – Risk Management
 - Payroll/W2/Life Insurance/WI Retirement – Controller
 - CDL License Checks – Risk Management
 - Criminal Background Checks – Department Specific
 - Medical Exams – Department Specific

DANE COUNTY EMPLOYEE RELATIONS
FUNCTIONS AND ACTIVITIES

- CDL Alcohol and Drug Testing – Risk Management
- Discrimination Complaints – Office for Equity & Inclusion
- Workers Compensation- Risk Management
- County Budget- Controller/Administration