

## County & Regional Offices Summary

The *nEXT Generation* project management team performed a current assessment of Cooperative Extension county offices, regional offices, and regions in the fall of 2016. This document is a summary of the findings for the structure and roles within regional and county offices, as well as the numbers of human resources that are devoted to regions and county offices.

### Overview of County Office Structure

County Offices currently house over 700 positions. The faculty and staff that are based out of county offices can be divided into five main groups, identified in the table below. The number of active positions that are listed are based on data collected in the fall of 2016 (some changes may have occurred since the data was collected). In the table, HC stands for headcount, meaning the number of people, and FT stands for full-time equivalent. In the appointments column the ranges, means, and modes are listed for the different types of appointments if they vary greatly between counties.

Group	Description	Active Staff	Average Office	Average FTE
Educator	Extension employees who develop and deliver programs in counties and tribal nations.	418 HC 365.6 FTE	1-19 per county (range) 6 per county (mean)	1.0 FTE (mode)
Program Management & Support Staff	Extension employees who coordinate, manage, or support program delivery.	115 HC 83.1 FTE	1-20 per county (range) 1.6 per county (mean)	0.75 FTE (mode)
County Support Staff	County employees who support Extension activities in the county offices..	169 HC 124.7 FTE	2-3 per county (mean)	1.0 FTE (mode)

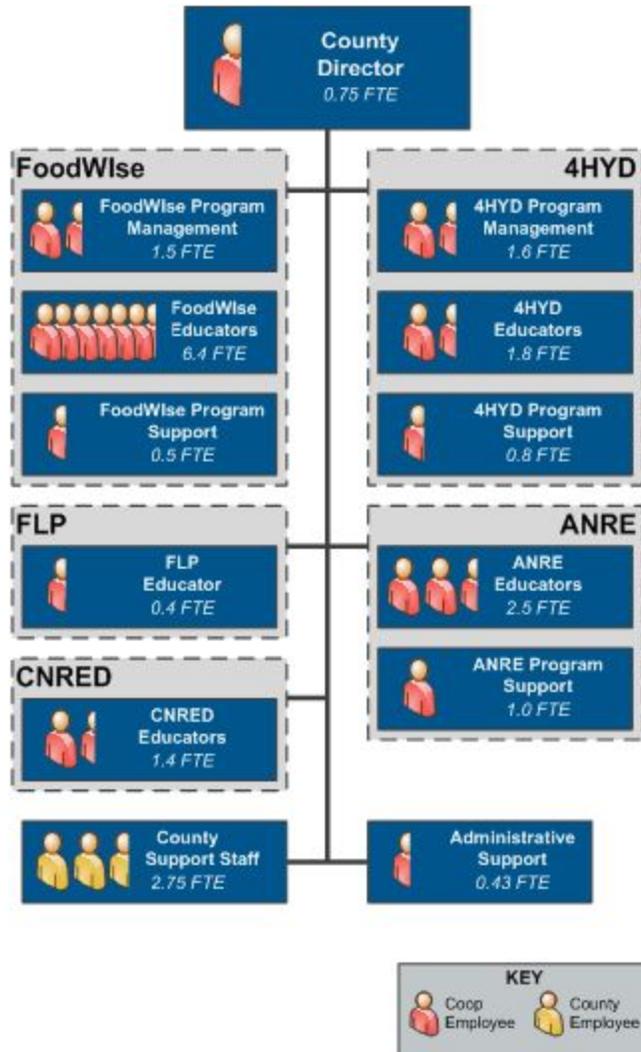
### County Office Leadership

County Offices are typically led by either one County Directors or one or more County Department Heads. These positions are described below:

- **County Directors** serve as full-time or near-full time administrative leaders for counties with larger Extension programs. They range between 0.75 - 1.0 FTE devoted to administration; any additional time they have may be spent on delivering or coordinating programming. There are currently four counties with County Directors - Dane, Brown, Milwaukee, and Waukesha.
- **County Department Heads** are Educators in county offices who spent part of their time administering and leading the county office. Typically there is only one County Department Head in an office, but there could be up to three depending on the structure of the county office. County Department Heads typically devote between 0.1 to 0.5 FTE towards administration and leadership. 68 county offices are led by County Department Heads.

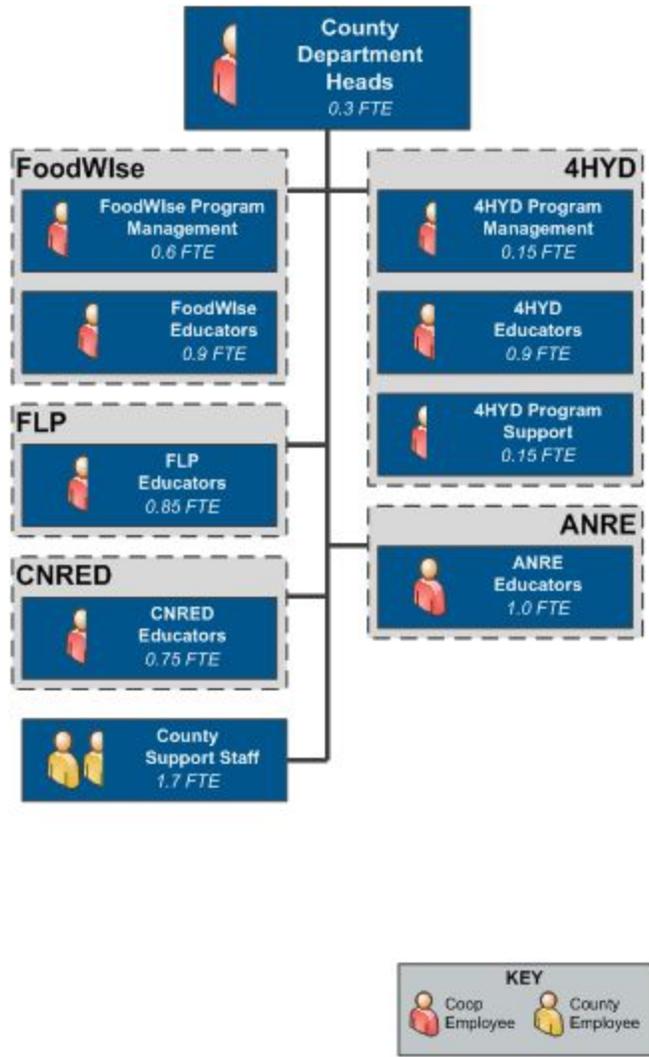
### County Offices with a County Director

The four county offices led by County Directors tend to be fairly large, having an average of 21.8 FTE of faculty and staff. The following diagram illustrates the average FTE for each type of position across these four county offices.



### County Offices with a Department Head

The 68 county offices led by County Department Heads have an average of 7.3 FTE of faculty and staff. The following diagram illustrates the average FTE for each type of position across these county offices.



## County Support Staff

Huron surveyed County Department Heads and County Directors to identify how many county employees staff support Cooperative Extension work and what kind of support they offer. The County Department Heads and County Directors identified 169 county staff who devote a total of 124.7 FTE to supporting Cooperative Extension.

Given that the the 72 counties have different HR systems and titling processes, Huron identified 91 unique job titles for these 169 county staff. Examples of these job titles include:

- Administrative Assistant
- Administrative Coordinator
- Clerk/Typist
- Financial Associate
- Garden Assistant
- Office Associate
- Program Assistant
- UW-Extension Activity Assistant

## Overview of Regional Office Structure

There are currently four regions led by Regional Directors who serve as the administrative leadership for the 17 - 20 counties within each region. Every Regional Director leads a regional office which includes two main support positions which are listed below:

- **Regional Associates** are typically Educators in county offices who spent part of their time supporting to the Regional Directors and faculty and staff across their region.
- **Regional Assistants** (typically titled either Office Operations Associates or Operations Program Associates) offer administrative support to the Regional Directors and Regional Associates.

The following diagram illustrates the average FTE for each type of position across these four regional offices.

