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2021 RES-277

**AUTHORIZING REALLOCATION OF FUNDS TO INCREASE CLERK I-II POSITION IN THE
PUBLIC SAFETY COMMUNICATIONS DEPARTMENT FROM .60 FTE TO 1.0 FTE.**

The Public Safety Communications (PSC) Department is requesting that the currently staffed Clerk I-II Position #3065, status be changed from a .6 FTE to a 1.0 FTE utilizing existing Limited Term Employee (LTE) funds.

Dane County PSC has recognized the need to have additional staff resources to meet the growing administrative demands as the department grows. The most critical function of the Clerk I-II is ensuring timely responses to records requests from the general public and other stakeholders in keeping with the existing records laws. These requests continue to grow and each one takes a considerable amount of time as they are not only written records, but audio and video as well. Many of the PSC's records requests are also accompanied by a need to provide testimony in courtroom and other legal settings, meeting these tasks along with other administrative tasks is no longer possible part time. The increased annual cost would be \$49,300 and the PSC would pay for this by reallocating budgeted LTE funds.

NOW, THEREFORE BE IT RESOLVED that position #3065 Clerk I-II be increased .40 FTE Effective 1/3/22; and

BE IT FINALLY RESOLVED that the following accounts be reallocated in the 2022 Budget:

| | |
|------------------------------------|----------------|
| Limited Term Employees (PSC 10072) | (45,800) |
| Social Security (PSC 10108) | <u>(3,500)</u> |
| Total | (49,300) |
| Salaries & Wages (PSC 10009) | \$20,000 |
| Retirement (PSC 10099) | 1,600 |
| Social Security (PSC 10108) | 1,500 |
| Health (PSC | 25,800 |
| Dental | 700 |
| Workers Comp | 100 |
| Salary Savings | <u>(400)</u> |
| Total | \$49,300 |