



# Dane County

## Signature Copy

Resolution Requiring 2/3rds Vote: 2022 RES-076

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File Number: 2022 RES-076

AUTHORIZING RECLASSIFICATION OF AN EVENT OPERATIONS SUPERVISOR TO  
EVENT COORDINATOR & EVENT COORDINATORS P-6 TO P-8

Adopted by the County Board on August 18, 2022.

Approve  Veto

County Executive



Date

8-23-22

**2022 RES-076**

**AUTHORIZING RECLASSIFICATION OF AN EVENT OPERATIONS SUPERVISOR  
TO EVENT COORDINATOR & EVENT COORDINATORS P-6 TO P-8**

The Alliant Energy Center has a 1.0 FTE Event Operations Supervisor (M6), position #3352 which is requested be reclassified to a 1.0 FTE Event Coordinator (P8), currently vacant. Additionally, it is requested that the two (2) existing Event Coordinators (P-6), positions #3298 and 3299, be reclassified to Event Coordinator (P-8). The Department of Administration – Employee Relations Division has recommended approval of these requests.

**BACKGROUND:** In March 2022, the Event Operations Supervisor (M-6) classification consisting of three positions #3298, 3299 and 3352 was approved by Department of Administration – Employee Relations Division for reclassification to Event Coordinator (P-6) since the position was non-supervisory. Position #s 3298 and 3299 have incumbents, 3352 is vacant. This request should have been submitted to Personnel & Finance Committee/County Board for approval since the classification included a vacant position. The department omitted this step; and #3298 and 3299 were reclassified to Event Coordinators effective March 27, 2022. On 6/11/22 DOA-ER recommended approval to reclassify the Event Coordinator P-6 classification to P-8, with the recommendation to present the request to P&F/County Board for all three positions #3298, 3299 and 3352.

The role of the event planner at the AEC has changed over the years and the reclassification best aligns the position with the new responsibilities and creates internal equity with other like County positions.

NOW, THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the vacant 1.0 FTE Event Operations Supervisor (M6) position #3352 to a 1.0 FTE Event Coordinator (P8) and that the currently filled Event Coordinator positions #3298 and #3299 also be reclassified from P-6 to P-8 commensurate with the Department's request and approval of the Department of Administration – Employee Relations Division.

THEREFORE BE IT RESOLVED that position #3352, if vacant for more than six months, is authorized to be filled in accordance with DCO 29.52(15).

**DANE COUNTY  
POLICY AND FISCAL NOTE**

Original _____	Update <input checked="" type="checkbox"/>	Substitute No. _____
Sponsor: Ripp		Resolution No. 2022 RES-076
Vote Required: Majority _____		Ordinance Amendment No. _____
Two-Thirds _____	3/4 <input checked="" type="checkbox"/>	

**Title of Resolution or Ord. Amd.:**

AUTHORIZING RECLASSIFICATION OF AN EVENT OPERATIONS SUPERVISOR TO EVENT COORDINATOR & EVENT COORDINATORS P-6 TO P-8

**Policy Analysis Statement:**

Brief Description of Proposal -

The Alliant Energy Center has a 1.0 FTE Event Operations Supervisor (M6), position #3352 which is requested be reclassified to a 1.0 FTE Event Coordinator (P8), currently vacant. Additionally, it is requested that the two (2) existing Event Coordinators (P-6), positions #3298 and 3299, be reclassified to Event Coordinator (P-8). The Department of Administration – Employee Relations Division has recommended approval of these requests.

Current Policy or Practice -

Changes in position classification require County Board approval.

Impact of Adopting Proposal -

The vacant 1.0 FTE Event Operations Supervisor (M6) position #3352 to a 1.0 FTE Event Coordinator (P8) and that the currently filled Event Coordinator positions #3298 and #3299 also be reclassified from P-6 to P-8.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply) -

- No Budget Effect
  - Increases Rev. Budget
  - Increases Exp. Budget
  - Decreases Rev. Budget
  - Decreases Exp. Budget
  - Increases Position Authority
  - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

The fiscal impact of this reclassification results in a small amount of additional wages annually. This increase will be offset by having the position filled for only part of the year and by revenue from contracted events.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
<b>Total</b>	\$0	\$0	\$0	\$0	<b>Total</b>	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

N/A

**Prepared By:**

Agency: Alliant Energy Center	Division:	
Prepared by: Carolyn Clow	Date: 6/14/20	Phone: 267-3985
Reviewed by: Carolyn Clow	Date: 6/14/22	Phone: 267-3985