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2022 RES-182

**AUTHORIZING RECLASSIFICATION OF A COLLECTIONS COORDINATOR TO
FINANCE MANAGER IN THE DCDHS- FMS DIVISION**

The Dane County Department of Human Services (DCDHS) Fiscal and Management Services (FMS) Division requests Collections Coordinator position #2168 be reclassified to a Finance Manager position. This position has been vacant for over six months. The Department of Administration has recommended approval of this request.

The Collections Coordinator position historically provided management oversight to the Collections Unit. In recent years, the scope of work for the Collections business unit has been reduced to manage smaller collections account volumes.

This request seeks to retitle and reclassify the vacant position 2168, Collection Coordinator (M-11), to establish a Finance Manager (M-11) responsible for managing the operations of a grant and contract accounting unit which is temporarily reporting to the FMS Administrator. The result will be a more balanced and manageable financial operation that will consist of two separate financial teams, each managed by an independent Finance Manager.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the 1.0 FTE Collections Coordinator Position #2168 (M11) in the Human Services Department to a 1.0 FTE Finance Manager (M11) in payroll org 6039. This request is commensurate with the Department's request and approval by the Dane County Human Resources Director and Department of Administration Director.

BE IT FURTHER RESOLVED that position #2168, which has been vacant for more than six months, is authorized to be filled pursuant to the Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant for longer than six months.