

1 **2022 RES-341**

2 **AUTHORIZING RECLASSIFICATION OF AN ACCOUNT CLERK III TO AN**  
3 **ACCOUNTING ASSISTANT IN THE HIGHWAY & TRANSPORTATION DEPARTMENT**

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5 The Dane County Highway & Transportation Department requests reclassification of a  
6 vacant Account Clerk III position (#883, G16) to an Accounting Assistant (G18). The  
7 Department of Administration – Employee Relations Division recommends approval of this  
8 request.

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10 This position provides accounting oversight for seven Highway funds; WisDOT billings,  
11 accounting and regulations; and an extensive equipment and road construction capital  
12 budget. The Accounting Assistant role is more complex and has more responsibilities than  
13 the Account Clerk III position. The Accounting Assistant’s consequence of error has a high  
14 level of impact for revenue and capital project expenditures.

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16 NOW THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors  
17 authorizes the reclassification of position #883 from Account Clerk III (G16) to Accounting  
18 Assistant (G18) commensurate with the Department of Administration – Employee Relations  
19 Division recommendation.