

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No.
Sponsor:		Resolution No. 2026 RES-004
Vote Required: Two-Thirds <input checked="" type="checkbox"/>	Majority 3/4	Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

**AUTHORIZING THE REALLOCATION OF A CLERK I-II POSITION TO A CLERK III POSITION  
DCDHS –PEI DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -  
This resolution authorizes the reclassification of a 1.0 FTE Clerk I-II to a 1.0 FTE Clerk III.

Current Policy or Practice -  
Changes in position reclassifications require County Board approval.

Impact of Adopting Proposal -  
This position ensures sufficient coverage for all aspects of the work including but not limited to essential caregiver background checking and caregiver application processing.

**Fiscal Estimate:**

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
<input checked="" type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input type="checkbox"/> Results in Revenue Increase	<input type="checkbox"/> Increases Rev. Budget
<input type="checkbox"/> Results in Expenditure Increase	<input type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input checked="" type="checkbox"/> Increases Position Authority
	<input checked="" type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

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

This position is currently vacant. There is no change to Levy.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services				\$3,100	County Taxes				\$3,100
Operating Expenses					Federal				
Contractual Services				(\$3,100)	State				(\$3,100)
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

N/A

**Prepared By:**

Agency:		Division:	
Prepared by:	Der Xiong	Date:	4/10/2026
Reviewed by:	Chad Lillethun	Phone:	358-6085
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