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3 **2019 RES-572**

4 **AUTHORIZING RECLASSIFICATION OF TWO CLERK II POSITIONS TO ACCOUNTING**
5 **ASSISTANT POSITIONS WITHIN THE DCDHS – FMS DIVISION**

6 The Dane County Department of Human Services (DCDHS) Financial Management Services
7 (FMS) Division has two vacant Clerk II positions (#1118 and #1122) that we request be
8 reclassified to Accounting Assistant positions. These positions will be supervised by the FMS
9 Finance Manager. The Department of Administration - Employee Relations has recommended
10 approval of this request.

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12 The positions will be responsible for performing paraprofessional accounting necessary to
13 maintain proper internal controls, records management, and financial processing within the
14 Accounting, Collections and Payroll Units. The positions will provide paraprofessional support
15 and technical assistance to the Finance Manager for day-to-day payment processing, accounts
16 receivable and payroll activities. As lead workers, the positions will assist in training accounting
17 and payroll staff and perform designated backup functions for proper workload coverage.

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19 **NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors does
20 hereby support and authorize reclassification of the Clerk II positions #1118 and #1122 (org
21 code 6039) in the Human Services Department to 2.0 FTE Accounting Assistant positions (org
22 code 6039), commensurate with the department's request and approval by the Dane County
23 Human Resources Director and Department of Administration Director.

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25 **BE IT FURTHER RESOLVED** that positions #1118 and #1122, which have been vacant for
26 more than six months, are authorized to be filled pursuant to Dane County Ordinance 29.52(15),
27 which requires the Personnel and Finance Committee and the County Executive to approve
28 filling positions that are vacant for longer than six months.