



Dane County Department of Human Services

Director – Lynn Green
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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

DATE: December 29, 2017

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green, Director

RE: Program Specialist, Position #1351

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than 6 months. Program Specialist, position #1351 in the Department of Human Services has been vacant for longer than six months due to changing organizational needs. The following provides additional background on the position.

What is the nature of the work or what is the essential function of the position?

The position has recently been retitled to Behavioral Health Program Specialist. This position was most recently titled Developmental Disabilities Program Specialist. Because of the impending transition of the department's work in the developmental disabilities area to the state under what is commonly known as Family Care, the decision was made to hold the position open when the incumbent retired. The needs in the behavioral health area have been increasing during this time. There is increased demand for performing utilization review functions, overseeing quality improvement efforts of behavioral health programs, monitoring contractual programmatic and budgetary expectations for purchase of service agencies, reviewing service delivery reports, preparing and assisting in the preparation and review of competitive Requests for Proposals.

How has this function been fulfilled during the vacancy?

Duties have been prioritized by existing staff to meet only the most urgent demands.

What will be the impact on the departments function and mission if the position remains vacant?

Wait times will increase and service quality will suffer without sufficient oversight of county-funded programs.