

2020 RES-247

AUTHORIZING THE RECLASSIFICATION OF PARALEGAL I POSITION TO INFORMATION TECHNOLOGY SPECIALIST I POSITION IN THE DANE COUNTY DISTRICT ATTORNEY OFFICE

The Dane County District Attorney Office has requested that vacant position no. 3075 be reclassified from Paralegal I (G17), to Information Technology Specialist I (P8), in its Criminal and Traffic Adult Unit.

The District Attorney Office has a significant need for additional Information Technology support. Due to the County requesting budget cuts for 2021, the District Attorney Office evaluated our essential needs among the positions we currently have. The duties and responsibilities of the one Information Technology (IT) Specialist position currently in our department have become too immense and have continued to expand through our transition to a paperless office, the implementation of e-filing, the vast increase in digital evidence from 29 Dane County law enforcement agencies, and the recent constitutional amendment as a result of the passing of Marsy's Law. The District Attorney Office is a county department, comprised of both state employees (attorneys) and county employees (all support staff). The District Attorney Office is on the state IT network, with some functions on the county network. An IT Specialist is required to have the understanding and knowledge of both complex systems.

In addition, due to the vast increase in digital evidence in criminal cases, which includes squad videos and body worn cameras among other digital evidence, our IT Specialist is assisting in developing a system for transferring digital evidence from law enforcement agencies to the District Attorney Office for storage and dissemination to defense counsel as required by statute. Similar to a Paralegal I, the IT Specialist also assists attorneys with preparation for contested hearings and trials, however, the IT Specialist has more technological knowledge and experience to prepare, edit and redact digital evidence as needed based on what is admissible in court. Due to the increase in digital media, as well as the continuing advancement of technology, we have a critical need for an additional IT Specialist.

This position is currently vacant and after conducting a review and analysis of the reclassification request, the Department of Administration – Employee Relations recommended approval.

NOW, THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors does hereby authorize the reclassification of the Paralegal I position (G17, position no. 3075) in the District Attorney Office to an Information Technology Specialist I (P8), commensurate with the department's request and approval of the Department of Administration – Employee Relations Division.

BE IT FINALLY RESOLVED that position no. 3075, which has been vacant for more than six months, is authorized to be filled pursuant to Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee to approve filling positions that are vacant for more than six months.