

**AUTHORIZING THE RECLASSIFICATION OF A CHILD SUPPORT INVESTIGATOR
POSITION TO A PARALEGAL I POSITION IN THE DANE COUNTY CHILD
SUPPORT AGENCY**

The Office of the Corporation Counsel has requested that vacant Position No. 1603 be reclassified from a Child Support Investigator, G17 to a Paralegal I, G17 in its Child Support Agency (“CSA”).

The request is based upon two significant needs. First, with the onset of mandatory electronic filing at the courthouse, the CSA is currently modernizing its practices, and reemphasizing the agency’s dedication to providing exemplary services on behalf of Dane County’s families. The new paralegal position will provide training to the clerical support staff on the legal processes and documents required to enforce child support orders. Second, the CSA has identified a need for additional assistance in its legal support clerical team. The new paralegal position will serve as a lead team member who will back up the legal support clerical team when the need arises. The paralegal will also monitor the workflow of the legal support team to ensure that the CSA adheres to the strict regulatory timelines that it must follow. After conducting a review and analysis of the request, the Department of Administration – Employee Relations recommended approval.

Further, reclassifying position no. 1603 to a Paralegal I will have no fiscal impact on the department or the CSA’s budget. The Position is currently vacant and classified as a Child Support Investigator, G17. Reclassifying Position No. 1603 to a Paralegal I will not result in a budget increase since it will remain a G17.

NOW, THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors does hereby authorize the reclassification of the Child Support Investigator (G17) position (Position No. 1603) in the Office of the Corporation Counsel, Child Support Agency to a Paralegal I (G17) position, commensurate with the Office of the Corporation Counsel’s request and approval of the Department of Administration – Employee Relations Division.