

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: _____		Resolution No. <u>2019 RES-256</u>
Vote Required: Majority _____ Two-Thirds <input checked="" type="checkbox"/>		Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF A VACANT ADMINISTRATIVE ASSISTANT I POSITION TO A CLERK III POSITION

Policy Analysis Statement:

Brief Description of Proposal -

The Department of Emergency Management-Emergency Planning Division has a vacant Administrative Assistant I position. The Department is requesting that this position be reclassified as a Clerk III. The Department of Administration-Employee Relations Division has recommended approval of this request.

Current Policy or Practice -

Reclassification of a vacant position requires County Board approval.

Impact of Adopting Proposal -

This reclassification request is being made after a careful and critical review of the responsibilities of this position. This is part of an overall evaluation of the organization and work assignments in the whole department. This is necessary to assure that the Department is efficiently and effectively accomplishing its mission.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
 - Increases Rev. Budget
 - Increases Exp. Budget
 - Decreases Rev. Budget
 - Decreases Exp. Budget
 - Increases Position Authority
 - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

Expenditure/Revenue Changes:

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

Personnel Impact/FTE Changes:

The change results in the reclassification of a currently vacant position. There is no net increase or decrease to position authority.

Prepared By:

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