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**MEMORANDUM**

**DATE:** May 30, 2024

**TO:** Amy Brown, Director – Dane County Victim Witness Unit

**FROM:** Michael Thompson, Human Resources Analyst

**SUBJECT:** Amended Determination - Position #2517 – Bilingual Designation

After your appeal and providing further information, Director of Administration, Greg Brockmeyer has approved the reclassification of position #2517 to Deputy Director – Victim/Witness Services – Bilingual (Spanish).

**This reclass request for this position has to be submitted to the County Board for final approval.** After which the pay rate effective date for the position will be determined.

**Per the Administrative Practices Manual (APM) on Reallocations & Reclassifications:**

<https://admin.danecounty.gov/documents/emprel/pdf/Reallocation-and-Reclassification-policy-Final--4-25-2023-.pdf>

**Requests to reclassify a vacant position:** Any vacant position that is submitted for reclassification will be reviewed for approval by the Director of Administration. The Director will determine in accordance with the ordinance which reclassifications or reallocations will require a resolution to the County Board. The department will then create a resolution and submit it through the County Board. The department can contact the Controller’s Office to obtain the information needed for the fiscal note of the resolution. The County Executive has ten (10) days after the resolution is adopted by the County Board to sign the resolution. **Once the resolution is signed, Employee Relations will receive a copy of the resolution from the Controller’s Office.** If the vacant position has also been vacant more than six (6) months that should also be included in the resolution. Once this is done, Payroll and NEOGOV will be updated, the hiring manager can create a requisition for the vacancy in NEOGOV to go through the approvals and then be posted.

Sincerely,

Michael Thompson

**Copy:**

- Kelly Breunig
- Michelle Goldade
- Joe Kroll
- Tenzin Pema
- Riley Schuchardt
- Shannon Maier
- Amy Utzig
- Alex Hauri
- ER Reclass/Reallocation Request File