



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**EMPLOYEE RELATIONS DIVISION**

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GREG BROCKMEYER  
Director of Administration

AMY UTZIG  
Human Resources Director

**MEMORANDUM**

DATE: November 2, 2023  
TO: Amy Utzig  
Human Resources Director  
FROM: Michael Thompson  
Human Resources Analyst  
SUBJECT: Bilingual Designation for Paralegal II #1603

**SUMMARY**

Dane County Child Support Agency, Corporation Counsel Division has requested a bilingual designation removal for the position Paralegal II #1603 from Bilingual Spanish.

**REVIEW AND ANALYSIS**

Per the Child Support Legal Director, Vue Yang, the Paralegal II position is currently occupied by incumbent [REDACTED]. During her tenure, she assisted with necessary bilingual updates, but before her, there were always bilingual staff to assist where needed. Once the position becomes vacant it will revert back to a Paralegal I as it is part of a non-competitive series of classifications. If this recommendation is approved, position #1603 will not need the bilingual designation, as Ms. Yang indicates this position will not work directly with the public.

Their office consists of 25% bilingual staff, which will remain unchanged even if the bilingual designation was removed. Additionally, all the court documents that required translations have been completed and will not need changes any time soon. The Child Support Agency office consists of 12 other bilingual staff and any of those individuals are required to help with translations when needed.

**RECOMMENDATION**

Based on the information provided in the analysis, I recommend the reclassification of the Paralegal II position #1603 to have the Bilingual designation removed.