



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
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TRAVIS MYREN
Director of Administration

May 8, 2015

TO: Chair and Members of the Personnel & Finance Committee

FROM: Travis Myren
Director of Administration

RE: Approval to Transfer Position between Appropriations

County Ordinance 29.52(17) requires that a temporary transfer of an authorized, budgeted position within a department but between appropriations for a period in excess of three months requires prior review by the Personnel & Finance Committee. I am requesting approval to transfer position #1411 from the Facilities Management Division to the Consolidated Food Services Division following the reassignment of management duties.

Following the retirement of the Assistant Facility Manager assigned to Human Services, the Facilities and Food Service Manager was assigned responsibility for Human Services facilities in addition to other facilities Countywide. This model has worked well, allowing a more consistent management approach to facilities and personnel management and improving customer service to the Department of Human Services. As a result, the Assistant Facilities Manager position has been reclassified to a Food Service Supervisor to backfill food service management responsibilities. Since the two Divisions are in separate appropriations, this transfer requires review by the Personnel and Finance Committee. The Department intends to effect the permanent transfer of the position in a decision item that will be part of the Department's 2016 Budget request.

Please contact me if you have any questions.