

1 **2023 RES 263**

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3 **AUTHORIZING THE RECLASSIFICATION OF BILINGUAL PARALEGAL POSITION TO PARALEGAL**
4 **POSITION IN THE DANE COUNTY**
5 **CHILD SUPPORT AGENCY**

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7 The Office of the Corporation Counsel has requested that vacant Position No. 1603 be
8 reclassified from Bilingual Paralegal to Paralegal, in its Child Support Agency (“CSA”).
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10 The Bilingual Paralegal position became vacant on November 5, 2023 due to the current
11 incumbent promoting into a management position. The Paralegal serves as the Lead to the Legal
12 Support Team within the CSA. In order for the operations of the Child Support Agency to run
13 smoothly, a Lead for this team is necessary to 1) develop training curriculum and train any new
14 Legal Support team staff, 2) assist with monitoring the efforts of the team to ensure the
15 documents generated and filed, meet the federally mandated timelines to receive performance-
16 matching revenue. Corporation Counsel is requesting that the bilingual designation be removed to
17 encourage internal recruitment and promotion. In addition, the bilingual incumbent, who now
18 supervises this team, will be available to complete any bilingual duties.
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20 Reclassifying position no. 1603 to Paralegal will result in the position being placed in Range 17 in
21 EG 720 with a starting wage of \$31.70 (2023).
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23 After conducting a review and analysis of the reclassification request, the Department of
24 Administration – Employee Relations recommended approval.
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26 **NOW, THEREFORE BE IT RESOLVED** that the Dane County Board of Supervisors does hereby
27 authorize the reclassification of the following Bilingual Paralegal (Position No. 1603) in the
28 Office of the Corporation Counsel, Child Support Agency to Paralegal position, commensurate
29 with the Office of the Corporation Counsel’s request and approval of the Department of
30 Administration – Employee Relations Division.