

AUTHORIZING RECLASSIFICATION OF A CLERK III POSITION IN THE PLANNING &
DEVELOPMENT DEPARTMENT TO A LAND RECORDS TECHNICIAN

The Department of Planning and Development recently had a retirement which led to the internal promotion of one of its staff who had formerly been employed as a Clerk III in the department. The resulting vacancy has provided an opportunity for the department to reevaluate the Records and Support Division's organizational structure while balancing workloads and priorities. One reason for the change is that the department has a greater need to allocate additional resources towards a GIS mapping initiative associated with its remonumentation effort, an extensive, multi-year capital project on which the department is working. While the acquisition of survey information is nearing half-completion, the subsequent mapping work will be a need for many years to follow.

Another reason is that the department currently has an LTE performing these mapping duties, which is problematic because it is limited in the number of hours an employee can work on an annual basis, which raises concerns with training and retention of staff. There have already been three previous employees working in this LTE mapping capacity. The current LTE is approaching her maximum allotted hours for 2018.

The loss of a Clerk III position will be significant, but the department will restructure schedules and duties to minimize any negative impacts of position reassignment. There are two other clerks providing administrative support services for the department: Between them, with supplemental assistance from other existing staff, and utilizing the existing LTE pool of money to assist with some elements of shared clerical responsibilities, the department's administrative functions will be appropriately realigned and staffed. Additionally, the department has identified in the Land Records Technician position description up to eight hours per week to assist in clerical support.

This position realignment in Planning and Development will put the department in a strong position to address goals and responsibilities well into the future, and it will also help with succession planning. With an entry level GIS/Land Records Technician position at a G13 level, there is also room for professional growth and opportunities for advancement in the department.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Dane County Board of Supervisors does hereby authorize reclassification of the Clerk III (G13) position (Position No. 327) in the Planning and Development Department to a Land Records Technician (G13) position.