

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No.
Sponsor:		Resolution No. 2019 RES-572
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds	X

Title of Resolution or Ord. Amd.:

**AUTHORIZING RECLASSIFICATION OF TWO CLERK II POSITIONS TO  
ACCOUNTING ASSISTANT POSITIONS IN THE DCDHS - FMS DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -

The Dane County Department of Human Services (DCDHS) Financial Management Services Division has two vacant Clerk II positions (#1118 and #1122) that we request be reclassified to Accounting Assistant positions. These positions will be supervised by the FMS Finance Manager. The Department of Administration - Employee Relations has recommended approval of this request.

Current Policy or Practice -

Changes in position reclassification and modifying position authority require County Board approval.

Impact of Adopting Proposal -

The positions will be responsible for performing paraprofessional accounting necessary to maintain proper internal controls, records management, and financial processing within the Accounting, Collections and Payroll Units. The positions will provide paraprofessional support and technical assistance to the Finance Manager for day-to-day payment processing, accounts receivable and payroll activities. As lead workers, the positions will assist in training accounting and payroll staff and perform designated backup functions for proper workload coverage.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
  - Increases Rev. Budget
  - Increases Exp. Budget
  - Decreases Rev. Budget
  - Decreases Exp. Budget
  - Increases Position Authority
  - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

The fiscal impact of this reclassifications effective 5/1/20 is \$16,704; however, salary savings are sufficient to offset the increased cost and there is no net fiscal impact for the current year.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services			\$16,704		County Taxes			\$16,704	
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$16,704	\$0	Total	\$0	\$0	\$16,704	\$0

**Personnel Impact/FTE Changes:**

The changes result in reclassifications and modifying current position authority. There is no net increase or decrease to position authority.

**Prepared By:**

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