

AUTHORIZING RECLASSIFICATION OF AN ADMINISTRATIVE ASSISTANT I  
POSITION TO A PUBLIC HEALTH SPECIALIST IN PUBLIC HEALTH-MADISON AND DANE  
COUNTY

Public Health-Madison & Dane County (PHMDC) has an Administrative Assistant I position #2836 which we request to be reclassified to a Public Health Specialist (P7). This position will be supervised by the Operations Director in the Operations Division. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

After a thorough assessment of the retired Administrative Assistant I position, we have determined that the support needed in the department is aligned with the complexity and level of responsibility associated with a Public Health (PH) Specialist. The PH Specialist will focus on policy development, project management and systems building to support the functions of the Operations Division, as well as legislative oversight, Board of Health engagement and development, contract management and compliance, and advancing systems to support, align and sustain accreditation efforts.

**NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Administrative Assistant I (position #2836) in Public Health-Madison and Dane County to a Public Health Specialist (P7), commensurate with the Department’s request and approval of the Department of Administration – Employee Relations Division.

**BE IT FINALLY RESOLVED** that position #2836, which has been vacant for more than six months, is authorized to be filled pursuant to Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee to approve filling positions that are vacant for more than six months.