

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No.
Sponsor:		Resolution No. 2020 RES-227
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds	<input checked="" type="checkbox"/>

Title of Resolution or Ord. Amd.:

**AUTHORIZING RECLASSIFICATION OF VACANT SENIOR PROGRAM ANALYST  
MANAGER POSITION TO HUMAN SERVICES PROGRAM ANALYST POSITION - DCDHS ADMINISTRATION DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -

The Dane County Department of Human Services (DCDHS) - Administration Division has a Senior Program Analyst/Manager (M12) position #121, for which we request a reclassification to a Human Services Program Analyst (P11). This position will continue to be supervised by the Planning & Evaluation Manager. This position will be vacant on October 10, 2020 due to the retirement of the current incumbent. The Department of Administration – Employee Relations Division has recommended approval of this request.

The Senior Program Analyst/Manager position has been a part of the Planning & Evaluation Unit. This position was originally a manager/supervisor position and did supervise staff related to the Community Development Block Grant. The Community Development Block Grant activities and staff are now within our Division of Housing Access and Affordability, not the Planning and Evaluation unit. More recently this position has had responsibility for hiring and supervising an LTE staff support person. When the incumbent retires the Planning and Evaluation Manager will be responsible for hiring and supervising LTEs. Therefore, this position no longer has direct supervision responsibilities.

Current Policy or Practice -

Changes in position reclassification require County Board approval.

**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:**

There is no long range fiscal effect to the position reclassification.

**Expenditure/Revenue Changes:**

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

**Personnel Impact/FTE Changes:**

This is a position reclassification, and there is no FTE change.

**Prepared By:**

Agency:	Division:	
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