

1 **2026 RES-004**

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3 **AUTHORIZING THE REALLOCATION OF A CLERK I-II POSITION TO A**
4 **CLERK III POSITION DCDHS – PEI DIVISION**
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6 Dane County Department of Human Services (DCDHS) Prevention and Early Intervention
7 Division (PEI) has received approval from the Dane County Employee Relations Director and
8 Dane County Department of Administration to reallocate the PEI Clerk I-II position #1800 (G7-
9 10) to a Clerk III position (G-13). Position #1800 is currently vacant.

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11 The PEI Out of Home Care (OHC) Unit is responsible for all aspects of foster care licensing and
12 support, kinship care programming, out of home care placement matching for children and
13 youth, independent living services for youth and child permanency planning and subsidized
14 guardianship support. On any given day, the OHC Unit supports approximately 110 foster
15 homes, 150 kinship providers, and 65 guardians, has matched placement for over 200 children
16 placed out of home and provided Independent Living Services for 60 youth. The 2025 support
17 staff allocation for all OHC Unit functions included one (1.0 FTE) Clerk III (G13) and two (2.0
18 FTE) Clerk I-II (G7-10) positions. As of November 2025, both Clerk I-II (G7-10) positions were
19 vacant. The Department’s 2026 budget eliminated one of the Clerk I-II (G7-10) positions
20 entirely.

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22 This position reclassification and elimination of a Clerk I-II position in the 2026 budget is driven
23 by changing business needs of the OHC Unit. OHC no longer has the same need for paper
24 processing and filing that was present when the Clerk I-II (G7-10) positions were created. The
25 duties of position #1800 now require more skill in form creation and the ability to work within a
26 variety of detailed data systems. Adding a second Clerk III (G13) to the OHC Unit ensures
27 sufficient coverage for all aspects of the work including but not limited to essential caregiver
28 background checking and caregiver application processing.

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30 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does
31 hereby support and authorize reclassification of the vacant 1.0 FTE Clerk I-II position #1800
32 (G7-10) in payroll org 6070 to a 1.0 FTE Clerk III position (G-13) in payroll org 6070
33 commensurate with the approval of Dane County’s Employee Relations Division Director and
34 Department of Administration;
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36 BE IT FURTHER RESOLVED that the following expenditure accounts be adjusted in the
37 Department of Human Services:
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| <u>Account Number</u> | <u>Account Title</u> | <u>Amount</u> |
|-----------------------|----------------------|------------------|
| 70000 10009 | SALARIES & WAGES | \$2,800 |
| 70000 10099 | RETIREMENT FUND | \$200 |
| 70000 10108 | SOCIAL SECURITY | \$200 |
| 70000 10250 | SALARY SAVINGS | (\$100) |
| 73000 35306 | CORRECTIONS | <u>(\$3,100)</u> |
| TOTAL | | \$0 |