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SUBJECT: Reclassification Audit Request

DATE: September 29, 2023

TO: Employee Relations

FROM: Amy Brown, Director of Victim Witness Services

RE: Reclassification of position 2517 -Victim Witness Case Manager (SW20) to a Deputy Director of Victim Witness Services (M12)

I am requesting a reallocation/reclassification audit of position #2517 -Victim Witness Case Manager (SW20) to a Deputy Director of Victim Witness Services (M12) the Victim Witness Unit of the Dane County District Attorney's Office.

I believe this position should be reallocated/reclassified from its current classification due to the changes and additional responsibilities that have been assumed by this position as well as the need for additional management resources following the additional 8.8 FTE budgeted positions and 3 LTE positions that have been added to the unit since 2016.

The employee currently in this position, Susan Robertson, is planning to retire in May, 2024 and has submitted a formal notice of retirement letter. Ideally, an audit would be complete by this time and the recruitment to fill the vacant position would reflect the outcome of the audit.

Currently, there is one director and two deputy directors in the Victim Witness Unit. One deputy director manages the 24/7 Crime Response Program with 5 in office employees and 12 contractors. The other deputy director directly supervises the out of custody intake team which consists of 3 in office staff and assists the director with supervising and managing the administrative legal assistant team (8 staff) as well as the remaining case managers (15 staff).

Prior to 2016, the Victim Witness Unit had an additional manager. That position was reclassified down to a Victim Witness Case Manager to address the growing number of cases coming into the unit, however since the additional staff were added to the unit a need for additional management resources are now essential to the function of the unit and now there is a significant need to reestablish that position in the unit and restructure the supervision duties.

I have attached the old and an updated position description to assist Employee Relations' staff in the analysis. Please contact me at 608-267-4161 or amy.brown@da.wi.gov regarding specific questions pertaining to this reallocation/reclassification request.

Thank you.

CC: Ismael Ozanne, District Attorney
Kelly Breunig, Office Manager

Enclosure: Position descriptions (old and new)
Reallocation/Reclassification Request Form
Unit Organizational Table