



Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator - Fran Genter

JOE PARISI
DANE COUNTY EXECUTIVE

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green, Director

DATE: June 9, 2015

SUBJECT: Approval to Recruit for Clerk Typist I-II

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant for longer than six months. I am requesting approval to fill the Clerk Typist I-II position (#2199) in the Developmental Disabilities Medicaid Waiver data and billing office.

What is the nature of the work or what is the essential function of the position?

This position is responsible for MA Waiver electronic data for about 400 consumers. It is responsible for preparing MA Waiver initial and recertification eligibility packets for submission to state authorities. It is also responsible entering changes to DD MA Waiver consumer data, making sure that services and payment sources are correctly entered on case plans, assisting brokers and case managers in accurately completing required documents.

How has this function been filled during the vacancy?

The other DD data and billing staff did their best to cover the responsibilities of this vacancy. The process for filling the position has been slowed as two internal candidates accepted / indicated desire for the position but withdrew as their transfer date neared when offered promotional opportunities. The cost of these position is covered by MA Waiver administrative funds. There is little if any GPR savings resulting from this position being vacant.

What will be the impact on the departments function and mission if the position remains vacant?

Having this position continue to be vacant will likely result in data and record keeping errors. The errors will lead to lost revenue and audit penalties.