

AUTHORIZING RECLASSIFICATION OF A CLERK I-II POSITION TO A GRANTS AND BILLING SPECIALIST IN PUBLIC HEALTH-MADISON AND DANE COUNTY

Public Health-Madison & Dane County (PHMDC) has a Clerk I-II position #2119 which we request to be reclassified to a Grants and Billing (G/B) Specialist (P5). This position will be supervised by the Budget and Finance Supervisor in the Operations Division. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

As costs to deliver medical services continue to increase while we are also experiencing an increase in demand for services, it is critical that PHMDC invest in building the infrastructure to recover costs where possible across program areas. The G/B Specialist will focus on systems building to support centralizing billing functions for all programs into the Budget & Finance unit, and will perform billing functions once the systems have been established. This includes managing the processing of billings and payments with a host of funding partners including the state Medicaid program, State Department of Health Services, Maternal and Child Health, TB control and monitoring, HIV/AIDS and STI, tobacco prevention, opioid prevention, immunizations and the WIC program.

The reclassification of this position will allow for improved efficiencies in billing with the intent of increasing revenues and cost recovery for services provided. In addition, by centralizing billing functions and streamlining internal processes, administrative support staff across programs will have increased capacity for other functions.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Clerk I-II (position #2119) in Public Health-Madison and Dane County to a Grants and Billing Specialist (P5), commensurate with the Department's request and approval of the Department of Administration – Employee Relations Division.

BE IT FINALLY RESOLVED that position #2119, which will be vacant for more than six months on September 1, 2020, 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.