



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
EMPLOYEE RELATIONS DIVISION

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GREG BROCKMEYER
Director of Administration

AMY UTZIG
Human Resources Director

MEMORANDUM

DATE: April 23, 2018

TO: Janel Heinrich

FROM: Amy Utzig
Human Resources Director

SUBJECT: Reclassification of .4FTE of the Public Health Nurse position #2848

On April 20, 2018, Greg Brockmeyer, Director of Administration, approved the reclassification of .4FTE of the position listed below to create a Public Health Nurse for the JFF program.

SUMMARY:

Public Health of Madison & Dane County was tasked with providing Public Health services to the Joining Forces for Families program within Human Services. The department had requested to take several vacant positions to create 3.0 FTE Public Health Nurses. This process was completed in February 2018. One of the created positions #2848 included .4 FTE from a Health Equity Coordinator position #1093. Personnel & Finance reviewed these three positions and requested that the department keep the .4 FTE Health Equity Coordinator position available to fill. A review of current vacant positions was conducted and the following vacant FTE will be utilized to replace the .4 FTE from #1093:

- .1 FTE from #1014 Public Health nurse
- .3 FTE from #2843 Clerk Typist III (incumbent retiring as of May 11, 2018)

This new FTE above will be combined with the remaining FTE identified in the February 2018 reclassification to create the 1.0 PHN:

- .5 FTE Dietetic Specialist (#2848)
- .1 FTE Clerk IV (#2838) = 1.0 FTE PHN

This will not be effective until May 13, 2018.

c: Michelle Goldade
Renee Endres
Joe Kroll
Cathy Lippart
Amy Utzig
Shannon Maier
Crystal Martzall
Jerry McDonough
Reclass File
