

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Stubbs		Resolution No. _____
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF AN ADMINISTRATIVE ASSISTANT I POSITION TO A PUBLIC HEALTH SPECIALIST IN PUBLIC HEALTH-MADISON AND DANE COUNTY

Policy Analysis Statement:

Brief Description of Proposal -

Public Health-Madison & Dane County (PHMDC) has an Administrative Assistant I position #2836 which we request to be reclassified to a Public Health Specialist (P7). This position will be supervised by the Operations Director in the Operations Division. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

Current Policy or Practice -

Reclassifying and combining positions of different classifications requires approval of the County Board.

Impact of Adopting Proposal -

After a thorough assessment of the retired Administrative Assistant I position, PHMDC has determined that the support needed in the department is aligned with the complexity and level of responsibility associated with a Public Health (PH) Specialist. Responsibilities include policy development, project management, legislative oversight, Board of Health engagement, and contract compliance and management.

Fiscal Estimate:

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply)</u>
<input type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input type="checkbox"/> Results in Revenue Increase	<input type="checkbox"/> Increases Rev. Budget
<input checked="" type="checkbox"/> Results in Expenditure Increase	<input type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input checked="" type="checkbox"/> Increases Position Authority
	<input checked="" type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The difference in starting wage from an Administrative Assistant I to a Public Health Specialist (P7) is \$1.47, resulting in an annual difference of \$3,057.60 in salary expenses.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services			\$3,057		County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$3,057	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

The changes result in reclassifications and modifying current position authority. There is no net increase or decrease to position authority

Prepared By:

Agency: Public Health Madison & Dane County	Division:	
Prepared by: Kate Austin	Date: 8/13/19	Phone: 242-6521
Reviewed by: Janel Heinrich	Date: 8/14/19	Phone: 243-0341