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3 **2018 RES-553**

4 **RECLASSIFY CLERK III POSITION TO A CONFIDENTIAL ADMINISTRATIVE ASSISTANT II**
5 **POSITION IN THE SHERIFF'S OFFICE**

6 The Sheriff's Office has a vacant Clerk III, G13, EG 720 position to reclassify to an
7 Administrative Assistant II, G17, Confidential position. This vacancy, resulting from a
8 retirement, has provided an opportunity to assess and prioritize the increased responsibilities of
9 the Clerk III vacant position.

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11 The Sheriff's Office commitment to the community is a top priority and public events
12 have increased significantly. This position acts as a liaison between the Sheriff and the public
13 and is the main point of contact for scheduling all meetings, appointments, public appearances,
14 and other events for the Sheriff. These public appearances require considerable preparation,
15 coordination, accuracy, and communication with multiple parties. This increased role will allow
16 the position to build trust between the community and law enforcement.

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18 The demand and responsibilities of this position have increased substantially. This
19 position has absorbed a myriad of various complex administrative duties that require strict
20 confidentiality. This position is responsible for maintaining, organizing, and monitoring all
21 employee evaluations, personnel files, and confidential background files, reports, and medical
22 information for current, potential, and previous employees.

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24 This position will also be utilized to document interactions between the Sheriff, Chief,
25 and Executive Captain with Dane County Deputy Sheriff's Association (DCDSA) and the
26 Wisconsin Professional Police Association (WPPA). They will assume the role of transcribing
27 notes from bargaining sessions, typing and processing grievance responses, and documenting
28 meetings between the Sheriff, Chief, Captain, DCDSA, and WPPA. In addition to the above
29 responsibilities requiring strict confidentiality, this additional role will require the same.

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31 Position #573 – Clerk III, G13, EG 720, 1.0 FTE will be reclassified to an Administrative
32 Assistant II, G17, Confidential, 1.0 FTE position.

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34 **NOW THEREFORE BE IT FINALLY RESOLVED** that the Sheriff's Office, Administrative
35 Services, Position #573 -- Clerk III, G13, EG 720, 1.0 FTE is reclassified to Position #573 --
36 Administrative Assistant II, G17, Confidential, 1.0 FTE, as described above.