

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	Update	Substitute No. Resolution _____
Sponsor: Maureen McCarville		No. <u>2020 RES-247</u>
Vote Required: Majority		Ordinance Amendment No. _____
		Two-Thirds <input checked="" type="checkbox"/>

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF PARALEGAL I #3075 TO INFORMATION TECHNOLOGY SPECIALIST I

Policy Analysis Statement:

Brief Description of Proposal -

Due to increasing information technology responsibilities, the District Attorney Office requested an audit of the position to reclassify #3075 to Information Technology Specialist I (P8). This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

Current Policy or Practice -

Reclassification requests on vacant positions require County Board Approval. County Ordinance requires the Personnel and Finance Committee to approve positions that are vacant for longer than six months.

Impact of Adopting Proposal -

Position #3075 will be reclassified from a Paralegal I (G17) to an Information Technology Specialist I (P8) and the division will be approved to fill the position.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
 - Increases Rev. Budget
 - Increases Exp. Budget
 - Decreases Rev. Budget
 - Decreases Exp. Budget
 - Increases Position Authority
 - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

Position #3075, which was classified as G17 (Employee Group 720), will now be classified as P8 (Employee Group 1871) on the salary schedule

Expenditure/Revenue Changes:

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

Personnel Impact/FTE Changes:

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Prepared By:

Agency: Dane County District Attorney	Division: Criminal & Traffic Adult
Prepared by: Kelly Breunig	Date: 10/21/2020
Reviewed by:	Phone: 608-206-1569
	Date: