

**DANE COUNTY
POLICY AND FISCAL NOTE**

| | | |
|---|---------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| Sponsor: _____ | | Resolution No. 2018 RES-553 |
| Vote Required: Majority _____ Two-Thirds <input checked="" type="checkbox"/> | | Ordinance Amendment No. _____ |

Title of Resolution or Ord. Amd.:

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

Policy Analysis Statement:

Brief Description of Proposal -

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

Current Policy or Practice -

Budgeted position changes of this type require County Board authorization.

Impact of Adopting Proposal -

The demand and responsibilities of this position have increased substantially. This position is responsible for various complex administrative duties that require strict confidentiality including maintaining, organizing, and monitoring all employee evaluations, personnel files, and confidential background files, reports, and medical information for current, potential, and previous employees. This position also is the main liaison between the Sheriff and the public and is the point of contact for scheduling meetings, appointments, public appearances, and other events.

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"/> Results in Revenue Increase | <input type="checkbox"/> No Budget Effect | <input type="checkbox"/> Increases Rev. Budget |
| <input checked="" type="checkbox"/> Results in Expenditure Increase | <input type="checkbox"/> Results in Revenue Decrease | <input type="checkbox"/> Increases Exp. Budget | <input type="checkbox"/> Decreases Rev. Budget |
| <input type="checkbox"/> Results in Revenue Decrease | <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:

N/A

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:

1 FTE will be reclassified.

Prepared By:

| | | | |
|--------------|------------------------------|-----------|-------------------------|
| Agency: | Dane County Sheriff's Office | Division: | Administrative Services |
| Prepared by: | Lillian Radivojevich | Date: | 02/22/19 |
| Reviewed by: | Jeff Hook, Chief Deputy | Phone: | 284.4801 |
| | | Phone: | 284.6167 |