

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Kolar		Resolution No. 2018 RES-273
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds	

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF A CLERK III POSITION IN THE PLANNING & DEVELOPMENT DEPARTMENT TO A LAND RECORDS TECHNICIAN

**Policy Analysis Statement:**

Brief Description of Proposal -

This resolution allows the reclassification of a Clerk III position into a Land Records Technician position, resulting from a reevaluation of the Record's & Support Division's organizational structure, and the need for ongoing mapping work associated with the department's remonumentation effort, an extensive multi-year capital project.

Current Policy or Practice -

The land records technician is currently an LTE position. As a result, we have experienced a great deal of staff turn-over which results in gaps in work and repetitive training.

Impact of Adopting Proposal -

This resolution will make it possible to reclassify a Clerk III position to a Land Records Technician 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:**

None

**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:**

No FTE changes. One FTE position will be reclassified.

**Prepared By:**

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