

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor McCarville		Resolution No. 2019 RES-445
Vote Required: Majority _____ Two-Thirds <input checked="" type="checkbox"/>		Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

**RECLASSIFY VACANT CLERK IV POSITION TO A CLERK III POSITION IN THE SHERIFF'S OFFICE**

**Policy Analysis Statement:**

Brief Description of Proposal -

The Sheriff's Office has a vacant Clerk IV, Range 15, EG 720, 1 FTE position to reclassify to a Clerk III, Range 13, EG720, 1 FTE position. This vacancy has provided an opportunity for the Sheriff's Office to assess tasks, duties and responsibilities of the Clerk IV vacant position.

Current Policy or Practice -

Budgeted position changes of this type require County Board authorization.

Impact of Adopting Proposal -

The Sheriff's Office continually evaluates how service is provided internally and externally. Reclassification of the Clerk IV position to a Clerk III position shall enhance cooperation within the work group by providing an equitable work environment which shall in turn improve service provided to the public.

**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:**

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:	01/08/20
Reviewed by:	Jeff E. Hook, Chief Deputy	Phone:	284.4801
		Date:	01/08/20
		Phone:	284.6167