

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: _____		Resolution No. 2017 RES-043
Vote Required: _____		Ordinance Amendment No. _____
Majority _____		Two-Thirds <input checked="" type="checkbox"/>

**Title of Resolution or Ord. Amd.:**

AUTHORIZING REALLOCATION OF POSITION AUTHORITY FOR AN ASSISTANT COUNTY VETERANS SERVICE OFFICER POSITION IN THE DANE COUNTY VETERANS SERVICE OFFICE

**Policy Analysis Statement:**

**Brief Description of Proposal -**  
As currently staffed, the Veterans Service Office consists of six staff members: one Clerk-Typist III and five Service Officers (a Veterans Service Officer, an Assistant Veterans Service Officer- Supervisor, and three Assistant Service Officers). The Office wishes to split one of the 1.0 FTE Assistant Service Officer positions into two .50 FTE Assistant Service Officer positions to give the office increased flexibility.

**Current Policy or Practice -**  
Creation/reallocation of position authority requires approval of the County Board.

**Impact of Adopting Proposal -**  
With a staff of six personnel, it is becoming increasingly difficult for the Veterans Service Office to provide adequate coverage during key outreach events and to maintain adequate staffing. Another factor driving this staffing challenge is the policy to maintain at least two personnel in the office at all times, a policy driven by customer service and safety concerns. The split of a 1.0 FTE Assistant Service Officer position into two .50 FTE Assistant Service Officer positions will offer increased flexibility and "surge capacity" to provide coverage during high-demand periods, allow the office to better serve the community, in-house and during outreach activities.

**Fiscal Estimate:**

<b>Fiscal Effect (check all that apply) -</b>	<b>Budget Effect (check all that apply)</b>
<input checked="" type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input type="checkbox"/> Results in Revenue Increase	<input type="checkbox"/> Increases Rev. Budget
<input type="checkbox"/> Results in Expenditure Increase	<input type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<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:**

An existing 1.0 FTE Assistant Veterans Service Officer position will be decreased to 0.5 FTE.  
A new 0.5 FTE Assistant Veterans Service Officer position will be established.

**Prepared By:**

Agency:	Dane County Veterans Service Office	Division:	Veterans Service Office
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