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2019 RES-264

**AUTHORIZING RECLASSIFICATION OF VACANT ACCOUNT CLERK POSITION TO
PROGRAM SPECIALIST POSITION DCDHS – ACS DIVISION**

The Department of Human Services - Adult Community Services (ACS) Division has a Account Clerk I position #1797, for which we request a reclassification to a Program Specialist - Aging. This position will be supervised by the Adult Protective Services Program Manager. This position is currently vacant. The Department of Administration – Employee Relations has recommended approval of this request.

The Account Clerk I position was a part of the DCDHS Long-Term Services Unit, which is no longer an operating unit with the county's transition to Family Care. The work formerly assigned to this position has now been moved to state-contracted managed care organizations (MCO). With the transition to Family Care, the county is witnessing a greater demand to support individuals with Alzheimer's Disease or Related Dementia (ADRD) in the community. Reclassification of this position to a Program Specialist will provide skill and expertise to work with MCO's and other community agencies to avert and to prevent additional crises involving individuals with ADRD's. This reclassified position will deliver supportive services to persons living alone with or at risk for dementia, provide case management for individuals, and act as a consultant to caregivers, to MCOs, the Emergency Services Unit, and to Adult Protective Services staff as circumstances dictate.

NOW, THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the vacant Account Clerk 1 (Position No. 1797) in the Department of Human Services (org code 6040) to a Program Specialist (P10) position (org code 6043), commensurate with the Department's request and approval of the Department of Administration – Employee Relations Division.

NOW, THEREFORE BE IT FINALLY RESOLVED that Position No. 1797, which has been vacant for more than six months, is authorized to be filled pursuant to Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant for longer than six months.