



JOE PARISI  
DANE COUNTY EXECUTIVE

## Dane County Department of Human Services

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Director – Lynn Green  
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DATE: October 13, 2016

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green  
Director

RE: Senior Accountant Position #1179

County Ordinance 29, 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are vacant longer than six months. I am requesting approval to fill a Senior Accountant position (#1179) at the Northport Office. This position went through the reclassification process and was approved as a Senior Accountant on June 29, 2016. With your approval, the hire of the position will be able to proceed.

### **What is the nature of the work or what is the essential function of the position?**

This position performs high-level accounting work: supervises Account Clerk staff; develops and prepares fiscal reports; manages segments of the Wisconsin Medicaid Cost Reporting Program (WIMCR) and the Comprehensive Community Services Program; analyzes budgets from provider agencies; reviews audit reports; provides fiscal support; participates in the auditing function.

### **How has this function been fulfilled during the vacancy?**

Existing staff (Fiscal Analyst and other Department Accountants) have been attempting to cover the additional duties, but this has diverted their attention from other critical needs of the Department and County.

**What will the impact be on the department's function and mission if the position remains vacant?**

The Department will be unable to continue to meet fiscal requirements; program integrity will be in jeopardy which would negatively impact services and reduce revenue.