2019 RES-256

AUTHORIZING RECLASSIFICATION OF A VACANT ADMINISTRATIVE ASSISTANT I POSITION TO A CLERK III POSITION

The Department of Emergency Management-Emergency Planning Division has a vacant Administrative Assistant I position. The Department is requesting that this position be reclassified as a Clerk III. The Department of Administration-Employee Relations Division has recommended approval of this request.

This reclassification request is being made after a careful and critical review of the responsibilities of this position. This is part of an overall evaluation of the organization and work assignments in the whole department. This is necessary to assure that the Department is efficiently and effectively accomplishing its mission. The position review also included an evaluation of the duties and employment standards of other classifications within the County organization. The Clerk III classification is the best fit to the duties performed by this position.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the vacant Administrative Assistant I position (Number 702) in the Department of Emergency Management to a Clerk III position, commensurate with the Department's request and approval of the Department of Administration–Employee Relations Division.