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**2018 RES-469**

**AUTHORIZING RECLASSIFICATION OF A CLERK I-II POSITION TO AN ADMINISTRATIVE ASSISTANT I-II IN THE HUMAN SERVICES DEPARTMENT, CHILDREN YOUTH AND FAMILIES (CYF) DIVISION**

The Department Human Services CYF Division has a Clerk I-II position #3115, which we request be reclassified to an Administrative Assistant I-II. This position will be supervised by the CYF Division Administrator

This change is needed to provide administrative support to the CYF Administrator and CYF Human Managers (Staff Development Manager; Community Programs Manager; Alternate Care and Mental Health Manager; Child Protective Services Manager and Youth Justice Manager). Assignments involve research and developing documents for the CYF Administrator for a broad spectrum of sensitive/emerging issues to present to the community, the courts and other partners. The CYF Division has also expanded in staff size, organizational structure and client needs. This position will be responsible for a wide variety of special projects, data gathering and other projects as assigned by the CYF Administrator depending on the changing needs of and demands on the CYF Division. The new hire will prepare and manage correspondence, reports and documents, handle incoming mail, take and distribute minutes of meetings, maintain schedules and calendars, implement and maintain office and filing systems, collate information from various sources, maintain databases, serve as a central point for disseminating inter-departmental communication, and coordinate the flow of information externally and internally.

This position will perform highly responsible and confidential administrative support and clerical lead duties and related work as required. Representing Human Services in a courteous and professional manner is extremely important. The Department of Administration/Employee Relations Division has recommended approval of this request.

**NOW, THEREFORE BE IT RESOLVED** that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Clerk I-II (G7) position (Position No. 3115) in the Human Services Department to an Administrative Assistant I-II (G16) position, commensurate with the department's request and approval by the Dane County Human Resources Director and Department of Administration Director.