

Reallocation Process for Employee Relations

Reallocations are defined in Dane County Ordinance, Chapter 18: Section 18.04; as, (36) a change in salary range allocation for a position(s) or classification based on reasons of internal and/or external equity."

ER is tasked with review of these reallocation requests.

When we review we set up a meeting with the employee to discuss.
During the review of the positions we look at:

- i. Analytical- the analytical skill required
- ii. Authority, Independence to Act- the authority, independence or freedom to act vested in the position.
- iii. Complexity- the complexity of the program or unit, the problems solved and the difficulty and originality involved in performing the work.
- iv. Consequence of error- the severity and scope of the impact of errors made in the course of work.
- v. Decision-making- the decision making skill required.
- vi. Impact- the impact an employee has on others within and outside the organization. This factor considers the importance and frequency of interaction with various individuals or groups, as well as the effect of these interactions on the department and the institution.
- vii. Knowledge- the depth and importance of knowledge necessary to perform the work. The application of concepts, principles, and practices from professional disciplines is considered, as is the amount of work experience normally required to perform the duties of the position. The extent to which the knowledge of organizational policies and procedures is required may also be taken into account.
- viii. Resource management- responsibility for human, financial, space, facilities, information, and material resources.
- ix. Scope and Impact- the scope, or impact that an individual exercises at varying levels within and across the organization. Impact relates to how influential the position is within the organization based on the decision and recommendations rendered.

Factors that are not considered in classifying a position include: performance of the incumbent, longevity of the incumbent, change in volume of work, personality, or financial need.

We then compare position under review to other positions internally and externally. Some of the external comparables we use are the State of WI, City of Madison, and several counties. We start by comparing the position to positions within their current pay range. If we determine the position is not appropriately placed we then start to review other higher pay ranges. IE. Position is currently G14, compare with other G14's and then higher or lower ranges.

These audits are solely done on the position and its duties not the person in the position. If we were to approve all audits that come through, the County classification system would be meaningless and it would be a financial burden on the County budget.

Alex is our current analyst who is assigned to perform these duties. He has been performing audits for our office since May 2017 and has completed 92 audits (this number includes both reallocations and reclassification requests). The process we use is the same for both requests.

Alex will explain how he came to the decision to deny this request.