2023 RES-097
AMENDING THE 2023 OPERATING BUDGET TO AUTHORIZE A CLERK FOR DCDHS – HAA DIVISION

The Dane County Department of Human Services (DCDHS) Housing Access and Affordability Division (HAA) has employed a limited term employee (LTE) Clerk III to assist with administrative and planning tasks related to the implementation and ongoing management of various COVID-19 preparedness and response activities and support for HAA's Community Development Block Grant (CDBG) Unit to help ensure compliance with federal funding.

The department has indicated there is a need for a permanent position and they intended to pursue a Clerk IV FTE in the 2024 budget. Given how long this position has been an LTE and without benefits, a pending resolution to extend LTE hours should be the last one. The FTE position, at a higher classification, should begin Oct 1, 2023 and the incumbent should be eligible to apply.

The DHS budget contains sufficient funds from salary savings to support this position for the last quarter of 2023.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board authorizes the creation of a Clerk IV position in the Department of Human Services Housing Access and Affordability Division starting in pay period 21 of 2023 and make the following amendment to the operating budget:

80000	10009	Wages	$17,100
80000	10099	Retirement	$1,200
80000	10108	FICA/Medicare	$1,300
80000	10117	Health	$6,400
80000	10153	Dental	$400