

**DANE COUNTY
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. <u>469</u>
Vote Required:		Ordinance Amendment No. _____
Majority _____	Two-Thirds <u>X</u>	

Title of Resolution or Ord. Amd.:

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

Policy Analysis Statement:

Brief Description of Proposal -

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.

Current Policy or Practice -

Personnel reclassifications of vacant positions require County Board approval.

Impact of Adopting Proposal -

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.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- _____ No Fiscal Effect
- _____ Results in Revenue Increase
- X Results in Expenditure Increase
- _____ Results in Revenue Decrease
- _____ Results in Expenditure Decrease

Budget Effect (check all that apply)

- _____ No Budget Effect
 - _____ Increases Rev. Budget
 - _____ Increases Exp. Budget
 - _____ Decreases Rev. Budget
 - _____ Decreases Exp. Budget
 - X Increases Position Authority
 - X Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The cost of the Administrative Assistant I-II is \$9,700 more than the Clerk I-II. The Department can accommodate this difference.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Prepared By:

Agency:		Division:	
Prepared by:	Thomas Malone	Date:	12/19/2018
Reviewed by:	Edjuana Ogden	Phone:	242-6477
		Date:	12/19/2018
		Phone:	242-6403