

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Stubbs		Resolution No. _____
Vote Required:		Ordinance Amendment No. _____
Majority	Two-Thirds <input checked="" type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF A CLERK I-II POSITION TO A GRANTS AND BILLING SPECIALIST IN PUBLIC HEALTH-MADISON AND DANE COUNTY

Policy Analysis Statement:

Brief Description of Proposal -

Public Health-Madison & Dane County (PHMDC) has a Clerk I-II position #2119 which we request to be reclassified to a Grants and Billing Specialist (P5). This position will be supervised by the Budget and Finance Supervisor in the Operations Division. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

Current Policy or Practice -

Reclassifying and combining positions of different classifications requires approval of the County Board.

Impact of Adopting Proposal -

The reclassification of this position will allow for improved efficiencies in billing with the intent of increasing revenues and cost recovery for services provided.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- 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
 - Increases Position Authority
 - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The difference in starting wage from a Clerk I-II I to a Grants and Billing Specialist (P7) is \$2.68, resulting in an annual difference of \$5,574 in salary expenses. The intent of this position is to increase revenue through billing for services provided. It is estimated the reclassification of the Grants and Billing Specialist will result in an increase of \$40,000 in revenue generated from billing for health services in 2020.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services			\$5,574		County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other			\$40,000	
Total	\$0	\$0	\$5,574	\$0	Total	\$0	\$0	\$40,000	\$0

Personnel Impact/FTE Changes:

The changes result in reclassifications and modifying current position authority. There is no net increase or decrease to position authority

Prepared By:

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