

DANE COUNTY
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Andrae		Resolution No. 2025 RES-069
Vote Required: Majority _____		Ordinance Amendment No. _____
Two-Thirds <input checked="" type="checkbox"/>	3/4 _____	

Title of Resolution or Ord. Amd.:

AMENDING THE 2025 BUDGET TO COMBINE TWO 0.5 FTE POSITIONS INTO 1 FTE POSITION IN THE SHERIFF'S OFFICE

Policy Analysis Statement:

Brief Description of Proposal -

The Sheriff's Office has a vacant 0.5 FTE Program Manager (position #3032) and a vacant 0.5 FTE Classification and Hearing Specialist (position #2075). The Sheriff's Office would like to combine these two 0.5 FTE positions into a 1.0 FTE Classification and Hearing Specialist.

Current Policy or Practice -

Requests to combine positions of different classifications to increase the budgeted FTE of one of the positions requires County Board approval.

Impact of Adopting Proposal -

Creation of a one (1) FTE Classification and Hearing Specialist position shall reduce overtime use and workload within the Classification and Hearing work group in the Sheriff's Office Security Division. Timely classifications and administrative hearings ensure proper housing and due process for jail residents.

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:

2025 Budget is modified to reduce the FTE in position #3032 (Program Manager) to 0.0 FTE and the FTE in position #2075 (Classification and Hearing Specialist) is increased to 1.0 FTE.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services									
Operating Expenses									
Contractual Services									
Capital									
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

Personnel Impact/FTE Changes:

Combination of positions #3032 and #2075, currently vacant, to a 1.0 FTE Hearing and Classification Specialists.

Prepared By:

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