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3 **2021 RES-343**

4 **AUTHORIZING A NEW CLERK IV POSITION IN THE FISCAL MANAGEMENT SERVICES**
5 **SECTION OF THE HUMAN SERVICES ADMINISTRATION DIVISION**

6 The Dane County Department of Human Services (DCDHS) – Fiscal Management Services
7 (FMS) Division requests increased position authority for the recruitment of 1.0 FTE Clerk IV to
8 provide additional contract and invoice processing capacity.
9

10 The FMS Division promotes the financial integrity and operational efficiency of the Department
11 of Human Services through accounting, budget management, collections, contracting,
12 payments, and IT services. In response to the Coronavirus pandemic, the Division has become
13 increasingly reliant on limited term employees (LTE staff) to assist with increased clerical work
14 supporting contract and invoice processing. The transient nature of LTE staff creates instability
15 in the fiscal and management service operation, leaving continuity of operations vulnerable to
16 disruption. This position authorization will result in less operational reliance on LTE staff by
17 employing a permanent 1.0 FTE Clerk IV to support two business units and their contract and
18 invoice processing work. The additional stability afforded by a permanent position, in lieu of
19 LTE staff, will provide more reliable administrative support as operational effects of the
20 pandemic continue.
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22 The requested position requires no additional GPR and is funded fully by current LTE staff
23 funding.
24

25 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does
26 hereby support and authorize a new 1.0FTE Clerk IV (G15) position in the Human Services
27 Department (org code 6039) effective April 1, 2022.
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29 BE IT STILL FURTHER RESOLVED that the following expenditure accounts be modified in the
30 Administration section of the Department of Human Services:
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32 Expenditure

33 <u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
34 39000 10072	Limited Term Employee	(\$63,500)
35 39000 10099	Retirement	\$ 3,300
36 39000 10009	Salary and Wages	\$42,700
37 39000 10108	Social Security	(\$ 1,600)
38 39000 10117	Health	\$18,600
39 39000 10153	Dental	\$ 1,400
40 39000 10250	Salary Savings	(\$ 900)