

**DANE COUNTY  
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. 2022 RES-005
Vote Required:	Majority X	Ordinance Amendment No. _____
Two-Thirds	3/4	

Title of Resolution or Ord. Amd.:

**AUTHORIZING RECLASSIFICATION OF VACANT SOCIAL WORKER POSITIONS TO CASE MANAGER POSITIONS  
DCDHS – ACS DIVISION**

**Policy Analysis Statement:**

Brief Description of Proposal -

In the adopted 2022 County Budget, the Dane County Department of Human Services (DCDHS) added a total of four Social Worker positions that are assigned to the Comprehensive Community Services Program (CCS). DCDHS is requesting reclassification of two of these positions, which have both been vacant for less than six months, to Case Manager. The Department of Administration has recommended approval of this request.

Current Policy or Practice -

Changes in position reclassification require County Board approval.

Impact of Adopting Proposal -

The responsibilities of these two positions within the CCS Program will be to carry out the tasks associated with an intake worker in that unit. The positions will be responsible for determining people's initial eligibility for the CCS Program and for certifying continuing CCS eligibility. Classifying these positions as case managers will allow DCDHS to recruit candidates from a wider variety of educational backgrounds and life experiences.

**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:**

There is no fiscal impact for the reclassification of the 2.0 FTE vacant Social Worker positions to Case Manager positions.

**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:**

The changes result in reclassifications of 2.0 FTE vacant Social Worker positions (pay range: SW 16-18) (Position Numbers: 3370 and 3371) in the Department of Human Services (org code 6045) to Case Manager positions (pay range: SW 16-18).

**Prepared By:**

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