

2022 RES-076

**AUTHORIZING RECLASSIFICATION OF AN EVENT OPERATIONS SUPERVISOR
TO EVENT COORDINATOR & EVENT COORDINATORS P-6 TO P-8**

The Alliant Energy Center has a 1.0 FTE Event Operations Supervisor (M6), position #3352 which is requested be reclassified to a 1.0 FTE Event Coordinator (P8), currently vacant. Additionally, it is requested that the two (2) existing Event Coordinators (P-6), positions #3298 and 3299, be reclassified to Event Coordinator (P-8). The Department of Administration – Employee Relations Division has recommended approval of these requests.

BACKGROUND: In March 2022, the Event Operations Supervisor (M-6) classification consisting of three positions #3298, 3299 and 3352 was approved by Department of Administration – Employee Relations Division for reclassification to Event Coordinator (P-6) since the position was non-supervisory. Position #s 3298 and 3299 have incumbents, 3352 is vacant. This request should have been submitted to Personnel & Finance Committee/County Board for approval since the classification included a vacant position. The department omitted this step; and #3298 and 3299 were reclassified to Event Coordinators effective March 27, 2022. On 6/11/22 DOA-ER recommended approval to reclassify the Event Coordinator P-6 classification to P-8, with the recommendation to present the request to P&F/County Board for all three positions #3298, 3299 and 3352.

The role of the event planner at the AEC has changed over the years and the reclassification best aligns the position with the new responsibilities and creates internal equity with other like County positions.

NOW, THEREFORE BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the vacant 1.0 FTE Event Operations Supervisor (M6) position #3352 to a 1.0 FTE Event Coordinator (P8) and that the currently filled Event Coordinator positions #3298 and #3299 also be reclassified from P-6 to P-8 commensurate with the Department's request and approval of the Department of Administration – Employee Relations Division.

THEREFORE BE IT RESOLVED that position #3352, if vacant for more than six months, is authorized to be filled in accordance with DCO 29.52(15).