

**DANE COUNTY
POLICY AND FISCAL NOTE**

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

Title of Resolution or Ord. Amd.:

AUTHORIZING RECLASSIFICATION OF ENVIRONMENTAL HEALTH TECHNICIAN #2758 TO SANITARIAN IN PUBLIC HEALTH MADISON & DANE COUNTY

Policy Analysis Statement:

Brief Description of Proposal -

Public Health Madison and Dane County (PHMDC) has requested to reclassify position #2758. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request. Reclassifying position #2758 as a Sanitarian will ensure that the Department of Agriculture, Trade and Consumer Protection (DATCP) 2019-2022 agent contract is fulfilled.

Current Policy or Practice -

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

Impact of Adopting Proposal -

Due to changes in the DATCP 2019-2022 agent contract, position #2758 scope of duties is limited to collection of food/water samples and conducting short-term rental inspections; all other licensed food and recreational inspections/investigations must be performed by a Sanitarian. By reclassifying position #2758 to Sanitarian, it will increase Sanitarian capacity necessary for meeting the contractual credential requirements and inspection frequency.

Fiscal Estimate:

<u>Fiscal Effect (check all that apply) -</u>	<u>Budget Effect (check all that apply) -</u>
<input type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> No Budget Effect
<input type="checkbox"/> Results in Revenue Increase	<input type="checkbox"/> Increases Rev. Budget
<input checked="" type="checkbox"/> Results in Expenditure Increase	<input checked="" type="checkbox"/> Increases Exp. Budget
<input type="checkbox"/> Results in Revenue Decrease	<input type="checkbox"/> Decreases Rev. Budget
<input type="checkbox"/> Results in Expenditure Decrease	<input type="checkbox"/> Decreases Exp. Budget
	<input type="checkbox"/> Increases Position Authority
	<input type="checkbox"/> Decreases Position Authority
	Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

This reclassification will result in a \$12,480 increase in salary expenditure. Position #2758 is 100% funded through licensed establishment fees, with no general purpose revenue (GPR), and the current budget supports this change.

Expenditure/Revenue Changes:

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services			\$12,480		County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$12,480	\$0	Total	\$0	\$0	\$0	\$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:

Agency: Public Health Madison & Dane County	Division: Environmental Health
Prepared by: Bonnie Koenig	Date: 9/30/22 Phone: 243-0335
Reviewed by:	Date: Phone: