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3 **2022 RES-281**

4 **AUTHORIZING RECLASSIFICATION OF AN ACCOUNT CLERK II TO AN ACCOUNTING**
5 **ASSISTANT IN THE LAND AND WATER RESOURCES DEPARTMENT**

6 The Land & Water Resources Department (LWRD) requests reclassification of a vacant
7 Account Clerk II position (#1732, G14) to an Accounting Assistant (G18). The Department of
8 Administration – Employee Relations Division recommends approval of this request.

9 The accounting and budget responsibilities within LWRD have increased as the department
10 continues to grow. Position #1732 provides accounting oversight for five divisions, which
11 includes an extensive capital budget.

12 The Accounting Assistant role is more complex and has more responsibilities than the Account
13 Clerk II (AC) position. The Accounting Assistant’s consequence of error has a high level of
14 impact for revenue captured and reported and a severe impact on the entire department’s
15 budget if grants are not processed accurately or timely.

16 NOW, THEREFORE, BE IT RESOLVED THAT THE Dane County Board of Supervisors
17 authorizes the reclassification of position #1732 from Account Clerk II (G14) to Accounting
18 Assistant (G18) commensurate with the Department of Administration – Employee Relations
19 Division recommendation.

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