



Office of the Dane County Board of Supervisors



MEMORANDUM

DATE: January 29, 2025

TO: Chair Doyle and Members of the Personnel and Finance Committee

FROM: Cecely Castillo, Chief of Staff of the Office of the Dane County Board of Supervisors

RE: Manager of the Policy, Outreach and Communications Division (Pending Title)
Vacant for Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position 2962 has been vacant for longer than six months.

Position 2962 manages the policy, outreach and communications work within the County Board Office and is a full-time M-13 classification. This position was formerly held by Colleen Clark-Bernhardt and became vacant when she was appointed to lead the Office of Criminal Justice Reform. Manager of the Policy, Outreach and Communications Division is the working title for position 2962; the former title was Manager of the Division of Policy and Practice Innovation.

Position 2962 plays a critical role in supporting the policy, outreach, and communications needs of the Dane County Board. If this position remains vacant, it would significantly impact the County Board Office's ability to provide legislative drafting, policy research, communications and outreach support for the 37 members of the County Board.

Our office started the name change and job posting approval process for position 2962 in November 2024, after the 2025 County Budget process was completed. We ask for this committee's approval to fill position 2962 past a six-month vacancy. We plan to post position 2962 as soon as the title change and position posting documents receive approval from the Employee Relation's Division.