

**AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF
ORDINANCES, REGARDING PUBLIC SAFETY COMMUNICATIONS
RECRUITMENT AND MANAGERIAL PROBATIONARY PERIODS**

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 18.09(14)(d) is amended as follows:

**18.09 RECRUITMENT, EXAMINATION, CERTIFICATION AND JOB OPENING
EXAMINATIONS.**

(14) Certification lists. The filling of a vacancy in a position in the civil service system shall be initiated by the appointing authority who shall notify the Division in writing that a vacancy exists. The Division may review the duties of the position in which the vacancy occurs to determine whether the appointing authority has correctly indicated its classification. The Division shall make a certification list for all positions for which a vacancy exists. No person shall be appointed to a position in the civil service unless his or her name has been placed on a certification list for that position.

(d) If an eligibility list exists for a vacant entry level food service worker position, a public safety communicator position, a certified nursing assistant position, or a social worker in child protective services, the Division shall certify from that list the names of the twenty highest ranking candidates or all persons on the list if there are fewer than twenty candidates. If two or more candidates are tied for the twentieth rank, then all such additional candidates shall also be placed on the certification list.

ARTICLE 3. Section 18.14(1m) is created as follows:

18.14 PROBATION.

(1) All newly hired employees shall be on probation. Those hired to positions allocated to the managerial salary schedule shall be on probation for one (1) year and such employees may, after serving their initial six months of employment, take accumulated vacation as well as receive salary step increases in accordance with section 18.25 of this chapter.

(1m) Any employee hired or promoted to a managerial position within the department of public safety communications shall serve a one (1) year probation, notwithstanding any prior completion of a probationary period.

[EXPLANATION: This amendment requires the Division to certify twenty names from an eligibility list whenever a public safety communicator position is vacant, and imposes a one-year probationary period on any employee hired or promoted to any managerial position within the department of public safety communications, even in circumstances when a probationary period has already been served.]