2024 RES-199

AUTHORIZING THE RECLASSIFICATION OF A 1.0 FTE CLERK I-II TO A 1.0 FTE CLERK III FOR THE HENRY VILAS ZOO

The Henry Vilas Zoo has a vacant 1.0 FTE Clerk I-II position (#1540) which we requested to be reclassified to a 1.0 FTE Clerk III position. This vacant position has been open since June of 2024 due to the employee transferring to a different Dane County department.

The scope of the work of the Clerk I-II position has evolved as the Henry Vilas Zoo has expanded their operation and increased their number of employees. This position currently supports 42.3 FTE (s), several seasonal LTE (s), and 7 different departments throughout the zoo (Administration, Animal Programs, Veterinary Department, Guest Services, Education and Conservation, Marketing and Maintenance).

Several advanced functions for this position include maintaining all payroll data while cross checking with area supervisors; process requisitions and purchase orders and accounts payable; assist with donor information and tracking and processing receipts for checks received; and assist with approved business accounts to order supplies while verifying the accuracy of orders received. General daily functions include upkeep and ordering of supplies for the Zoo Administrative area while greeting guests and receiving deliveries at the administrative building.

The requested reclassification will strengthen the zoo's internal effectiveness to support its' growing team while increasing its' ability to serve the community and new partners. This reclassification will also aid in how the zoo functions with all other County departments (e.g. ER, HR, Purchasing, and Controller). The Zoo has submitted the reclassification documentation to Employee Relations. After review, Employee Relations has determined that a reclassification is warranted.

NOW, THEREFORE, BE IT RESOLVED, that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Clerk I-II (#1540) to a Clerk III.