



Dane County Child Support Agency
210 Martin Luther King, Jr. Blvd., Rm. 365
Madison, Wisconsin 53703
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MEMORANDUM

TO: Joe Parisi
County Executive

FROM: Erika H. Medina
Administrative Services Supervisor
(608) 266-4367

DATE: January 10, 2024

RE: Position #291
Reclassify Administrative Services Supervisor with Bilingual
Designation - Spanish

I, Erika H. Medina, am an existing Dane County employee who has passed the County's bilingual test. Recently, I was promoted into Position #291, as an Administrative Services Supervisor for the team I was previously on.

On December 20, 2023, Vue Yang, Legal Director for the Child Support Agency, requested that Position #291 be reclassified to a bilingual (Spanish) position. The request was submitted to allow me to be compensated for the use of my bilingual skills at the management level when necessary, and to diversify our leadership team. Currently, the leadership team does not have a bilingual position. As an Administrative Services Supervisor, I would be the lead manager for all participant/public complaints or walk-ins to our office that escalate to a manager, needing a Spanish interpreter or translation. My bilingual skills are necessary to be able to address management level complaints without having to bring a bilingual staff member into potentially confidential matters. I would also be expected to monitor and ensure all interpretations and translations of bilingual staff are accurate and appropriate. Currently, the Child Support Agency is comprised of 12 bilingual staff members, who would benefit from this supervision.

Please notify me as soon as possible if this appeal is approved and, if so, please advise Debra Nehls to move forward with Legal Director, Vue Yang's, request to change Position #291 to a bilingual (Spanish) position. If more information is needed, please do not hesitate to contact me.

Thank you for your consideration.