



**DANE COUNTY  
DISTRICT ATTORNEY  
ISMAEL R. OZANNE**



**ISMAEL R. OZANNE**  
District Attorney

**MEMORANDUM**

**ANDREA B. RAYMOND**  
Deputy District Attorney  
Adult Unit

DATE: April 24, 2024

**WILLIAM L. BROWN**  
Deputy District Attorney  
Adult Unit

TO: Employee Relations

**ANDREW D. MILLER**  
Deputy District Attorney  
Juvenile Unit

FROM: Amy Brown, Director of Victim Witness Services

**AMY E. BROWN**  
Director,  
Victim/Witness Services

RE: Reclass request to Bilingual Spanish – Deputy Director Victim  
Witness Services

**MARLYS K. HOWE**  
Deputy Director,  
Victim/Witness Services

**JULIE A. FOLEY**  
Deputy Director,  
Victim/Witness Services  
Crime Response Program

**KELLY S. BREUNIG**  
Operations Manager

**SUZANNE K. ZINKEL**  
Paralegal Manager

**MELVIN S. JUETTE**  
Director,  
Deferred Prosecution Program

**AMANDA M. NEHMER**  
IT Systems Coordinator

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I am writing to request Bilingual status be added to a newly created Deputy Director position in the Victim Witness Unit. I have attached the current position description and have highlighted in yellow the portions of the position to be performed in Spanish.

Additionally, I have attached Employee Relations memo authorizing the reclass of position #2517 from a VW Case Manager to Deputy Director of Victim Witness services following their audit. Position 2517 will become vacant as of June 1, 2024. At that time, per employee relations direction I plan submit a resolution to the county board for final authorization.

My request for Bilingual position status is due to the increase in engagement and services to Spanish speaking crime victims and witnesses. Over the years, our commitment to providing full case management services in Spanish, without the use of interpreters, has resulted in high engagement levels. In fact, a review of our demographics compared to our engagement levels revealed the highest level of engagement from our Spanish speaking victims. This programmatic success in serving this traditionally marginalized community has highlighted the need to devote leadership and support resources to those providing this important work. Additionally, adding this position will expand our Spanish speaking staff and ensure in office staff are readily available to unplanned visitors coming to the District Attorney’s Office for assistance in navigating the criminal justice system.

**Copy**

Ismael Ozanne  
Kelly Breunig  
Amy Utzig  
Employee Relations

**Enclosures**

Deputy Director Position Description w/highlights  
Employee Relation Reclass Approval Memo dated 12-13-23