

1 Sub ___ to 2025 OA-024 **[PROPOSED – ANDRAE]**
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3 **AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF**
4 **ORDINANCES, REGARDING PUBLIC SAFETY COMMUNICATIONS**
5 **RECRUITMENT**
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7 The County Board of Supervisors of the County of Dane does ordain as follows:
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9 ARTICLE 1. Unless otherwise expressly stated herein, all references to section
10 and chapter numbers are to those of the Dane County Code of Ordinances.
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12 ARTICLE 2. Section 18.09(14)(d) is amended as follows:
13 **18.09 RECRUITMENT, EXAMINATION, CERTIFICATION AND JOB OPENING**
14 **EXAMINATIONS.**

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

23 (d) If an eligibility list exists for a vacant entry level food service worker position, a
24 public safety communicator position, a certified nursing assistant position, or a
25 social worker in child protective services, the Division shall certify from that list the
26 names of the twenty highest ranking candidates or all persons on the list if there
27 are fewer than twenty candidates. If two or more candidates are tied for the
28 twentieth rank, then all such additional candidates shall also be placed on the
29 certification list.
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32 [*EXPLANATION: This amendment requires the Division to certify twenty names from an*
33 *eligibility list whenever a public safety communicator position is vacant.]*
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