

**AUTHORIZING THE RECLASSIFICATION OF A .50 FTE CLERK I-II TO A .50 FTE
PUBLIC HEALTH AIDE & MERGE WITH EXISTING .50 FTE PUBLIC HEALTH AIDE FOR
PUBLIC HEALTH MADISON & DANE COUNTY**

Public Health Madison & Dane County (Public Health) has a vacant .50 FTE Clerk I-II position (G7-10, #2718), which we request to be reclassified to a .50 FTE Public Health Aide (PHA) position (G12) and merged with vacant .50 FTE Public Health Aide (G12, #2717) to create a 1.0 FTE Public Health Aide. A Public Health Supervisor in the Operations Division will supervise this position. These positions are both currently vacant due to staff retirements.

The scope of work of the Clerk I-II position has changed due to process changes and efficiencies which has reduced the scope of work associated with this role. We are experiencing an unmet need for permanent capacity on the Agency Support Team. This team is responsible for welcoming clients and visitors, distributing incoming communication from community partners and the public, and assisting with administrative programmatic support.

Simultaneously, we are experiencing a need for additional clinical assistance (e.g., assisting clients in completing intake paperwork, data entry, transport and set up clinic equipment and provide initial immunization assessments) due to expansion of clinical services in the last five years. In particular the Sexual and Reproductive Health program expansion, creation of the Nurse Navigator program, and increasing caseloads in WIC, Tuberculosis, Immunizations and other clinical services have resulted in a need for additional programmatic support.

The requested reclassification and merging of two .50 FTE positions into a 1.0 FTE Public Health Aide will provide capacity for both administrative and clinical support needs and falls within the class spec of a Public Health Aide.

NOW, THEREFORE, BE IT RESOLVED, that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Clerk I-II (position #2718) to a Public Health Aide (G12); and

BE IT FURTHER RESOLVED, that this 0.50 FTE of position authority is reclassified and combined with position #2717, effective immediately, making position #2717 a 1.0 FTE Public Health Aide position; and

BE IT FURTHER RESOLVED, that the remaining 0.0 FTE Clerk I-II position #2718 is eliminated; and

BE IT FINALLY RESOLVED, that position #2717, which has been vacant for more than six months, is authorized to be filled pursuant to Dane County Ordinance 29.52(15), which requires the Personnel and Finance Committee to approve filling positions that are vacant for more than six months.