

1 **SUB ____ to 2023 RES-097 (PROPOSED-WEGLEITNER)**
2 **AMENDING THE 2023 OPERATING BUDGET TO AUTHORIZE A CLERK**
3 **FOR DCDHS – HAA DIVISION**

4 The Dane County Department of Human Services (DCDHS) Housing Access and Affordability
5 Division (HAA) has employed a limited term employee (LTE) Clerk III to assist with administrative
6 and planning tasks related to the implementation and ongoing management of various COVID-19
7 preparedness and response activities and support for HAA's Community Development Block
8 Grant (CDBG) Unit to help ensure compliance with federal funding.

9 The department has indicated there is a need for a permanent position and they intended to
10 pursue a ~~Clerk IV~~CDBG and Housing Clerk FTE in the 2024 budget. Given how long this position
11 has been an LTE and without benefits, a pending resolution to extend LTE hours should be the
12 last one. The FTE position, at a higher classification, should begin Oct 1, 2023 and the incumbent
13 should be eligible to apply.

14 The DHS budget contains sufficient funds from salary savings to support this position for the last
15 quarter of 2023.

16 **NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board authorizes the creation of
17 a ~~Clerk IV~~CDBG and Housing Clerk position in the Department of Human Services Housing
18 Access and Affordability Division starting in pay period 21 of 2023 and make the following
19 amendment to the operating budget:

| | | |
|----|---------------------------|----------|
| 20 | 80000 10009 Wages | \$17,100 |
| 21 | 80000 10099 Retirement | \$1,200 |
| 22 | 80000 10108 FICA/Medicare | \$1,300 |
| 23 | 80000 10117 Health | \$6,400 |
| 24 | 80000 10153 Dental | \$400 |

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