



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**EMPLOYEE RELATIONS DIVISION**

Room 418, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703  
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GREG BROCKMEYER  
Director of Administration

AMY UTZIG  
Human Resources Director

**MEMORANDUM**

DATE: December 13, 2023

TO: Amy Brown  
Program Director

FROM: Mary Murray  
Human Resources Analyst

SUBJECT: Position #2517  
Reclassification request of Victim Witness Case Manager (SW20) to Deputy Director of Victim Witness Services (M12)

**SUMMARY**

Greg Brockmeyer, Director of Administration, has approved the reclassification request of occupied position #2517 from Victim Witness Case Manager to Deputy Director of Victim Witness Services. I recommended this reclassification effective June 1, 2024, a day after incumbent Susan Robertson's retirement on May 31, 2024.

Please take the next steps as follows for the vacant position:  
Once the position becomes vacant, you must submit a request to the County Board for final approval. Afterward, an effective date will be determined based on when the County Board approves them.

C: Amy Utzig	Alex Hauri	Request File
Joe Kroll	Amy Utzig	
Tenzin Pema	Shannon Maier	
Michelle Goldade	Rylee Schuchardt	