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2023 RES-151

**AUTHORIZING RECLASSIFICATION OF A .60 FTE CASE MANAGER TO A .60 FTE
QUALITY ASSURANCE SPECIALIST
DCDHS – DAS DIVISION**

The Dane County Department of Human Services (DCDHS) Disability & Aging Services (DAS) Division has a vacant .60 FTE Case Manager, position #1417 (Org 6044)/(SW 16-18), in the Disability Service's Birth to Three (B-3) Unit which we request be reclassified as a .60 FTE Quality Assurance Specialist (SW 16-18).

DCDHS created this B-3 position in 2018 during Dane County's transition to Family Care/IRIS. At that time, many case managers and social workers experienced a reassignment of duties. This ensured skilled staff maintained their employment and the County could move people to programs with unmet needs.

After five years, it has become clear that while the B-3 position is critical to program operations, it does not perform the functions of a case manager. The job interfaces with State staff, contracted providers, community partners and other County divisions to ensure program quality and integrity. While the position interacts with families regularly, the position does not provide any direct or on-going support. Rather they answer program questions, direct people to appropriate resources or help navigate bureaucratic glitches such as cost-share errors. These tasks more closely align with Quality Assurance Specialists in the Children's Long Term Support unit, a classification created shortly before the Family Care/IRIS transition.

This position is currently vacant. The position remains within the same Employee Group and pay range. The Department of Administration- Employee Relations has recommended approval of this request. This change is needed to better align the job responsibilities with the position classification.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of a .60 FTE Case Manager position #1417 SW16-18 to a .60 FTE Quality Assurance Specialist SW 16-18 in payroll org 6044, commensurate with the department's request and approval by the Dane County Human Resources Director and Department of Administration Director.