



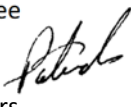
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**Supervisor Patrick Miles, Chair**  
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March 19, 2024

MEMORANDUM

TO: Personnel and Finance Committee

FROM: Supervisor Patrick Miles, Chair   
Dane County Board of Supervisors

SUBJECT: Recommendation to approve hiring rate about normal salary increment

As you may recall, on December 8, 2023, Dane County Employee Relations opened the recruitment for the County Board Chief of Staff position. This civil service position was open until January 3, 2024, at which time we began the hiring selection process. The hiring selection process included Employee Relations screening for minimum criteria; two independent subject matter experts scoring the achievement history questions; three different subject matter experts as the first round hiring panel; and finally, a final interview with me and the Dane County Human Resources Manager.

The Chief of Staff candidate pool was highly skilled, well-suited, and highly competitive. The lengthy hiring process was challenging and purposeful due to the critical nature of the work of the Chief of Staff. It was not an easy process, nor selection. Ultimately, I am recommending Cecely Castillo as the next Chief of Staff due to her depth of legislative experience, and managerial experience. To hire Cecely, given her unique background—which includes a depth of legislative and policy development, as well as experience managing staff teams ranging in size from 3-to 30 people—I recommend the hiring start pay above the normal salary increments.

The Chief of Staff is an M-16 position with an advertised starting rate of M-16 (step 2) \$63.38/hour. However, due to Cecely's unique skillset, I recommend a starting salary of M-16 (step 3) at \$66.45/hour.

Pursuant to section 18.25 of Dane County Ordinances:

“18.25 SALARY PLAN. (1) Merit system. The County shall develop a salary plan for all employees which shall be described in the Employee Benefit Handbook and other pay schedules. (a) The Department of Administration shall publish the schedule of normal salary increments, longevity, and merit increases for employee groups in the Employee Benefit Handbook. The first step in the salary range shall be the normal hiring rate, except the County Executive may authorize a higher starting wage when the prospective employee has exceptional qualifications or when effective recruitment requires payment above the minimum of the assigned salary range. For positions in the County Board office, the County Board Chair, with the approval of the Personnel & Finance Committee, may authorize a higher starting wage when the prospective employee has exceptional qualifications or when effective recruitment requires payment above the minimum of the assigned salary range.”

CC: Controller Chuck Hicklin