

AUTHORIZING RECLASSIFICATION OF A PUBLIC HEALTH AIDE TO A CLERK I-II IN
PUBLIC HEALTH-MADISON AND DANE COUNTY

Public Health Madison & Dane County (PHMDC) has a vacant Public Health Aide position (G12, #2811) which we request to be reclassified to a Clerk I-II position (G7-10). A Public Health Supervisor in the Operations Division will supervise this position. This position is currently vacant and the Department of Administration – Employee Relations has recommended approval of this request.

After a thorough review of the vacancy and departmental needs, we are experiencing an unmet need for additional administrative support. The requested reclassification will allow the Clerk I-II to assure a welcoming environment for all clients and customers at our Atrium office.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does hereby support and authorize reclassification of the Public Health Aide (position #2811) to a Clerk I-II (G7-10), commensurate with the Department's request and approval of the Department of Administration – Employee Relations Division.