

## MEMORANDUM

DATE: August 21, 2018

TO: Board of Health for Madison and Dane County

FROM: Janel Heinrich

SUBJECT: **Reclassification Request – Position #2836 Administrative Assistant I to Public Health Specialist P-7.**

I am submitting a request to reclassify the current Administrative Assistant I, position number #2836, to a Public Health Specialist P-7.

After a thorough assessment of the recently retired Administrative Assistant I position, we have determined that the support needed in the department is aligned with the complexity and level of responsibility associated with a Public Health (PH) Specialist. The PH Specialist will focus on policy development, project management and systems building primarily within the Operations Division in support of the agency. This position will be charged with policy development and legislative oversight, Board of Health engagement and development, contract management and compliance, and advancing systems to support, align and sustain accreditation efforts.

Because of the proposed changes in the duty and scope of work, increased responsibilities and level of autonomy and complexity, I would appreciate an audit by the Employee Relations Division to move the Administrative Assistant I position to a PH Specialist (P7).

Please contact Kate Austin (242-6521) regarding specific questions pertaining to this reclassification request.

Thank you.