



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

Room 425 City-County Building

210 Martin Luther King Jr. Blvd.

Madison, WI 53703-3342

Phone: (608) 266-4941

Fax: (608) 266-4425 TTY WI Relay 711

GREG BROCKMEYER
Director of Administration

Date: December 20, 2024

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Temporary Exception – Senior Quality Assurance Specialist and Senior Program Leaders

During the Annual Update to the Employee Benefit Handbook, the Department of Human Services presented a proposal to include promotional language for Senior Quality Assurance Specialists and Senior Program Leaders. These proposals were mistakenly not included in the adopted Employee Benefit Handbook. The attached draft Temporary Exception adds this proposal to the Employee Benefit Handbook.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of this proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on January 10, 2025 to request a meeting with me to discuss their concerns.

Temporary Exception on Senior Program Leaders and Senior Quality Assurance Specialist

1. The section on Promotions in the 2634 Employee Benefit Handbook is modified as follows:

SUBJECT: PROMOTIONS

Section 7:

Senior Quality Assurance Specialist Promotion (Place in EG2634 Pay Range 21)

- a. Individuals who have been employed as Quality Assurance Specialists with Dane County may attain the level of Senior Quality Assurance Specialist upon satisfactory fulfillment of the following criteria.
 1. Accumulation of 8 years of supervised experience (at least half time full-time equivalency) earned as a Quality Assurance Specialist as determined by department management. Six and a half years of this experience must be as a Quality Assurance Specialist or in another classification within the 2634 pay range 20. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a Quality Assurance Specialist outside of Dane County or a master's degree in a human services field may meet the remaining requirement of 1.5 years.
- b. Quality Assurance Specialists must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/ Appointing Authority.

Section 8:

Senior Program Leader Promotion (Place in EG2634 Pay Range 21)

- a. Individuals who have been employed as Program Leaders with Dane County may attain the level of Senior Program Leader upon satisfactory fulfillment of the following criteria.
 1. Accumulation of 8 years of supervised experience (at least half time full-time equivalency) earned as a Program Leader as determined by department management. Six and a half years of this experience must be as a Program Leader or in another classification within the 2634 pay range 20. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a Program Leader outside of Dane County or a master's degree in a human services field may meet the remaining requirement of 1.5 years.
- b. Program Leaders must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/ Appointing Authority.

Section 7 9:

- a. The County will provide notification when a Social Worker I or II, Juvenile Court Counselor II, or Case Manager I or II, Quality Assurance Specialist, or Program Leader has accumulated sufficient years of service to be eligible to advance to Social Worker II, Case Manager II and Senior Social Worker, Senior Juvenile Court Counselor, or Senior Case Manager if the payroll system can automate the notification
2. This exception shall expire on December 13, 2025.