



Dane County's Henry Vilas Zoo—702 South Randall Ave., Madison WI. 53715—Fax (608) 266-5923 Office (608) 283-1606

J.D.Darcangelo, Deputy Zoo Director

### Memorandum

TO: Chair and Members of the Personnel and Finance Committee

FROM: Joseph D. Darcangelo, Deputy Zoo Director

DATE: January 8, 2022

RE: Janitor 1 Position Vacant for More Than Six Months, Position # 3254

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Janitor 1 Position #3254 for the Department of Henry Vilas Zoo (HVZ) has been left unfilled for more than 6 months. There is now a need to fill this position.

**What is the nature of the work or what is the essential function of the position?** Janitors perform the daily cleaning and disinfection of restrooms, office buildings, guest buildings, picnic areas/rental venues, and all other on grounds locations as necessary. This position needs to be filled to ensure there is sufficient staffing in place as the HVZ approaches operational normalcy leading into its' busy season for the year, 2022 (March-September).

**How has this function been fulfilled without this position?**

Due to the pandemic and reduced capacity limits the HVZ relied on the current Janitor 1 role to fulfill these functions. As we increase our operational capacity throughout the 2022 season there will be more opportunities for increased guest visitation at HVZ.

**What will be the impact on the Department's function and mission if the position remains vacant?**

The Henry Vilas Zoo will not have sufficient staff to provide best practices in daily cleaning and disinfection for guests visiting the zoo.