



SHELBY SLAVEN
Director of Administration

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
Facilities Management Division
210 Martin Luther King Jr. Blvd., Room B-8
Madison, WI 53703
Phone: (608) 283-1235
Fax: (608) 266-9104 | TTY WI Relay 711

AMANDA DEPAGTER
Director of Facilities & Services

Memorandum

To: Chair and Members of the Personnel and Finance Committee

From: Amanda DePagter
Director of Facilities and Services

Date: July 30, 2026

Subject: Request to Fill Position Vacant for More Than Six Months, Position #364 - Janitor.

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. Position #364, Janitor, has not been filled for greater than six (6) months. Filling this position has been approved by the Department of Administration through the hiring freeze appeal review process. There is a current need to fill this position.

What is the nature of the work or what is the essential function of the position?

This position is responsible for completing custodial duties across multiple buildings within the Facilities Management property portfolio.

How has this function been fulfilled without this position?

Duties have been covered by other Facilities Management Janitorial staff who have extended their areas of coverage to fill this vacancy gap, which is not a sustainable long-term approach.

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

Facilities Management's ability to maintain environments that are safe, attractive, comfortable, clean and efficient places to work, visit and conduct government activities will be impacted.

Thank you for your consideration.