

RECLASSIFYING A VACANT JANITOR POSITION TO A CUSTODIAL SUPERVISOR

Facilities Management provides comprehensive cleaning and maintenance services for Dane County Buildings. The pandemic has caused Facilities Management to reorganize how services are provided to county buildings. When exposure incidents occur, Facilities Management needs to quickly respond to sanitization and deep cleaning requests, in addition to providing routine cleaning services. In order to provide a faster, coordinated response to cleaning and maintenance requests across Dane County Buildings while ensuring that routine cleaning requirements continue to be met and proper regulations are followed, an additional supervisory position is needed.

Facilities Management has a vacant janitor position, position #0390, which it is requesting to reclassify as a Custodial Supervisor. Custodial Supervisor was a position that previous existed and was eliminated in prior county budgets. This reclassification request would provide a supervisory position to direct lead janitors and janitors in order to ensure that custodial maintenance requests are addressed quickly across county buildings. Employee Relations has reviewed this request and is recommending the position be reclassified.

A reclassification on a vacation position requires County Board approval. Additionally, this position has been vacant for more than six months. County Ordinance County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive approve filling positions that are vacant longer than six (6) months. A long-term vacancy request has also been completed with this request.

Position #0390 – Janitor 1.0 FTE would be reclassified as a 1.0 FTE Facilities Management Custodial Supervisor – M-8.

THEREFORE, BE IT RESOLVED that the position reclassified as described above; position #0390 is reclassified from a 1.0 Janitor to a 1.0 Custodial Supervisor.

BE IT FURTHER RESOLVED that position #0390 be approved to fill.