

MEMORANDUM

DATE: August 19, 2020

TO: Chair and Members of the Personnel and Finance Committee

FROM: Kate Austin Stanford, Director of Operations

SUBJECT: Public Health Supervisor (Position #991) Vacant for More than Six Months

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 #991, a Public Health Supervisor, has been vacant for more than six months after the incumbent retired from County service.

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

This position, and all Public Health Supervisor positions, are highly responsible leadership and supervisory positions within the department. This position is responsible for supervising a multidisciplinary staff. There is an expectation for leadership, planning, coalition building, collaboration, coordination, policy development and evaluation in partnership with organizations such as healthcare providers, community agencies and other organizations, and community leaders in order to maximize health for all residents of Dane County.

How has this function been fulfilled without this position?

Following the retirement of the incumbent, the department performed an analysis of the existing structure and scope of work assigned to this position. Through this analysis, we determined an alternative staffing model was appropriate to accomplish the goals related to organizational and workforce development and we are continuing to pursue steps toward this alternative staffing model.

In the time since the incumbent retired, over 90 percent of the department is working on the COVID-19 response within Dane County and we have undergone significant hiring of Limited Term Employees and grant-supported FTE positions to support the emergency response.

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

With the addition of over 50 new staff and contractors to support the COVID-19 response, the span of control for the current supervisory corps within the department has been stretched to the limit and is not sustainable. Additional supervisory support is critical to achieve the mission of slowing the spread of COVID-19 in our community.