



Public Health
MADISON & DANE COUNTY

Healthy people. Healthy places.

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Date: December 22, 2017

To: Chair and Members of the Personnel and Finance Committee

From: Janel Heinrich, Director
Lesly Scott, Public Health Supervisor

Subject: Approval to use vacant position #2786 1.0 Clerk Typist I-II to 1.0 Public Health Planner – Violence Prevention (P11)

County Ordinance 29, 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are new or have been vacant longer than six months. I am seeking approval to use vacant position #2786, 1.0 Clerk Typist I-II, to fill the 1.0 Public Health Planner – Violence Prevention (P11).

The position description is attached.

Please let me know if you need any additional information. Thank you for your attention to this matter.