



DANE COUNTY HIGHWAY and TRANSPORTATION



County Executive
Melissa Agard

2302 Fish Hatchery Road ♦ Madison, Wisconsin 53713-2495
Phone: (608) 266-4261 ♦ FAX: (608) 266-4269
<https://www.danecounty.gov/>

Commissioner / Director
Clement Abongwa

DATE: November 25, 2025

TO: Chair and Members of the Personnel and Finance Committee

FROM: Clement Abongwa, Commissioner / Director

RE: Highway Position Vacant for More Than Six Months – Position #803 Accountant

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. The IT Specialist position at Highway was vacated and the Department reclassified the position to an Accountant. The timeline for the resolution process for the reclass approval resulted in the position being unfilled for more than 6 months.

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

The Accountant position performs professional accounting work including preparing fiscal reports, reconciliations, fixed asset and inventory management along with maintaining financial records in accordance with WisDOT uniform cost accounting regulations pertaining to the Highway Department.

How has this function been fulfilled without this position?

Duties were covered by other staff.

What will be the impact on the Department's function and mission if the positions remain vacant?

The Highway Department will not have sufficient staff to meet the challenges of balancing and prioritizing financial duties for the high volume of transactions and complex regulations. The position is essential for assisting with the annual year-end financial audit and budget processes.