



Badger Prairie Health Care Center

Dane County Executive – Joe Parisi
Human Services Director-Lynn Green
Badger Prairie Health Care Center Administrator – Bill Brotzman

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green, Director

DATE: June 1, 2015

RE: Approval to Recruit .7 FTE Scheduling Clerk 1 position

County Ordinance 29.52(15) requires the Personnel & Finance Committee, along with the County Executive, to approve filling positions that have been vacant longer than six months. I am requesting to fill a .7 FTE Scheduling Clerk 1 position (#2538) at Badger Prairie Health Care Center. The County Executive has previously approved the freeze appeal for this position, and a recruitment was conducted. The certification list of candidates has been exhausted with no viable candidates selected. A new recruitment needs to be initiated as soon as possible.

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

This position is responsible for ensuring daily/shift staffing levels are in compliance with internal standards and HFS/OBRA regulations. They answer and process employee call ins, and cover shifts resulting from unplanned absences using various scheduling mechanisms, while giving consideration to maintaining cost effectiveness.

How has this function been filled during the vacancy?

This position's functions have been covered by nurse managers, charge nurses and multiple LTE staff since the position became vacant.

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

This position is critical to our operations, complying with union contracts and filling operational staffing needs as cost effectively as possible. Prolonging this vacancy will result in LTE's exhausting available hours, and continue to draw time from clinical managers and charge nurses at the expense of patient care and organizational leadership.