

MEMORANDUM

TO: Chair and Members of the Personnel and Finance Committee

FROM: Kimberly S. Jones, Airport Director

DATE: September 4, 2024

RE: Airport Positions 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. Four (4) positions at the Dane County Regional Airport have not been filled for greater than six (6) months. These positions were included in the 2024 budget, but were not filled for reasons described below.

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

Terminal Maintenance Supervisor (1.0 FTE): This position was recommended by the management consulting team Inspired Strategies, LLC and Barich, Inc., which evaluated the Airport's Operations and Maintenance divisions in 2023. The Terminal Maintenance Supervisor will be assigned to the second shift to supervise second and third shift maintenance, custodial and parking enforcement and security workers, and will report to the Terminal Maintenance Manager. Classification audits of the Terminal Maintenance Manager and Terminal Maintenance Supervisor positions were required before this position could be filled.

Terminal Facility Workers (2.0 FTE): The Airport is required by the Transportation Security Administration (TSA) to perform additional screening duties for all Airport employees who work in the Terminal Building effective Sept. 25, 2024. The two new positions will supplement the existing staff to perform these additional duties.

Manager of Engineering (1.0 FTE): The Airport's growth and continued expansion of facilities requires the addition of an engineering position to meet all needs of that division. This position was approved in the 2024 budget.

How has this function been fulfilled without this position?

(Terminal Maintenance Supervisor): The size of the terminal maintenance staff and 24-hour schedules of the majority of the positions require supervision by more than one manager. (Terminal Facility Workers): The specific requirements for additional airport worker screening did not previously exist. (Manager of Engineering): This is a new position and the current duties have been completed by the existing engineer.

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

(Terminal Maintenance Supervisor): Supervision of second and third shift terminal maintenance, custodial and parking enforcement and security workers will continue to be performed by a single manager assigned to the day shift. This will negatively affect the degree of supervision and management of these employees. (Terminal Facility Workers): The Airport will not have sufficient staff to meet mandated airport worker screening requirements. (Manager of Engineering): The Airport will not have the needed resources to address the growth and needs of the Airport.

Thank you for your consideration of these requests.