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Date: July 30, 2019
To: Personnel and Finance Committee
From: Greg Brockmeyer, Director of Administration
Subject: Approval to fill vacant Clerk III Position # 186

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 # 186, Clerk III, has been vacant for longer than six months.

1) What is the nature of the work or what is the essential function?

Serve as front desk receptionist; providing assistance for public and county staff visitors to the Information Management department. Answer phone, direct calls or take messages. Open, date-stamp, sort and distribute mail. Maintain logs for specific documents and functions. Enter payroll information into the NextGen payroll system for the LIO and Information Management divisions. Record employee address and emergency contact information changes in payroll system. Complete personnel forms as needed for new employees and remove and handle process for termination of employees. Compile and prepare monthly bills for payment in Munis Financial system. Process requisitions for purchase of equipment and services in the IM department. Assist with questions from vendors relating to past due amounts and the issuance of payments. Collect and coordinate procurement statements for LIO and IM employees. Operate computer, copier, fax machine, & scanner. Schedule conference room for Information Management managers. Order office supplies. Provide clerical support for the office on various projects as needed.

2) How has the function been fulfilled without this position?

The payroll function has been handled by the Administrative Assistant II in the Administration department. The financial system (Munis) activity has been handled by the MIS Project Leader in the Information Management department. The mail function has been handled by various staff in the Information Management department. Office supplies and other miscellaneous duties have been handled by several staff members in the Information Management department

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

The position has been held open during the Information Management remodeling project in room 524 of the City-County Building due to the disruption of day-to-day operations caused by that project. Now

that the remodeling project is nearing completion, there is a need for a front desk person to handle the day-to-day operations of the Information Management department. The front door will be secured and a person needs to be present to grant access to visitors and answer questions presented by the public or other county employees.

Consolidation of the Munis financial system and payroll activity under this position will allow the employees that are currently performing these duties to perform their duties in a more efficient manner. It was never the intent to have these activities permanently assigned to the employees who are currently performing these functions.

Filling this position will allow the Information Management department to operate more efficiently and to serve the public in a professional manner.