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County Executive

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COUNTY OF DANE

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An Accredited Center of Excellence

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MEMORANDUM

DATE: August 15, 2017
TO: Chair and Members of the Personnel & Finance Committee
FROM: Paul Logan, Operations Manager
RE: Communicator 2705

County Ordinance 29,52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are vacant longer than 6 months. Communicator #2705 in PSC has been vacant for longer than 6 months due to the fact that we only hire twice yearly.

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

Receive, evaluate, document and prioritize information and calls for service received from the general public requesting public safety services; provide emergency pre-arrival instructions; receive, evaluate and document requests for information and assistance from public safety personnel; monitor the location and status of public safety personnel and equipment; monitor several channels at a time, including other agency radio channels; provide information, instructions and procedural messages to public safety personnel; dispatch calls for service; coordinate public safety communications in emergency and non-emergency situations; arrange for appropriate assistance when required; work during special events requiring heightened security or crowd control; maintain knowledge of county geography and jurisdictions, including new streets and jurisdictional changes;

How has this function been fulfilled during the vacancy?

Overtime.

What will be the impact on the departments function and mission if the position remains vacant?

Additional overtime will be used to fill the vacancy.