



Memorandum

TO: Chair and Members of the Personnel and Finance Committee

FROM: Kim Jones
Airport Director

DATE: May 20, 2021

SUBJECT: 0.5 FTE Toll Booth Attendant Position Vacant for More Than Six Months, Position #2048 and #2044

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. Two 0.5 FTE Toll Booth Attendant positions, #2048 and #2044, at the Airport, have not been filled for longer than six (6) months. Due to the timing of a retirement and resignation that coincided with the reduced need for staffing during the COVID-19 pandemic from lack of Airport parking activity, the Airport elected to not fill positions #2048 and #2044 until Airport parking activity increased. We would like to fill only position #2048 at this time and will plan to fill #2044 when activity increases further. We will create a separate memo request to the Personnel and Finance Committee when we feel the timing is right to fill position #2044.

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

Provide customer service, collect parking fees, perform light facility maintenance, and other parking related functions as needed.

How has this function been fulfilled without this position?

Staffing needs drastically decreased during the COVID-19 pandemic. Essential shifts and hours were filled as needed by Airport Parking Division staff.

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

As Airport parking activity continues to increase, the Airport will not have the necessary staffing levels to provide outstanding customer service to parking patrons. Not filling this one position will also affect management's discretion on approving Toll Booth Attendant leave time usage.

Thank you for your consideration of this request.