



JOE PARISI  
County Executive

John Dejung, ENP  
Director

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# COUNTY OF DANE

## Public Safety Communications

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*An Accredited Center of Excellence*

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### MEMORANDUM

DATE: December 28, 2017

TO: Chair and Members of the Personnel & Finance Committee

FROM: Kevin Fosso, Asst. Operations Manager

RE: Communicator 3020

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 #3020 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.