



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator – Fran Genter

TO: Chair and Members of the Personnel & Finance Committee

FROM: Fran Genter
Adult Community Services Manager

DATE: May 8, 2015

SUBJECT: Approval to Recruit for Information & Assistance Specialist

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant for longer than six months. I am requesting approval to fill the Information and Assistance Specialist position (#2868) in the Aging and Disability Resource Center.

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

This position is responsible for answering calls from community members in the ADRC's call center, providing follow up services to link individuals with appropriate services and conducting functional eligibility assessments for publicly funded long term care services.

How has this function been filled during the vacancy?

This position is one of 26 I & A Specialists. There are also six I & A Specialist – Lead Worker positions. The ADRC was not well known when it first opened in November 2012, so the ADRC opened with roughly 50% of its I & A positions filled. Position #2868 was filled from October 2012 to March 2013, but became vacant when the employee left the position. More positions were filled in 2013 and 2014. Position #2868 remained unfilled as workload did not warrant filling it, and it is the last unfilled full time position. There were 16,336 contacts in 2013 and 23,897 contacts in 2014. Given the growth in service demand and some positions uncovered due to routine leaves of absence, etc., it is necessary to fill this position. The ADRC is 100% funded by the State of Wisconsin, so there is no impact on County GPR.

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

Having this position vacant will result in the ADRC's decreased ability to respond to the needs of people who call or walk-in.