



Badger Prairie Health Care Center

Dane County Executive – Joe Parisi
Human Services Director-Lynn Green
Badger Prairie Health Care Center Administrator – William Brotzman

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green
Director

DATE: May 10, 2016

SUBJECT: Approval to Recruit for .3 Laundry Worker

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 a .3 Laundry Worker position (#1399) at Badger Prairie Health Care Center. This position is funded by a combination of Medicaid, Medicare and GPR revenues.

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

This position empties laundry chutes, delivers clean linen, re-stocks linen carts and washes/dries laundry as needed on weekends, and provides fill-in coverage during the week when the employee is available to do so.

How has this function been filled during the vacancy?

This vacancy has been covered by LTE staff while we evaluated the workload and the necessary FTE to complete required tasks.

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

Continuing to hold this position vacant will result in the facility continuing to use LTE pool staff to complete required tasks.