

October 27, 2014

TO: Chair and Members of the Personnel & Finance Committee

FROM: Charles A. Tubbs Sr.
Director of Dane County Emergency Management

RE: Approval to Recruit a 1.0 FTE Administrative Assistant II

County Ordinance 29. 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant longer than six months. I am requesting approval to fill a 1.0 FTE Administrative Assistant II position 699 Working Title: The County Executive has approved the freeze appeal for this position.

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

This position was reclassified to Administrative Assistant II. Assist a pre-eminent countywide emergency response and preparedness agency with a variety of functions. Its primary responsibilities are to support the Director and Deputy Director, the Division of Emergency of Medical Services, Planning division, and the Division of Hazardous Materials.

How has this function been fulfilled during the vacancy?

By limited term employees (LTE'S.)

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

If the position remains vacant, Dane County Emergency Management will not be able to carry out it's primary responsibilities. With some critical clerical support for the day- to-day operations. Critical clerical support for each member of the department, typing, answering phones, making appointments, meeting and greeting the public, assisting all four divisions of Dane County Emergency Management, grant preparation, payroll, major funding plans to receive state and federal funds, mandated Plan of Work responsibilities that covers a large percentage of the payroll for staff of this department.