



DANE COUNTY HIGHWAY and TRANSPORTATION



County Executive
Joe Parisi

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Commissioner
Gerald J. Mandli

TO: Chair and Members of the Personnel and Finance Committee

FROM: Gerald J. Mandli, Commissioner / Director

DATE: April 12, 2022

RE: Stockroom Lead Worker Position Vacant for More Than Six Months,
Position #824

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. Stockroom Lead Worker (Position #824), Department of Highway and Transportation was left unfilled for more than 6 months. There is now a need to fill this position.

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

Stockroom Lead Worker position orders and maintains the Stockroom with parts, supplies and small tools used by mechanics and skilled workers.

How has this function been fulfilled without this position?

Duties were covered by other staff.

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

The Highway Department will be able to place staff that were performing stockroom duties back to their original positions.