



Exhibition Hall ■ Veterans Memorial Coliseum ■ Willow Island
New Holland Pavilions ■ Arena

To: Chair and Members of the Personnel and Finance Committee

From: Kevin Connors, Interim Director

Date: June 1, 2022

Re: Clerk III Position Vacant for More than Six Months – Position #1525

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. Clerk III (Position # 1525), Alliant Energy Center was left unfilled for more than 6 months. There is now a need to fill this position.

What is the nature of work or what is the essential function of the position? The AEC Clerk III provides support to the AEC Deputy Director of Facility and Operations.

How has this function been fulfilled without this position? Duties were covered by Deputy Director of Facilities & Operations along with other staff.

What will be the impact on the Department's function and mission if the position remains vacant? Duties will continue to be filled by other staff.