



Memo

To: Personnel and Finance Chair and Committee Members

From: Adam Heffron – Center Executive Director

Date: November 10, 2022

Re: Request to fill vacant 1.0 Clerk III position

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions which are vacant for longer than six (6) months. The Alliant Energy Center is respectfully seeking approval to fill its funded 1.0 FTE Clerk III position (Position #1525). Through help from the County Board and subsequent adoption by the County Executive, this position remains fully funded through the recent budget process.

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

This position will be the highest level clerical position in the office. The position will serve as assistant to the Center Executive Director providing assistance with scheduling, and projects in addition to supporting accounting staff with payroll and purchasing functions.

2. How has this function been fulfilled without this position?

This role has not been filled since January 2021. The Center Executive Director and Interim Center Executive Director served without an assistant as a way to save needed funds. As a result, the time of the senior leader in the department has been utilized to cover basic administrative functions and this is not the highest and best use of that time.

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

The Center Executive Director will need to spend valuable time that is needed for setting high level strategy and developing relationships to basic administrative tasks. This will result in diminished productivity for the Director. Additionally, accounting support staff will not receive the additional assistance they need to manage payroll and procurement functions as the AEC increases the number of staff and LTEs.