



# DANE COUNTY HIGHWAY and TRANSPORTATION

---



County Executive  
Joe Parisi

2302 Fish Hatchery Road ♦ Madison, Wisconsin 53713-2495  
Phone: (608) 266-4261 ♦ FAX: (608) 266-4269  
<https://www.countyofdane.com/>

TO: Chair and Members of the Personnel and Finance Committee

FROM: Pam Dunphy, PE, Interim Commissioner

DATE: September 11, 2023

RE: Highway Skilled Laborer Positions Vacant for More Than Six Months -  
Positions #876, 893 and 3460.

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. Three Highway Department skilled Laborer positions (numbers 876, 893 and 3460) were left unfilled for more than 6 months. There is now a need to fill these positions.

**What is the nature of the work or what is the essential function of the positions?**

Skilled Laborers perform road construction and maintenance work and are essential to winter snow plow operations. These positions need to be filled to ensure there is sufficient staffing for snow plowing.

**How has this function been fulfilled without these positions?**

Duties were covered by other staff.

**What will be the impact on the Department's function and mission if the positions remain vacant?**

The Highway Department will not have sufficient staff to cover winter maintenance activities.