

Date: August 18, 2020

TO: Personnel & Finance Committee

FROM: Laura Hicklin, Director, Land & Water Resources Department

RE: Approval to fill vacant Park Operations Manager (#2568) and Parks Deputy Director (#3224)

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. Position #2568, Parks Operations Manager, and Position #3224, Parks Deputy Director, have been vacant for longer than six months.

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

The Operations Manager and Deputy Director positions supervise all field operations for Dane County Parks, including:

- Grounds keeping and forestry
- Facility maintenance, including daily cleaning
- Public contact and service delivery
- Park development and construction

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

The Operations Manager has been filled by an interim appointment since the predecessor retired late in 2019. The Deputy Director position was created in the 2020 budget and is intended to help provide additional support for the parks system, which has grown significantly in the past many years. Park usage in 2020 has increased dramatically due to COVID-19, further underscoring the significance of these two positions.

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

These two positions play a crucial role in maintenance, development and public contact for the entire Dane county Parks system. Leaving either position vacant will reduce progress in all of these areas and will negatively impact the public's ability to safely use and enjoy Dane County parks.