



**County Executive**  
Joe Parisi

# DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

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**Commissioner / Director**  
Gerald J. Mandli

DATE: January 5, 2021

TO: Chair and Members of the Personnel and Finance Committee

FROM: Gerald J. Mandli, Commissioner / Director

RE: Shop Supervisor Position Vacant for More Than Six Months, Position #768

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. Shop Supervisor position #768 for the Department of Public Works, Highway and Transportation was left unfilled in the wake of the COVID-19 pandemic. There is now a need to fill this position.

**What is the nature of the work or what is the essential function of the positions?**  
Position manages the repair of equipment/vehicles for the Highway Department.

**How has this function been fulfilled without this position?**  
A mechanic has been performing these duties with Acting Class Pay during the interim. He is not available for mechanic duties.

**What will be the impact on the Department's function and mission if the position remains vacant?**  
The Department would no longer need to pay acting class pay.