

TO: Personnel & Finance Committee

FROM: Laura Hicklin

DATE: 9/8/21

RE: Position Vacant for More than Six Months, Position #2005

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. The Volunteer Coordinator position (#2005) has been unfilled for more than 6 months. There is now a need to fill this position. The Department is working with Employee Relations to change the title of the position from Adult Conservation Team Manager to Land & Water Volunteer Coordinator or Parks Volunteer Coordinator. The position has been known as the Volunteer Coordinator for many years.

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

The volunteer coordinator supports and guides volunteers for land & water programs, including the entire parks division. Volunteers play an important role in the use and management of the parks system but must receive attention and direction from the volunteer coordinator to assure that work is done safely and in accordance with county goals and standards.

How has this function been fulfilled without this position?

Other staff have filled the role, which is not sustainable.

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

The Department will be unable to meet the needs of our volunteers, which will create significant tension and stress for the volunteers, department staff and elected officials.

