



## **Dane County Department of Human Services**

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Interim Director – Astra Iheukumere  
FMS Division Administrator – Chad Lillethun

**Patrick Miles**  
**DANE COUNTY EXECUTIVE**

### MEMORANDUM

DATE: May 28, 2024  
TO: Chair and Members of the Personnel and Finance Committee  
FROM: Clemens, Kari  
Systems Coordinator  
RE: Position 3178 Vacant for more than six months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant for 6 months and need to be filled.

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

Position 3178 provides information technology services to the department of human services. The position is responsible for work on department focused IT software projects, application maintenance, supporting Human Service staff use of technology, and providing training, documentation and reporting.

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

Duties have been covered by other staff.

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

The department of human service's five year plan includes an important strategic goal of modernizing internal infrastructure. The department has identified significant systems upgrades opportunities which once implemented would improve efficiency, service provision, reporting and decision making. Filling this position and bringing the HS IT team back up to full staffing would allow the department to utilize budgeted resources to progress towards these goals.