

**CITY OF MADISON  
INTER-DEPARTMENTAL  
CORRESPONDENCE**

DATE: July 1, 2010

TO: Personnel Board

FROM: Brad Wirtz, Human Resources Director



SUBJECT: Provisional Appointment

Madison General Ordinances and City of Madison Personnel Rules allow the HR Director to make provisionally appointments for up to six (6) months while a position is being studied or while HR is actively working to full the permanent position. Provisional appointments may exceed six (6) months with council approval.

Mark Olinger was provisionally appointed to the position of Director of Planning and Community and Economic Development on January 6, 2010.

As the City is still in the process of filling this position with final interviews currently scheduled for July 19, 2010, I am requesting an extension of this provisional appointment until such time as the position is filled or prior to that date if the Mayor determines that Mr. Olinger should no longer be employed in this position.

I am requesting that this extension be adopted under suspension of the rules because council approval is required if the provisional appointment extends beyond July 6, 2010