



Legislation Details (With Text)

File #: 50917 **Version:** 1 **Name:** Resolution authorizing a double-fill of the position of Administrative Clerk in Building Inspection from March 19, 2018, until June 1, 2018, due to the retirement of Kris Dickens.

Type: Resolution **Status:** Passed

File created: 3/13/2018 **In control:** FINANCE COMMITTEE

On agenda: 4/10/2018 **Final action:** 4/10/2018

Enactment date: 4/18/2018 **Enactment #:** RES-18-00299

Title: Authorizing a double-fill of the position of Administrative Clerk in Building Inspection from March 19, 2018, until June 1, 2018, due to the retirement of Kris Dickens.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------------|---|--------|
| 4/10/2018 | 1 | COMMON COUNCIL | Adopt | Pass |
| 3/26/2018 | 1 | FINANCE COMMITTEE | RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER | Pass |
| 3/20/2018 | 1 | COMMON COUNCIL | Refer | Pass |
| 3/13/2018 | 1 | Human Resources Department | Referred for Introduction | |

The proposed resolution authorizes the double fill of position #647 at CG20-RG9 during the anticipated date range of March 19, 2018 to June 1, 2018 at an estimated cost of \$14,409 for salaries and benefits. This cost will be absorbed in Building Inspection’s 2018 Adopted Operating Budget.

Authorizing a double-fill of the position of Administrative Clerk in Building Inspection from March 19, 2018, until June 1, 2018, due to the retirement of Kris Dickens.

WHEREAS, Administrative Clerk Kris Dickens is retiring from City of Madison employment effective June 1, 2018; and

WHEREAS, Ms. Dickens’ last day of work was March 9, 2018 and she will be using leave to cover the last 2.5 months of employment; and

WHEREAS, this position is critical to the smooth operations of Building Inspection, as it processes payroll and performs other significant administrative responsibilities, and

WHEREAS, Building Inspection has offered the position to someone who is starting March 19, 2018, and

WHEREAS, the double-fill will exceed thirty (30) days;

NOW, THEREFORE BE IT RESOLVED, that the Building Inspection Division is authorized to double-fill the position of Administrative Clerk 1, position #647, from approximately March 19, 2018 through June 1, 2018,

which will be Ms. Dickens's final date on the payroll.