



Legislation Details (With Text)

File #: 54167 **Version:** 1 **Name:** Resolution authorizing a double-fill of the position, #1161, of Administrative Assistant at Fleet Services from approximately February 4, 2019, until May 10, 2019, due to the retirement of Cathy Mott.

Type: Resolution **Status:** Passed

File created: 12/19/2018 **In control:** Human Resources Department

On agenda: 2/5/2019 **Final action:** 2/5/2019

Enactment date: 2/8/2019 **Enactment #:** RES-19-00085

Title: Authorizing a double-fill of the position, #1161, of Administrative Assistant at Fleet Services from approximately February 4, 2019, until May 10, 2019, due to the retirement of Cathy Mott.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
2/5/2019	1	COMMON COUNCIL	Adopt	Pass
1/14/2019	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
1/8/2019	1	COMMON COUNCIL	Refer	Pass
12/19/2018	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution authorizes the double-fill of an Administrative Analyst (Position #1161) in Fleet Services for up to four months in 2019, the estimated cost of the double fill is \$20,500 (including benefits). Costs associated with the double fill will be absorbed in Fleet’s 2019 budget.

Title

Authorizing a double-fill of the position, #1161, of Administrative Assistant at Fleet Services from approximately February 4, 2019, until May 10, 2019, due to the retirement of Cathy Mott.

Body

WHEREAS, Administrative Assistant Cathy Mott is retiring from City of Madison employment effective May 10, 2019; and

WHEREAS, Ms. Mott’s last day of work will be February 28, 2019, 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 Fleet Services, as it processes payroll and performs other significant administrative responsibilities, and

WHEREAS, Fleet Services would like to hire someone to start February 4, 2019 in order to train before Ms. Mott is no longer in the office, and

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

NOW, THEREFORE BE IT RESOLVED, that the Fleet Services Division is authorized to double-fill the position

of Administrative Assistant, position #1161, from approximately February 4, 2019 through May 10, 2019, which will be Ms. Mott's final date on the payroll.