



Legislation Details (With Text)

File #: 65207 **Version:** 1 **Name:** Police Records Manager position double-fill
Type: Resolution **Status:** Passed
File created: 4/27/2021 **In control:** PERSONNEL BOARD
On agenda: 6/1/2021 **Final action:** 6/1/2021
Enactment date: 6/7/2021 **Enactment #:** RES-21-00401
Title: Authorizing the double-fill of the Police Records Manager (position #4202) due to the anticipated retirement of Sue Fichtel
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Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
6/1/2021	1	COMMON COUNCIL	Adopt	Pass
5/24/2021	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
5/12/2021	1	PUBLIC SAFETY REVIEW COMMITTEE	Return to Lead with the Recommendation for Approval	
5/4/2021	1	FINANCE COMMITTEE	Refer	
5/4/2021	1	FINANCE COMMITTEE	Refer	
5/4/2021	1	COMMON COUNCIL	Refer	Pass
4/27/2021	1	Police Department	Referred for Introduction	

Fiscal Note

The proposed resolution authorizes a double-fill for the Police Records Manager position due to the anticipated retirement of the incumbent. The double-fill request will cover 2-3 months for the new employee to work with the incumbent and then several months while the incumbent is on the payroll using accrued leave time but not actively working on the job. The total double-fill request is for a period of up to six months and will span the end of 2021 and first couple months of 2022.

The Department has indicated that the double-fill will be funded through salary savings. First quarter projections estimate a surplus of \$300,000 for the Police Department in 2021 which is sufficient to cover the costs of the double-fill in 2021. High attrition trends are anticipated to continue into 2022 to cover the anticipated cost of this request. Savings are also expected to accrue because the new Manager will likely be hired at a rate lower than the incumbent. The cost of the double-fill will not be included in the 2022 budget and the Department will be expected to absorb the expense.

No appropriation is required.

Title

Authorizing the double-fill of the Police Records Manager (position #4202) due to the anticipated retirement of Sue Fichtel

Body

WHEREAS, the Police Records Manager, Sue Fichtel, after 13 years of service, is retiring from City of Madison employment effective in early 2022, with a final working day in the office in November, 2021; and,

WHEREAS, this position is critical to the daily records and technology operations of the Madison Police Department (MPD); and,

WHEREAS, MPD has requested the authorization to double-fill the position held by Ms. Fichtel in order to ensure an orderly transition; and,

WHEREAS, MPD intends to recruit to fill the position on or about September 1, 2021 in order to allow the selected candidate to work with Ms. Fichtel to cross-train and learn the unique Police records processes and related systems; and,

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

NOW THEREFORE BE IT RESOLVED, that the Madison Police Department is authorized to double-fill the position of Police Records Manager (#4202) for up to six (6) months.