



Legislation Details (With Text)

File #: 74104 **Version:** 1 **Name:** Authorizing a double-fill of an administrative clerk position (#4061; Local 6000) in the Fire Department.

Type: Resolution **Status:** Passed

File created: 10/5/2022 **In control:** Fire Department

On agenda: 10/25/2022 **Final action:** 10/25/2022

Enactment date: 10/31/2022 **Enactment #:** RES-22-00747

Title: Authorizing a double-fill of an administrative clerk position (#4061; Local 6000) in the Fire Department.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
10/25/2022	1	COMMON COUNCIL	Adopt Unanimously	Pass
10/17/2022	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
10/11/2022	1	COMMON COUNCIL	Refer	Pass
10/5/2022	1	Fire Department	Referred for Introduction	

Fiscal Note

The estimated cost of the double-fill is \$7,400. The Fire Department will cover the cost by managing salary savings. No appropriation is required.

Title

Authorizing a double-fill of an administrative clerk position (#4061; Local 6000) in the Fire Department.

Body

WHEREAS, the Fire Department’s administrative clerk for prevention services, Ann Blackdeer, is retiring from City of Madison employment with her last day at work on January 13, 2023;

WHEREAS, the incumbent will be exhausting leave balances through approximately March 3, 2023;

WHEREAS, this position is necessary for plan review, permitting, licensing, and other job duties in support of the department’s prevention and inspection services;

WHEREAS, a double-fill will ensure a seamless continuation of prevention and inspections services due to the specialized and institutional knowledge required by the position;

WHEREAS, the Fire Department has started recruiting to fill this position as soon as possible, with the goal of having someone hired to start by November 14, 2022;

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

NOW, THEREFORE, BE IT RESOLVED that the Fire Department is authorized to double-fill the position of an administrative clerk position (position #4061), from approximately November 14, 2022 through March 3, 2023, which will be the incumbent's last day on the payroll.