



## Legislation Text

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**File #:** 73529, **Version:** 1

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### **Fiscal Note**

The proposed resolution authorizes a double-fill of the Administrative Assistant (Local 6000) position in the Parks Finance and Administrative section of the Parks Division. The Parks Division would like to fill the Administrative Assistant position filled by October 3rd. The incumbent's last physical day in the office is October 28, 2022 and their last day on the payroll is estimated to be February 3rd, 2023. This timetable will result in a double-fill for approximately 18 weeks and an estimated cost of \$25,000 (\$18,000 in 2022 and \$7,000 in 2023), including benefits. The Parks Division will cover the additional cost through the management of salary savings. No appropriation is required.

### **Title**

Authorizing a double-fill of the Administrative Assistant (Local 6000) position in the Parks Division.

### **Body**

WHEREAS, the Parks Division's Finance and Administrative section's Administrative Assistant, Pat Hario is retiring from her City of Madison employment with her last day at work on October 28, 2022; and,

WHEREAS, the incumbent will be exhausting her leave balances through approximately February 3, 2023; and,

WHEREAS, this position is necessary for accounts payable, accounts receivable, purchasing, contract management and supporting payroll functions; and,

WHEREAS, the Parks Division has started recruiting to fill this position as soon as possible, with the goal of having someone hired to start by October 3, 2022; and,

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

NOW, THEREFORE, BE IT RESOLVED, that the Parks Division is authorized to double-fill the position of Administrative Assistant position (position control #1462), from approximately October 3, 2022 through February 3, 2023, which will be Ms. Hario's last day on the payroll.