



## Legislation Text

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**File #:** 74104, **Version:** 1

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### **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.