

PERSONNEL COMMITTEE AGENDA
Monday, February 12, 2018 – 6:00 p.m.
Police Department – 933 Michigan Avenue
[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request to eliminate two vacant existing positions and create two new positions – Utility.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

**City of Stevens Point
Department of
Public Utilities &
Transportation**



**Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com**

February 5, 2018

TO: Personnel Committee

RE: Refilling of vacant utility positions

Personnel committee,

Due to some movement in the Department, we've ended up with two positions in the same workgroup open at the same time. These positions are collections crew positions and are noted as "current vacant positions" with an arrow on the attached departmental structure. This structure shows the portion of the Department under the Conveyance Systems Superintendent. I've received permission to refill these positions by way of the City's internal approval process.

Due to the small size of our crews we've begun cross-training employees that are currently on what we refer to as the stormwater crew. The employees on both the stormwater crew and the collections crew are organized under the same foreman, so we can easily assign any of the employees in that work group to any work within the two groups.

My request is to refill the vacant positions as "utility operators" rather than into the "collections system" positions. This change would move them into an existing job description and accurately represent the work that they are going to be doing. Along with this change we can eliminate the two "collection system" crew positions from our structure allowing greater flexibility, cross training and redundancy.

This request would move two positions from grade H to grade J in the City's pay plan matrix. The current operational revenues are sufficient to handle the minor change in grade.

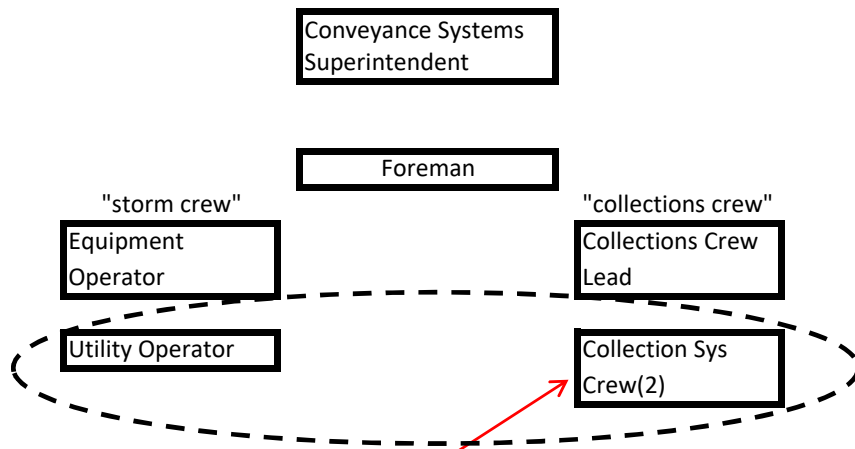
If I can provide any other information that would be of value prior to the scheduled meeting, please don't hesitate to ask.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

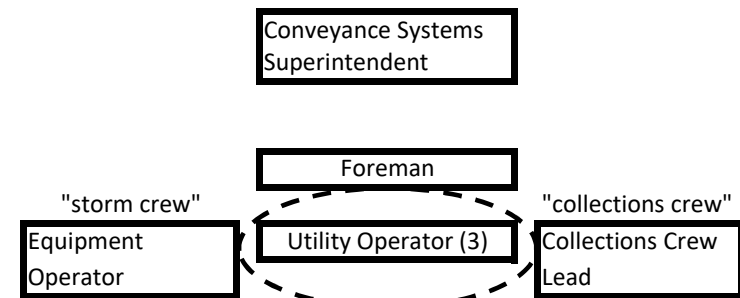
Joel Lemke
Director

Current Structure



Current vacant positions

Proposed Structure



No additional employees are proposed above, just elimination of the two "collection system crew" positions and addition of two "utility operator" positions