

LEGISTAR NO. \_\_\_\_\_

**Madison Water Utility**  
**STAFFING REPORT**

August 19, 2008

WORK AREA	POSITION	HELD BY	COMMENTS
Management	General Manager (21-21)	Filled	Tom Heikkinen began work on August 4, 2008.
Finance	Administrative Clerk 2 (20-11)	Autumn Bradley-O'Rell	Promoted effective 8-10-08.
Water Quality	Cross Connection Control Inspector (16-15)	Joe Stein	Requested to double-fill this position because of Joe's planned retirement in January. Application deadline was 8-15-08.
Water Supply	Waterworks Operator 1 /Waterworks Maintenance Worker 1 (16-12)	Vacant	Vacancy created by promotion of Tom Arneson. Hiring request forwarded to HR 7-23-08.
Engineering	Engineer 3 (18-10)	Reclassification	Reclass Adam Wiederhoeft to Engineer 2 effective 6-1-08.
	Construction Inspector (16-14)	Extended medical leave	
	Construction Inspector (Acting) (16-14)	Filled	Jim Allen moved to Construction Inspector (Acting) on 5-4-08.
	Engineering Aide 1 (16-11)	Vacant	Request to convert to Construction Inspector submitted to HR on 5-4-08.
	Civil Technician 1 or 2	Vacant	Application deadline 8-22-08
	Operations Clerk	Cheryl Dallmann	Requested to double-fill this position because of January retirement. Application deadline was 7-15-08. Interviews scheduled for the week of 8-25-08.
Customer Service	Administrative Clerk 1 (20-09)	Vacant	Vacancy created by promotion of Autumn Bradley-O'Rell. Hiring request forwarded to HR 8-5-08.
	Water Meter Mechanic 2 (16-11)	Vacant	Recommend that this position be eliminated.

Operations	Equipment Operator 3	Vacant	Vacancy created by promotion of Dale Kelso. Recommendation: Eliminate this position as a result of the conclusion of the lead service replacement program.
	Equipment Operator 1(16-09)	David Laux	David Laux promoted effective 7-27-08.
	Public Works Maintenance Worker 1 (16-08)	Vacant (4)	Interviews scheduled for September 3, 4, and 5. Fourth position sent to HR for approval.
	WU Operations Leadworker (16-15)	1 Retirement	Recommendation: Eliminate one position as a result of the conclusion of the lead service replacement program.
Maintenance	Maintenance Worker (16-11)	Vacant	Will request to fill in the near future.

**SUMMARY OF PERMANENT POSITIONS**

Budgeted positions for 2008 (1/1/2008):	130
Positions Vacant as of August 19, 2008:	11
Positions in various stages of recruitment:	9
Positions being filled by employees in Acting status	2
Employees on Extended Absences	1
Positions proposed to be Eliminated	3
Employees Absent Without Pay Status	0
Net Effective Employees	117

**SUMMARY OF HOURLY/SEASONAL POSITIONS**

Work Area	Full Time Employees	Part Time Employees
Customer Service	1	
Engineering	2	
Operations Section	10	