

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

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

**July 22, 2008**

<b>WORK AREA</b>	<b>POSITION</b>	<b>HELD BY</b>	<b>COMMENTS</b>
Management	General Manager (21-21)	Filled	Tom Heikkinen begins work on August 4, 2008.
Operations	Water Utility Operations Leadworker (16-15)	1 Vacancy 1 Retirement	Recommendation: Eliminate one position as a result of the conclusion of Pb Service Program. The remaining vacancy is being filled by competitive recruitment within the Bargaining Unit. Interviews are currently being scheduled for the week of August 11, 2008.
	Public Works Maintenance Worker 1 (16-08)	Vacant (3)	Position recruitment closed July 11, 2008.
	Equipment Operator 1 (16-09)	Vacant	Vacancy created by the promotion of Justin Glodoski. Interviews scheduled July 21, 2008.
	Administrative Clerk 1 (20-09)	Reclassification Study	Debra Meinert was reclassified to Administrative Clerk 2 effective July 13, 2008.
Finance	Administrative Clerk 2 (20-11)	Vacant	Five candidates have been certified for this position. Interviews will be scheduled the Week of July 28, 2008.
Water Supply	Acting Waterworks Operator 2 (16-15)	Filled	Jim Allen moved to Construction Inspector (Acting) on May 4, 2008. Tom Arneson has been promoted to the Water Works Operator 2 effective June 29, 2008.
	Waterworks Operator 1 (16-12)/Waterwork Maintenance Worker 1	Vacant	Vacancy created by promotion of Tom Arneson. Proceeding to fill position by Open Competition.
Engineering	Engineering Aide 1 (16-11)	Vacant	Request to convert to Construction Inspector submitted to Human Resources on May 4, 2008.
	Construction Inspector (16-14)	Extended Medical Leave	
	Program Specialist 1 (16-17)	Filled	Jason Ledden promoted effective July 13, 2008.
	Civil Technician 1 or 2	Vacant	Vacancy created by promotion of Jason Ledden. Recruit by Open Competition.
	Engineer 3 (18-10)	Reclassification	Reclassify Adam Wiederhoeft to Engineer 2 (underfill an Engineer 3) in progress.
Customer Service	Water Meter Mechanic I (16-9)	Filled	Michael Kammann begins work July 21, 2008.

	Water Meter Mechanic 2 (16-11)	Vacant	Recommend that this position be eliminated. Mr. Kammann is underfilling this position. A Water Meter Mechanic 1 will be deleted in the 2009 Operating Budget.
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### Summary of Permanent Positions

Budgeted Positions for 2008 (1/1/2008):	130
Positions Vacant as of June 24, 2008	14
Positions In Various Stages of Recruitment	10
Positions Being Filled by Employees in Acting Status	2
Employees on Extended Absences	2
Positions to Proposed to be Eliminated	3
Employees Absent Without Pay Status	1
Net Effective Employees	115

### Summary of Hourly/Seasonal Positions

Work Area	Full Time Employees	Part Time Employees
Customer Service	1	
Engineering	2	
Operations Section	11	

Submitted by:

  
 Larry D. Nelson, P.E.  
 Interim General Manager

BWC Agenda Rpt-Staffing