

Item 3-1

LEGISTAR NO. _____

STAFFING REPORT

January 29, 2008

WORK AREA	POSITION	HELD BY	COMMENTS
Management	General Manager (21-21)	Vacant	Six applicants are to be interviewed by the Oral Board and Steering Committee on January 31, 2008.
	Finance Manager (18-15)	Vacant	Position to be exchanged for PIO/Water Conservation Specialist.
	Public Information Officer/Water Conservation (18-08)	Vacant	Position approved by Personnel Board on 11/7/07 and Common Council on 12/4/07.. Cert form has been sent to HR.
Water Quality	Water Quality Manager (18-14)	Grande	Reclassification of Incumbent to 18-14 approved by Common Council on January 22, 2008.
Distribution Operations	Water Utility Operations Leadworker (16-15)	1 Vacancy 1 Extended Leave	Recommendation: Eliminate one position as a result of the conclusion of Pb Service Program.
	Public Works Maintenance Worker 1 (16-08)	Vacant (2)	Exam scheduled for November 26 and 27. 43 candidates will be interviewed. Recommendation: Upon filling these positions, and upon conclusion of promotions to existing vacancies, two Public Works Maintenance Worker 1 vacancies will be eliminated, in recognition of the conclusion of the Pb Service Program.
	Equipment Operator 2 (16-10)	Vacant (1)	We will request to fill the vacancy.
	Equipment Operator 1 (16-09)	Vacant (3)	We will request to fill the vacancies.
	Water One Call Coordinator (16-11)	Vacant (1)	This position has been posted on January 24, 2008 and will be closed on February 5, 2008.
	Water Hydrant Inspector (16-12)	Vacant (1)	This position has been posted on January 24, 2008 and will be closed on February 5, 2008.

Item 3-2

Water Supply	Water Supply Manager (18-14)	Vacant (1)	A revised job description was approved by the Common Council on January 22, 2008. A request to fill the position by open competition has been submitted to Human Resources.
Engineering	Engineer 2 (Construction Engineer)	Potential New Position	It is proposed to create this position through a promotional process within the Utility without an increase in staffing. A revised job description has been submitted to Human Resources.

Current Permanent Staff (FTEs): 129.0

Hourly Employees: Maintenance 1 PT
Engineering 4 FT, 2 PT
Operations 1 FT
Finance 1 PT