

LEGISTAR NO. _____

STAFFING REPORT

December 18, 2007

WORK AREA	POSITION	HELD BY	COMMENTS
Management	General Manager (21-21)	Vacant	Position posted 10/20/07 & closed 12/10/07. 14 applicants. Twelve of 14 certified by Human Resources.
	Finance Manager (18-15)	Vacant	Position to be exchanged for PIO/Water Conservation Specialist.
	Administrative Services Manager (18-10)	Vacant	Previous incumbent has taken a position at HR. Position to be eliminated.
	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 (18-11)	Grande	Classification being evaluated by Human Resources.
	Administrative Clerk 1 (20-9)	Amy Jones	This position was created in the 2008 Budget. Originally, it was our intent to complete recruit to fill this position. However, with the displacement of Amy Jones, we have assigned her to work with Mr. Grande in Water Quality. Ms. Jones will begin work in the position 12/16/07.
Distribution Operations	Water Utility Operations Leadworker (16-15)	1 Filled 1 Vacancy 1 Extended Leave	Don Russell began work 12/3/07. 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 3 (16-12)	Filled (3)	Matt Grauvogel, Robert Kempfer and Don Wagner have accepted and will begin work in the positions 12/16/07.
	Equipment Operator 2 (16-10)	Vacant (1)	We will request to fill the vacancy (due to Grauvogel's promotion).
	Equipment Operator 1 (16-09)	Vacant (2)	We will request to fill the vacancies (due to Kempfer and Wagner's promotions).

	Water One Call Coordinator	Kim Loresch	Kim Loresch has announced her retirement effective 1/3/08. We shall fill this vacancy by competitive promotion.
	Water Hydrant Inspector (16-12)	Vacant (1)	We have evaluated this position and determined that the position is necessary for the operation of the Utility. We shall fill this position by complete promotion.
Customer Service	Administrative Clerk 1 (20-9)	Laura Masino	Ms. Masino, formerly of Traffic Engineering, has displaced Amy Jones effective 12/16/07, in accordance with our union contract.
Water Supply	Water Supply Engineer (18-10) (Water Supply Manager)	Vacant (1)	A revised job description has been submitted to Human Resources.
	Electronics Maintenance Technician (16-17)	Filled	Robert Jenkins began work in the position on 12/3/07.
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