

Report: Water Utility Staffing Report

Legistar No. _____

WORK AREA	POSITION	HELD BY	COMMENTS
Management	Manager (21-21)	Vacant	Position Posted 10/20/07. Closes 12/10/07
	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 November 7, 2007 and scheduled for Council Approval on December 4, 2007
Water Quality	Water Quality Manager (18-11)	Grande	Classification Being Evaluated by Human Resources.
Distribution Operations	Water Utility Operations Leadworker (16-15)	1 Filled 1 Vacancy 1 Extended Leave	Don Russell Promoted. 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 & 27, 2007. Recommendation: Upon filling these positions, and upon the conclusion of promotions to existing vacancies, two Public Works Maintenance Worker 1 vacancies will to eliminated, in recognition of the conclusion of the Pb Service Program.
	Equipment Operator 3 (16-12)	Vacant (3)	Closed 10/12/07 and tests (written and practical) completed and scored. Interviews in December.
	Equipment Operator 1 (16-09)	Vacant (1)	We will request to fill the vacancies by promotion.

	LTE Clerk Typist	Filled	Jack Franklin began work August 8, 2007.
	Water Hydrant Inspector (16-12)	Vacant (1)	This position is being evaluated.
Customer Service	Meter Mechanic 2	Filled	Robert Lee retired September 28, 2007. Position filled by Kara Jafferis, per MOU with Local 60.
Water Supply	Water Supply Engineer (18-10) (Water Supply Manager)	Vacant	A revised job description has been submitted to Human Resources.
	Electronics Maintenance Technician (16-17)	Filled	Robert Jenkins will begin work on December 3, 2007.
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
 Distribution 2 FT
 Engineering 5 FT, 2 PT
 Operations 1 F