

LEGISTAR NO. _____

Madison Water Utility
STAFFING REPORT

January 23, 2009

WORK AREA	POSITION	HELD BY	COMMENTS
Management			
Finance			
Water Quality	Cross Connection Control Inspector	Glenn Puntney	Mr. Puntney began work in the position on 1/11/09 due to Joe Stein's retirement.
	Administrative Clerk 1 (20-09)	Marie Van Aartsen	Ms. Van Aartsen will begin work 1/26/09.
Water Supply	Waterworks Operator 1 – Underfill (Rounder)	Eric Cooper	Mr. Cooper began work in the position on 1/19/09 due to Jim Bakken's planned retirement in January.
	Waterworks Operator 1 – Underfill (Rounder)	Chris Schenk	Mr. Schenk began work on 1/20 after bumping Eric Cooper from the position. Mr. Schenk came from the Overture Center.
Engineering	Operations Clerk (16-10)	Amy Jones	Amy Jones began full time in this position on 1/11/09.
	Engineer 4	Doug DeMaster	Mr. DeMaster was reclassified from his Engineer 3 position effective 1/25/09, per Resolution 12776.
Customer Service	Financial Operations Leadworker	Sharon Ponders	Ms. Ponders was reclassified from her Administrative Clerk 2 position effective 1/25/09, per Resolution 12777.
	Administrative Clerk 1 (20-09)	Karin Daane	Ms. Daane will begin work in the Meter Shop office 1/22/09.
	Water Meter Mechanic 1 - Underfill (16-9)	Chad Tukiendorf	Mr. Tukiendorf began work 1/20/09 after bumping Mike Kamman from the position. Mr. Tukiendorf came from the Overture Center.
	Water Meter Mechanic 2	Eliminated	This position has been eliminated in the 2009 MWU budget.



City of Madison

City of Madison
 Madison, WI 53703
 www.cityofmadison.com

Master

File Number: 12776

File ID: 12776

File Type: Resolution

Status: Passed

Version: 1

Reference:

Controlling Body: BOARD OF ESTIMATES

Lead Referral: BOARD OF ESTIMATES

File Created Date : 11/17/2008

File Name: Engineer 4 - Water Utility

Final Action: 01/20/2009

Title: Resolution that the position (#1886) of Engineer 3 in Compensation Group 18, Range 10, (occupied by D. DeMaster) in the permanent salary detail of the Water Utility budget is repealed and recreated as Engineer 4 in Compensation Group 18, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

Notes:

CC Agenda Date: 01/20/2009

Sponsors: David J. Cieslewicz

Enactment Date: 01/22/2009

Attachments: ENGINEER 3 WATER MEMO.pdf

Enactment Number: RES-09-00057

Author: Michael Lipski, Human Resources

Hearing Date:

Entered by: smahood@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1	11/21/2008	Eric Knepp	Approve

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	11/18/2008	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Board of Estimates, Personnel Board						
1	COMMON COUNCIL	12/02/2008	Referred	BOARD OF ESTIMATES		01/12/2009	
	Action Text: This Resolution was Referred to the BOARD OF ESTIMATES						
	Notes: Additional Referral(s): Personnel Board						
1	BOARD OF ESTIMATES	12/02/2008	Refer	PERSONNEL BOARD			

Master Continued (12776)

Action Text: This Resolution was Refer to the PERSONNEL BOARD

Notes:

- 1 PERSONNEL BOARD 12/03/2008 Return to Lead with the Recommendation for Approval BOARD OF ESTIMATES 01/12/2009 Pass

Action Text: A motion was made by Paddock, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

Notes:

- 1 BOARD OF ESTIMATES 01/12/2009 RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER Pass

Action Text: A motion was made by Clear, seconded by Rhodes Conway, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Notes:

- 1 COMMON COUNCIL 01/20/2009 Adopt Pass

Action Text: A motion was made by Ald. Bruer, seconded by Ald. Verveer, to Adopt. The motion passed by voice vote/other.

Notes:

Text of Legislative File 12776

Fiscal Note

The projected cost for 2009 is approximately \$3,360 (or \$4,330 including fringe benefits), which will be accommodated in the 2009 Water Utility Operating Budget by managing salary savings. The projected annualized cost is \$6,700 (or \$9,230 including fringe benefits).

Title

Resolution that the position (#1886) of Engineer 3 in Compensation Group 18, Range 10, (occupied by D. DeMaster) in the permanent salary detail of the Water Utility budget is repealed and recreated as Engineer 4 in Compensation Group 18, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

Body

Resolution that the position (#1886) of Engineer 3 in Compensation Group 18, Range 10, (occupied by D. DeMaster) in the permanent salary detail of the Water Utility budget is repealed and recreated as Engineer 4 in Compensation Group 18, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

Editor's Note:

	2008 Annual	2008 Annual	2008 Annual
Compensation Group/Range	Minimum	Maximum	Maximum +12%
18/10 (Step 1)	\$55,127	\$66,253	\$74,204
18/12 (Step 5) w/Longevity	\$60,265	\$72,756	\$81,484



City of Madison

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Master

File Number: 12777

File ID: 12777

File Type: Resolution

Status: Passed

Version: 1

Reference:

Controlling Body: BOARD OF ESTIMATES

Lead Referral: BOARD OF ESTIMATES

File Created Date : 11/17/2008

File Name: Financial Operations Leadworker

Final Action: 01/20/2009

Title: Resolution that the position (#1885) of Administrative Clerk 2 in Compensation Group 20, Range 11, (occupied by S. Pounders) in the permanent salary detail of the Water Utility budget, and the position (#721) of Treasury Operations Leadworker in Compensation Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial Operations Leadworker in Compensation Group 20, Range 12, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Notes:

CC Agenda Date: 01/20/2009

Sponsors: David J. Cieslewicz

Enactment Date: 01/22/2009

**Attachments: ADMIN CLERK WATER UTILITY MEMO.pdf
FINANCIAL OP LDWRKR SPEC.pdf**

Enactment Number: RES-09-00058

Author: Michael Lipski, Human Resources

Hearing Date:

Entered by: smahood@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1	11/21/2008	Eric Knepp	Approve

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	11/18/2008	Referred for Introduction				
	Action Text:	This Resolution was Referred for Introduction					
	Notes:	Board of Estimates, Personnel Board					
1	COMMON COUNCIL	12/02/2008	Referred	BOARD OF ESTIMATES		01/12/2009	

Master Continued (12777)

Action Text: This Resolution was Referred to the BOARD OF ESTIMATES

Notes: Additional Referral(s): Personnel Board

1 BOARD OF ESTIMATES 12/02/2008 Refer PERSONNEL BOARD

Action Text: This Resolution was Refer to the PERSONNEL BOARD

Notes:

1 PERSONNEL BOARD 12/03/2008 Return to Lead with the Recommendation for Approval BOARD OF ESTIMATES 01/12/2009 Pass

Action Text: A motion was made by Martinelli, seconded by Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

Discussion: Gary Martinelli asked who checks the work of the described position. Mike Lipski identified the responsibility of higher-level staff. Mr. Martinelli asked whether the duties were new or ongoing; Mike Lipski described responsibilities added with the transfer of work areas to a new location and with new billing and meter reading systems.

Notes:

1 BOARD OF ESTIMATES 01/12/2009 RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER Pass

Action Text: A motion was made by Clear, seconded by Rhodes Conway, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Notes:

1 COMMON COUNCIL 01/20/2009 Adopt Pass

Action Text: A motion was made by Ald. Bruer, seconded by Ald. Verveer, to Adopt. The motion passed by voice vote/other.

Notes:

Text of Legislative File 12777

Fiscal Note

This resolution creates two new "Financial Operations Leadworker" positions, which will be in Compensation Group 20, Range 12. The resolution will reallocate the two incumbents to these newly created positions. The new position in the Treasurer's office is a title change only, and has no fiscal impact on the City. The new position created in the Water Utility, however, will be occupied by an employee reallocated and reclassified from a lower compensation range. The projected cost for 2009 is approximately \$1,344 (or \$1,852, including fringe benefits), which will be accommodated in the 2009 Water Utility Operating Budget by managing salary savings.

Title

Resolution that the position (#1885) of Administrative Clerk 2 in Compensation Group 20, Range 11, (occupied by S. Pounders) in the permanent salary detail of the Water Utility budget, and the position (#721) of Treasury Operations Leadworker in Compensation Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial Operations Leadworker in Compensation Group 20, Range 12, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Body

Resolution that the position (#1885) of Administrative Clerk 2 in Compensation Group 20, Range 11, (occupied by S. Pounders) in the permanent salary detail of the Water Utility budget, and the position (#721) of Treasury Operations Leadworker in Compensation Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial Operations Leadworker in Compensation Group 20, Range

12, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Now therefore be it resolved that the position (#1885) of Administrative Clerk 2 in Compensation Group 20, Range 11, (occupied by S. Pounders) in the permanent salary detail of the Water Utility budget, and the position (#721) of Treasury Operations Leadworker in Compensation Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial Operations Leadworker in Compensation Group 20, Range 12, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Be it further resolved Resolution creating the class of "Financial Operations Leadworker" in Compensation Group 20, Range 12, thereof, shall be created.

Be it finally resolved that the class of "Treasury Operations Leadworker" in Compensation Group 20, Range 12, thereof, shall be deleted.

Editor's Note:

	2008 Annual	2008 Annual	2008 Annual
Compensation	Minimum	Maximum	Maximum + 12%
<u>Group/Range</u>	<u>(Step 1)</u>	<u>(Step 5)</u>	<u>w/Longevity</u>
20/11	\$38,892	\$43,533	\$48,750
20/12	\$39,850	\$44,689	\$50,050