

LEGISTAR NO. _____

Madison Water Utility
STAFFING REPORT

June 24, 2008

WORK AREA	POSITION	HELD BY	COMMENTS
Management	General Manager (21-21)	Vacant	Consideration of a Resolution for a 5-Year Contract for Tom Heikkinen by Water Utility Board on June 24, 2008 and confirmation hearing before the Common Council on July 1, 2008.
	Public Information Officer/Water Conservation (18-08)	Filled	Gail Gawenda began work May 19, 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 per MOU with Local 60.
	Public Works Maintenance Worker 1 (16-08)	Vacant (3)	Hiring request submitted June 4, 2008
	Equipment Operator 2 (16-10)	Filled	Justin Glodoski was promoted effective June 15, 2008.
	Equipment Operator 1 (16-09)	Vacant	Vacancy created by the promotion of Justin Glodoski. Hiring request submitted to Human Resources June 4, 2008. Posting within Bargaining Unit.
	Administrative Clerk 1 (20-09)	Reclassification Study	Debra Meinert was recommended to be reclassified to Administrative Clerk 2. The reclassification was approved by the Personnel Board and requires Council Approval.
	Hourly Laborers (16-0)	Filled (7) Vacant (3)	Three hourly laborers began work in June.
Finance	Administrative Clerk 2 (20-11)	Vacant	Application deadline is June 24, 2008.
Water Supply	Waterworks Operator 2 (16-15)	Vacant	Jim Allen moved to Construction Inspector (Acting) on May 4, 2008.
	Waterworks Operator 1 (16-12)	Reclassified	Tom Arneson promoted effective June 1, 2008 having passed the WDNR Waterworks Operator per MOU with Union.

Engineering	Engineer 2 (Construction Engineer) (18-8)	Filled	Tammy Buss began work on May 18, 2008
	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)	Vacant	Recommend fill by competitive promotion within the bargaining unit.
	Engineer 3 (18-10)	Reclassification	Reclassify Adam Wiederhoeft to Engineer 2 (underfill an Engineer 3)
Customer Service	Water Meter Mechanic I (16-9)	Vacant	Vacancy created by the promotion of Kara Jafferis. Interviews June 24, 2008.
	Water Meter Mechanic 2 (16-11)	Vacant	Recommend that this position be eliminated.
	Hourly Laborer (16-0)	Filled	Eric Schmidt began work June 9, 2008.


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 Effecting Employees	115

Summary of Hourly/Seasonal Positions

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

Submitted by:


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

BWC Agenda Rpt-Staffing