



March 2, 2021

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Request Authorization to Reclassify a Road Supervisor to a Transit Operations Supervisor

Valley Transit's Operations Division is primarily supervised by a Transit Operations Supervisor and a Road Supervisor for 18-hours each weekday and 16-hours on Saturday (106-weekly hours). It is my request to reclassify the Road Supervisor position to a Transit Operations Supervisor position.

A previous Transit Operations Supervisor position was reclassified to a Road Supervisor position prior to my arrival at Valley Transit. The Valley Transit team has attempted to work within the Road Supervisor classification for several years. This effort proves to be very difficult, if not impossible, to work within the constraints of a Road Supervisor position.

A glaring example of differing job duties calls for the Transit Operations Supervisor to supervise, counsel, and evaluate employees. The Road Supervisor is asked to provide oversight and assistance in the absence of "regular" supervisory staff. In this specific example, the Road Supervisor is expected to provide assistance rather than being responsible for supervision in its entirety.

It is in the best interest of Valley Transit and the City of Appleton to have both supervisor positions interchangeable. With the reclassification in place, Valley Transit can effectively assign duties based on the strengths of each individual rather than being limited to the restrictions afforded by the Road Supervisor job description.

Cost Analysis:

Reclassification to a Transit Operations Supervisor will increase the incumbent Road Supervisor's rate. The difference in top rate for an entire year is \$17,098. With that, the expense for the City of Appleton portion of the budget is estimated to be ~\$1,197 annually. Valley Transit will be able to fund this budget difference with savings related to vacant positions for the remainder of 2021.

Recommendation:

Authorization to reclassify the Road Supervisor position to a Transit Operations Supervisor position within the Table of Organization

Respectfully submitted by,

Ron McDonald