



## MEMO

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**TO:** Human Resources Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** September 11, 2019

**SUBJECT:** Request to Over Hire – Public Works Master Electrician

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The Department of Public Work's current Table of Organization includes one Lead Electrician and two Master Electricians. Both the Lead Electrician and one Master Electrician are planning to retire at the beginning of January 2020. These retirements will result in 64 years of City of Appleton experience walking out the door!

The Master Electrician position is responsible for the installation, maintenance and repair of the City's traffic-related electrical equipment and facilities, which includes traffic signals, street lights, traffic communications grid, etc. This is a technically skilled position that requires the incumbent to have considerable knowledge of electrical systems, methods, electrical codes and regulations.

In order for us to have a successful transition of the duties of these two positions, I believe the City would greatly benefit from having the incumbents transfer their significant institutional knowledge over a 30 day over hire period of the Master Electrician position.

The financial impact for this proposal is approximately \$10,800. We anticipate utilizing vacant salary dollars to cover the cost of the requested over hire.

C: Sandy Matz, Human Resources Director  
Eric Lom, City Traffic Engineer