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Department of Utilities  
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**To:** Curt Konetzke and members of the Human Resources Committee  
**CC:** Greg Dannecker and members of the Utilities Committee  
Kelli Rindt, Deputy Director of Finance  
**From:** Chris Shaw, Utilities Director  
**Date:** 1/10/2018  
**Re:** *Request to Over Hire - Wastewater Operations Supervisor*

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The current Wastewater Operations Supervisor will be retiring on March 30, 2018. The position is critical in the Utility's table of organization. The incumbent has 30+ years of experience of which the last ten have been spent in the current supervisor position.

The position responsibilities include, but are not limited to, supervising 12 operations and maintenance staff, process control decisions for the physical, chemical, and biological processes, and regulatory reporting for state and federal requirements. Furthermore, this supervisor manages the corrective and preventative maintenance programs of the facility and facilitates capital project integration (e.g., \$1.3M of AWWTP improvements in 2018).

In order for a successful transition of the position's successor, I feel the City would benefit from having the incumbent transfer his significant institutional knowledge over a twenty day, over hire, period.

The financial impact for this proposal is approximately \$6,005. The proposed funding to cover this cost will be to utilize vacant salary dollars. As such, no additional budget will be requested.