



DEPARTMENT OF
UTILITIES

Department of Utilities
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MEMORANDUM

Date: February 18, 2026
To: Chairperson Hartzheim and Members of the Human Resources & Information Technologies Committee
From: Chris Stempa, Utilities Director
CC: Jay Ratchman, Human Resources Director; Ryan Rice, Utilities Deputy Director
Subject: Action: Table of Organization Change Proposal – Department of Utilities.

PURPOSE:

I am requesting the Human Resources (HR) Committee approval for cost-neutral changes to the Utilities Department's table of organization that will improve operational efficiency and align reporting structures with functional responsibilities.

PROPOSED CHANGES

A summary of the proposed changes within the table of organization are as follows:

1. Reassigning Instrumentation & Control Technician (ICT) Positions
 - a. Move one ICT position to report to the Water Operations Supervisor
 - b. Move one ICT position to report to the Wastewater Operations Supervisor
 - c. Remove both positions from the Technical Services Manager's supervision
2. Retitle Technical Services Manager (TSM) Position:
 - a. Change title from "Technical Services Manager" to "Lab and Regulatory Compliance Manager".

The proposed changes will provide the following organizational benefits:

- Align supervision with actual work functions – ICTs work directly with water and wastewater operations and will benefit from direct reporting relationships with their respective Operations Supervisors
- Clarify the TSMs role – The title change to Lab and Regulatory Compliance Manager better reflects the position's current core responsibilities.
- Improve operational efficiency – Direct reporting lines will facilitate faster communication, problem-solving, and coordination on operational issues.
- Maintain cost neutrality – These changes involve no salary adjustments, new positions, or budget impact

If you have any questions, please contact me at 920-832-5945.