



*"...meeting community needs...enhancing quality of life."*

## MEMO

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**TO:** Human Resources Committee  
Municipal Services Committee

**FROM:** Nate Loper, Deputy Director of Public Works - Operations

**DATE:** April 18, 2019

**SUBJECT:** Changes to the Department of Public Works Table of Organization – Operations Division

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The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying four (4) Operator positions to an Operator I classification.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Operator	5.5	Operator	1.5
Operator I	28	Operator I	32
Operator II	<u>26</u>	Operator II	<u>26</u>
<b>Total</b>	<b>59.5</b>	<b>Total</b>	<b>59.5</b>

By making this change we expect to improve employee retention rates by paying employees the appropriate wage for the work they are performing. Currently, these four "Operators" work alongside the Operator I's and perform the same tasks as them for the majority or entirety of each day. They operate all the same equipment, plow snow and perform all other work associated with an Operator I classification. On average, these Operators perform Operator I duties approximately 75% of the year.

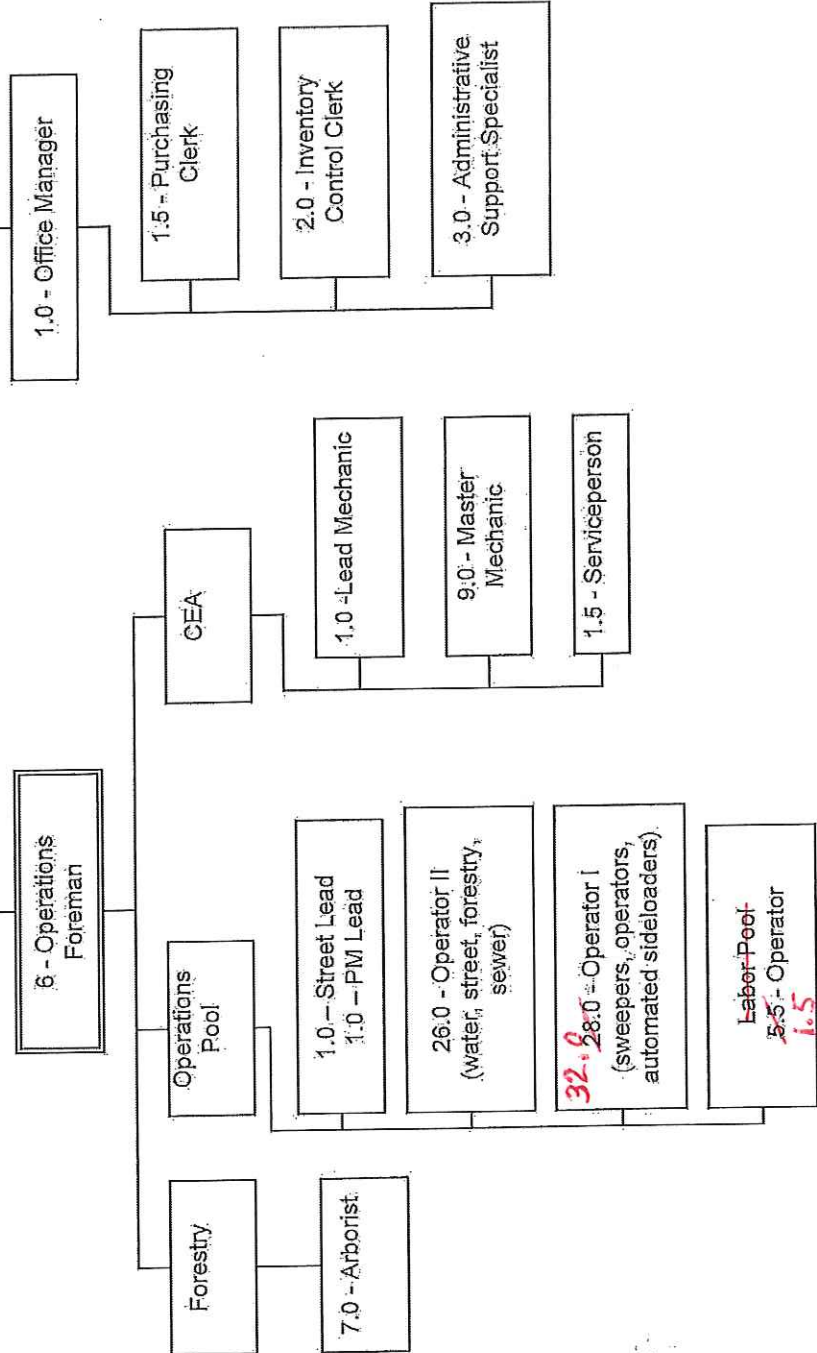
We also expect this change to improve employee attraction rates by offering a more competitive starting wage for new hires. The number of qualified applicants we receive for our Operator positions has been trending in the wrong direction over the past several years. We have made a few changes in hopes of attracting more qualified candidates, including changing the position title from Laborer to Operator, advertising the full pay range up to the 120% amount and marketing our advancement opportunities "promoting from within" philosophy in Public Works. However, these changes seem to have made little impact on our applicant pool.

Overall, we feel this change will not only help improve our employee retention and attraction rates but also be consistent with the City's Strategic Plan of "responsibly delivering excellent services" (Key Strategy #1) and "recognizing and growing everyone's talents" (Key Strategy # 3). The cost to implement this change is expected to be approximately \$14,144 annually (\$1.70/hr x 2080 hours/yr x 4 employees). The increased salary expenses for these changes will be offset by utilizing unused 2019 salary dollars that have accrued while filling several vacant positions from recent DPW retirements and resignations. Any resulting future salary increases will be subject to future departmental budget requests which should mostly be offset by upcoming expected retirements.

Attachment: Table of Organization

C: Paula Vandehey, Public Works Director  
Tony Saucerman, Finance Director  
Sandy Matz, Human Resources Director

1.0 - DPW Deputy Director Operations



Council Approved 11/7/18