



## MEMO

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

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

**DATE:** July 11, 2017

**SUBJECT: Proposed Modification to the Department of Public Works Table of Organization – Engineering Division.**

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The Department of Public Works continues to evolve with our ever changing workforce. We have been implementing our Succession Plan to prepare for retirements, create career development opportunities, and meet the challenges of the ever changing workforce.

The Department of Public Works Managerial Accounting Coordinator is planning to retire within the next three years. This position is overloaded with staff supervision and backfilling at the 5<sup>th</sup> Floor Customer Service Desk. The front desk staff is comprised of 2 full-time and 2 part-time employees tasked with serving the Inspections, Engineering and Parking Divisions of Public Works as well as phone calls and walk-in customers for the Health Department, Community and Economic Development Department, and Assessors Office. The 5th Floor Customer Service staff serve a high volume of customers and require a wide breadth of knowledge to do so successfully.

We recently hired a new Assessment Technician that has a lot of potential and desire for career growth. This new hire, along with a modification to our Table of Organization, provides us an opportunity to address the following challenges:

1. Improved day-to-day oversight of the 5th Floor Customer Service staff.
2. Additional coverage of the 5th Floor Customer Service area by staff at a more appropriate pay grade (currently additional coverage is provided by Engineers, Supervisors, Engineering Technicians, and the Managerial Accounting Coordinator).
3. Frees up time for the Managerial Accounting Coordinator to assist with the implementation of the Tyler Munis System, which the Finance Department is hoping can continue through project completion.
4. Career Development opportunity for the Special Assessment Technician.

The proposed creation of a Lead Clerical position will have an estimated \$2,000 financial impact to the Department of Public Work's budget. The Department would cover these costs by reducing seasonal hires and/or using vacant salary dollars.

**Therefore, I request approval of the proposed modification to the Department of Public Works Table of Organization – creating a Lead Clerical Position and moving clerical staff under the supervision of the Assistant City Engineer Position.**

Attachment

C: Tony Saucerman, Finance Director  
Sandy Behnke, Human Resources Director  
Bev Matheys, Managerial Accountant Coordinator  
Mark Lahay, Assistant City Engineer

1.0 - DIRECTOR OF  
PUBLIC WORKS

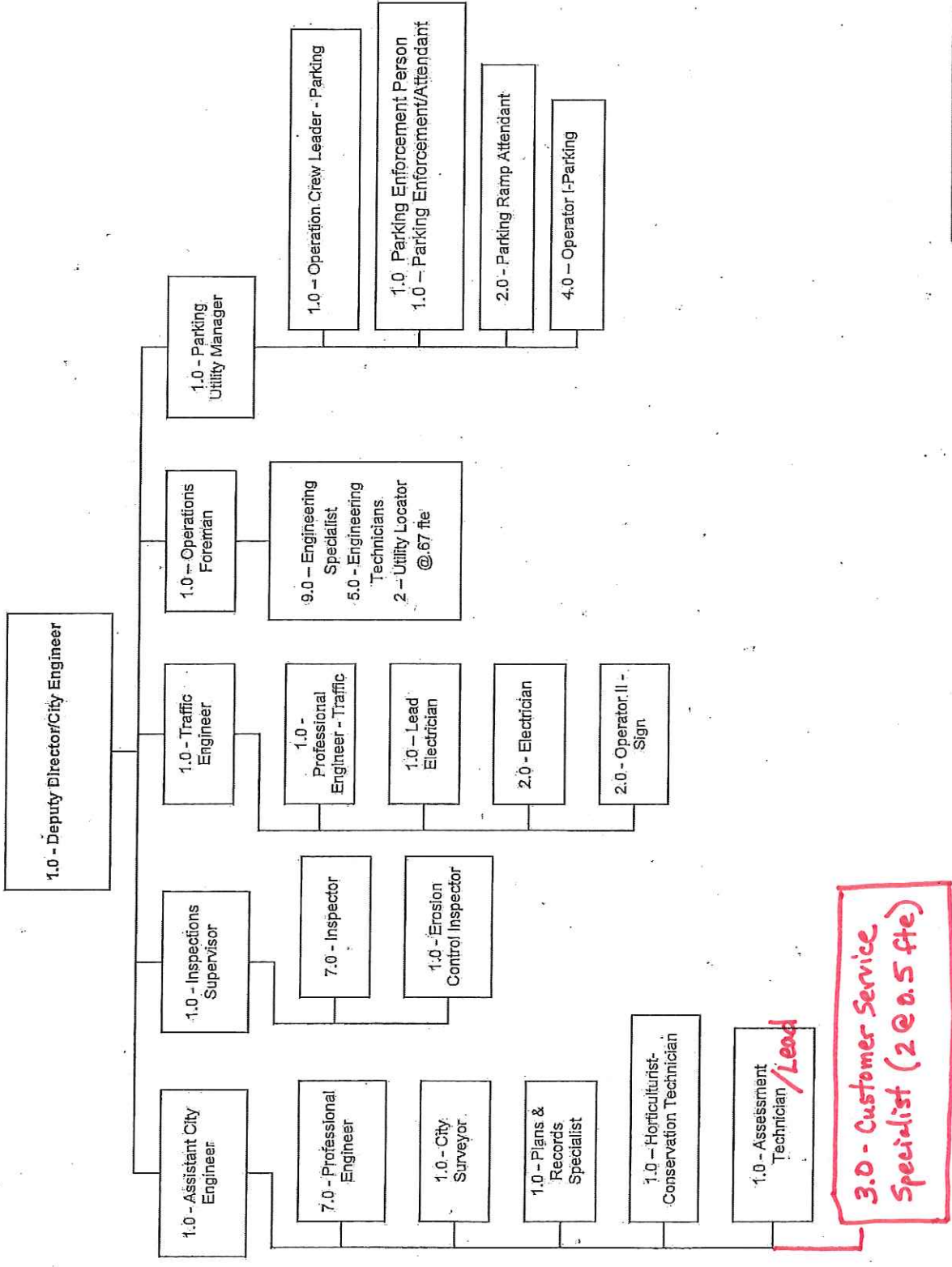
1.0 - Deputy Director/  
City Engineer

1.0 - Deputy  
Director  
Operations

1.0 - Managerial  
Accounting Coordinator

~~3.0 - Customer Service  
Specialist (2 @ .5 fte)~~

Approved 1-1-15



Approved 1/1/17