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MEMO

TO: Human Resources Committee

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

DATE: December 3, 2020

SUBJECT: Request to Over Hire – Public Works Professional Engineer

The Department of Public Work's current Table of Organization includes seven Professional Engineers. We recently received notification that one of our Engineers is planning to retire in March, 2021.

This position accounts for nearly 15% of the Division's design and capital project management capability. The person currently occupying this position is responsible for the majority of the City's sanitary sewer, storm sewer and watermain reconstruction program which includes planning, design and construction management on approximately 50 streets annually.

In order for us to have a successful transition of the duties, infrastructure projects, budgets, etc., I believe the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 30 day over hire period of the Professional Engineer position. Many projects will have been designed and bid by the current employee, but the project management and oversight will be the responsibility of the new hire.

The financial impact for this proposal is approximately \$9,900. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the expected lower salary of the new hire.

C: Sandy Matz, Human Resources Director
Mark Lahay, Assistant City Engineer