



Date: December 7, 2017

To: Ald. Curt Konetzke, Chair  
Human Resources & Information Technology Committee  
100 N. Appleton Street  
Appleton, WI 54911

From: Ron McDonald, General Manager *RM*

Re: Valley Transit Table of Organization

Dear Ald. Konetzke and Committee Members,

Valley Transit has been in process of restructuring its Management Team throughout the last 15-months. I believe this restructuring effort will result in a firm foundation to lead Valley Transit now and into the future.

I humbly request the following changes to Valley Transit's Table of Organization:

I would like to re-establish a Transit Operations Supervisor position. This position will be funded by current resources. The City of Appleton Finance Department Director Saucerman determined this request is budget neutral.

**New Position:**

Operations Supervisor - Transit

**Current Resources:**

Administrative Assistance 0.6 FTE - Vacant  
Communications Technician 0.5 FTE - Vacant  
Road Supervisor 0.5 FTE - G. Chapa, Incumbent

The Operations Supervisor shall report to the Assistant General Manager. This position will provide oversight and supervision to the Road Supervisor and Bus Drivers.

The Paratransit/Operations Supervisor shall report to the Assistant General Manager. This position shall provide direct oversight and supervision to the Communications Technicians in addition to providing administration and oversight of Valley Transit's contracted services.

The Operations Specialist shall report directly to the General Manager. This position will continue to work closely with all Valley Transit Divisions providing technical and compliance support, and other resources as necessary.

**Recommendation:**

**Update the Valley Transit Table of Organization to include:**

**Establish a Transit Operation Supervisor position, reporting to the Assistant General Manager**

**Change the Paratransit / Operations Supervisor position to report to the Assistant General Manager**

**Change the Operations Specialist position to report to the General Manager**

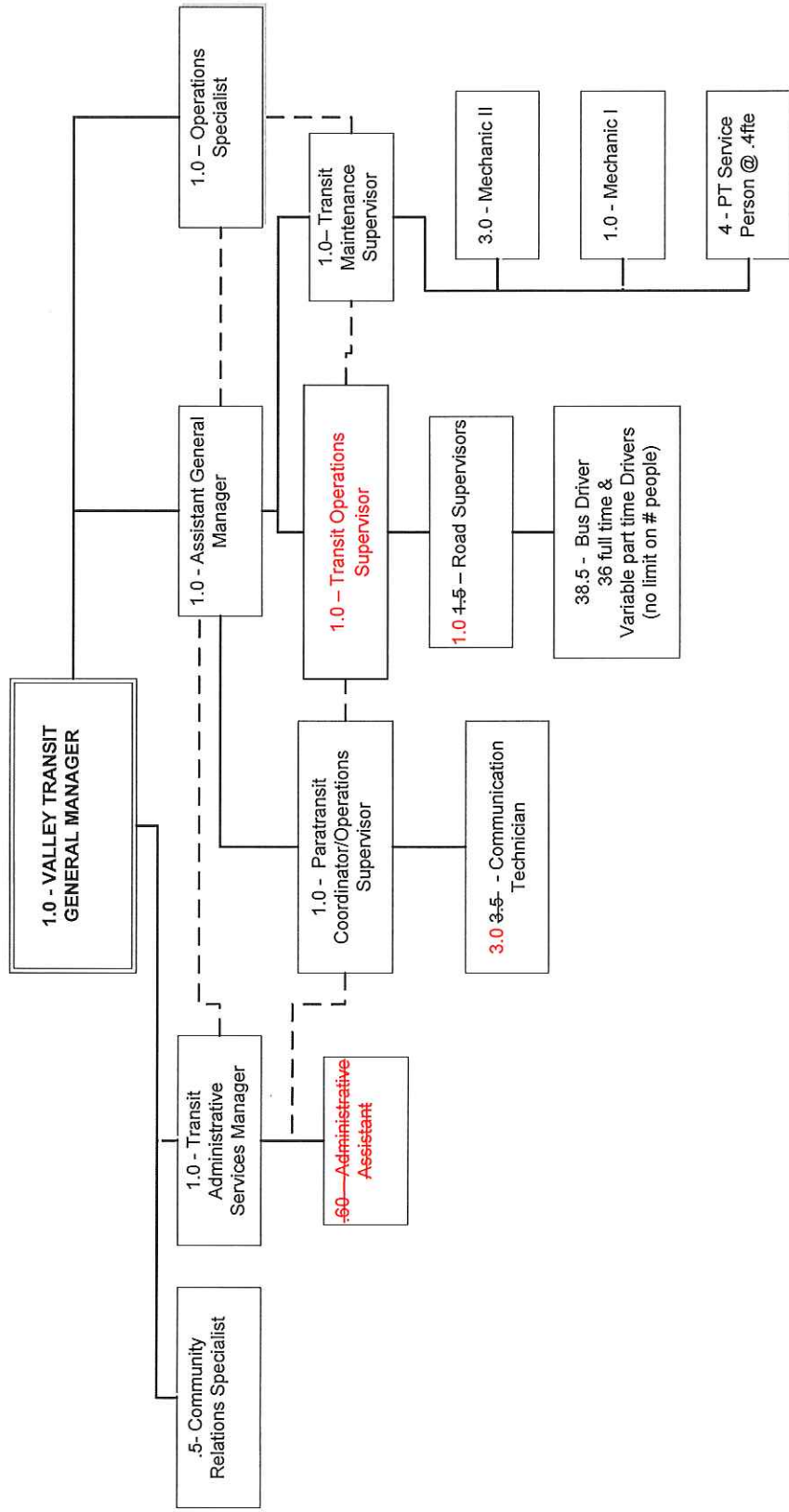
**Eliminate Administrative Assistant 0.6 FTE**

**Eliminate Communications Technician 0.5 FTE**

**Eliminate Road Supervisor 0.5 FTE**



Proposed 12-13-17



Council Approved  
JUNE 2017

