DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
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MEMORANDUM

Date: June 30, 2026

To: Chairperson Firkus, Members of the Human Resources & Information Technologies Committee, City of Appleton Common Council

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:

This memorandum requests HR Committee review and approval of a position title change within the Department of Utilities, from Treatment Specialist to Process Specialist. This change does not impact pay grade and reflects an update to the table of organization intended to better align the position's duties and responsibilities with current departmental needs.

PROPOSED CHANGES

The revised job description narrows the focus of the position to better match the technical and project-support functions the role has evolved to perform. Most notably, the position is no longer expected to fill in for Treatment Operators or act as relief for the Wastewater Operations Supervisor, eliminating the associated 24/7 on-call obligation. In its place, the role is formalized as a day-shift technical role supporting process monitoring and optimization, capital and infrastructure project coordination, asset management program development, and departmental safety program support, across both wastewater and water treatment facilities.

RECOMMENDATION

The title of Process Specialist and accompanying job description more accurately reflect the position's actual scope of work and avoids the operational/relief connotations carried by the current title. There is no change in pay grade or budgetary cost associated with this request.

Staff respectfully requests the HR Committee approval of the title and job description change from Treatment Specialist to Process Specialist.

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