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

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*
Jay Ratchman, Interim Human Resources Director

DATE: May 25, 2021

SUBJECT: Request to approve changes to the Department of Public Works Table of Organization – Operations Division.

The adoption of Wisconsin Act 10 in 2011 provided an environment where staffing assignments could be much more fluid and flexible. Over time, this flexibility helped us accomplish more work with fewer people. It also created a situation where many of the Operator I and Operator II positions have become very blended. Even the job descriptions only have subtle differences in the assigned tasks.

The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying two (2) Inventory Control Clerk Positions to Operator I Positions and sixteen (16) Operator I Positions to Operator II Positions. (See attached Table of Organization). The proposed Table of Organization changes are to more accurately reflect the job duties these employees perform on a daily basis. The Department can absorb these costs within the existing 2021 budgets due to vacant salary dollars.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Inventory Clerk	2	Inventory Clerk	0
Operator I	32	Operator I	18
Operator II	<u>33</u>	Operator II	<u>49</u>
TOTAL	67	TOTAL	67

Thank you for your consideration of this proposed Table of Organization change. Please feel free to contact us with any questions you may have regarding this request.