



## MEMORANDUM

To: City of Menasha Personnel Committee

From: Adam Alix, Deputy Director of Municipal Operations

Date: February 2, 2015

RE: **Municipal Operations / Parks - Creation of Lead Person Position**

### **BACKGROUND**

In September of 2014, the Common Council approved a Lead Person Position in Streets Division of the Public Works Municipal Operations Department. At that time, we discussed, with the Council, the possibility of a second Lead Person Position in the Parks, Forestry, Facilities, and Cemetery Division, but wanted to wait to request approval for this until we made sure that the implementation of the first Lead person Position was successful.

As department leadership has worked through the past four months, with the first Lead Person in place, it has become apparent that there is a strong need for another Lead Person position to strengthen our field operations and ensure that the crews are connected to and carrying out the duties as established by department managers.

In addition, the department managers are currently not able to spend the time needed for higher level planning, managing, and administrative activities, due to having to be in the field a fair portion of the time.

### **ANALYSIS**

A specific Lead Person position in the Parks, Forestry, Facilities, and Cemetery Division will place a much greater emphasis on the ability to lead and direct staff, and assist the managers, to enable the Public Works & Parks Field Operations to be as efficient as possible. It will also enable the Parks, Forestry, Facilities and Cemetery Superintendent to spend more time on higher level planning, managing, and administrative activities, as well as enabling him to put more emphasis on City facilities per the new structure put in place last spring.

With the implementation of the Lead Person position, we are *not* requesting an additional employee in the department. Rather, we would expect to promote an existing employee, with the necessary skills, to the Lead Person position, and leave the position vacated by that person open until such time that we have the opportunity to transition to the desired positions. This will take some time; however, it will be the least disruptive to our existing staff.

In regard to the pay scale of the proposed position, staff has reviewed similar positions in other communities as well as completed an internal analysis to ensure that the position is being recommended at an appropriate pay level.

In addition to the immediate benefits of better efficiencies, improved communications, and better executions, that the department will receive from this change of position, this opportunity will also provide a path to further the development of current City employees, and it will increase the possibility of these leaders becoming future managers. If approved, there will be an internal job posting process used to select the most qualified person for the position.

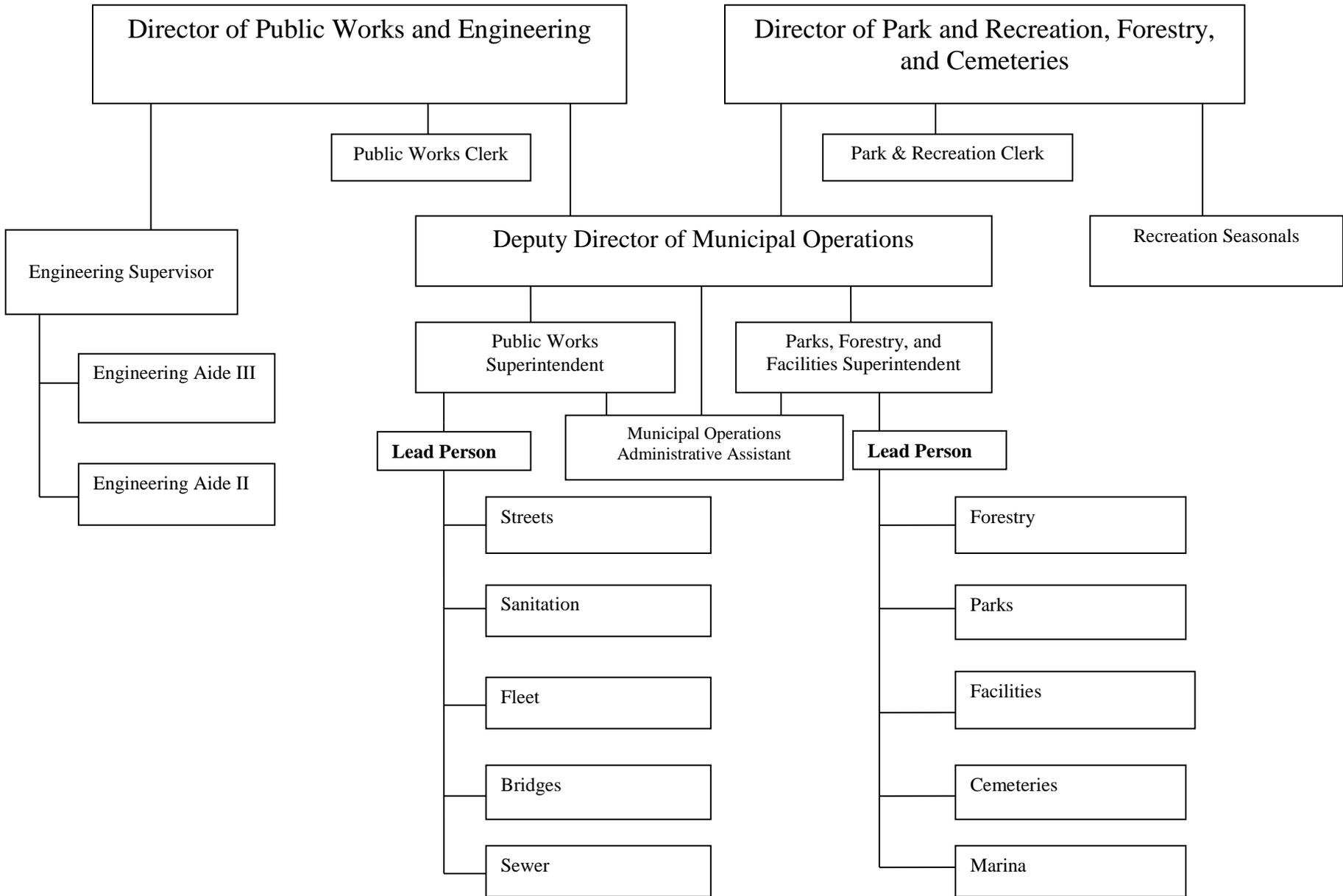
**FISCAL IMPACT**

The impact of implementing the Lead Person position is approximately \$1,900 in 2015, and \$2,500, annually thereafter. There is a sufficient amount of funds in the 2015 budget to cover the increased cost in 2015, due to a current position vacancy within the division; and, if approved, the 2016 budget will be adjusted to cover the additional annual costs. If implemented, even after the creation of the new position, the City will still be in a net savings position (approximately \$16,500 on an annualized basis) when comparing the current structure to the structure in place prior to March of 2014.

**RECOMMENDATION**

Staff recommends that Council authorize the creation of one additional Lead Person position in the Parks, Forestry, Facilities and Cemetery Division, adding it to the table of organization, without increasing the number of employees in the division. The recommended pay range for the position is as follows:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
<i>Lead Person-Parks</i>	<i>\$20.75</i>	<i>\$22.05</i>	<i>\$23.35</i>	<i>\$24.64</i>	<i>\$25.94</i>



Pay Range (former Locals 1035 & 1035B)  
Effective January 4, 2015

**DRAFT - POSITION ADDED**

Dept	Classification / (Authorized Positions)	Start	Start of 7th Month	Start of 19th Month	Start of 31st Month	Start of 43rd Month
		Step 1	Step 2	Step 3	Step 4	Step 5
General Admin	Finance Clerk	\$18.61	\$19.77	\$20.96	\$22.10	\$23.30
	Comm Devel Coord	\$21.05	\$22.36	\$23.67	\$25.00	\$26.31
	Deputy City Clerk	\$18.61	\$19.77	\$20.96	\$22.10	\$23.30
	Clerk-Parks	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Clerk-Public Works	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Public Health Aide	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Intern-Community Development					\$9.09
	Intern-Administrative Services					\$12.12
Police Dept	Traffic Court Liaison	\$17.19	\$18.26	\$19.34	\$20.41	\$21.48
	Code Enforcement Officer	\$17.19	\$18.26	\$19.34	\$20.41	\$21.48
	Communications Technician	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Communications Technician	\$16.63	\$17.64	\$18.62	\$19.62	\$20.63
	Communications Technician					\$12.60
Park	<b>Lead Person</b>	<b>\$20.75</b>	<b>\$22.05</b>	<b>\$23.35</b>	<b>\$24.64</b>	<b>\$25.94</b>
	Facilities/Pool Technician	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
	Facilities/Tech Electrician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Park Technician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Park Caretaker	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Arborist/Park Caretaker	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Park Laborer	\$19.11	\$20.30	\$21.49	\$22.68	\$23.88
Public Works	Engineering Supervisor	\$27.01	\$28.72	\$30.40	\$32.08	\$33.77
	Eng Aide III	\$23.38	\$24.85	\$26.32	\$27.76	\$29.22
	Eng Aide II	\$22.34	\$23.76	\$25.14	\$26.54	\$27.92
	Custodian	\$13.71	\$14.54	\$15.41	\$16.25	\$17.14
	Custodian (Relief)					\$10.20
<i>Fleet Maintenance</i>	Mechanic III	\$22.26	\$23.65	\$25.05	\$26.44	\$27.83
	Mechanic II	\$21.70	\$23.06	\$24.41	\$25.77	\$27.13
	Mechanic I	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
<i>Sanitation</i>	Sanitation Workers-Current Only					\$24.72
<i>Street</i>	Lead Person	\$21.16	\$22.48	\$23.81	\$25.13	\$26.45
	Traffic Technician	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Heavy Equip Operator	\$20.34	\$21.60	\$22.87	\$24.15	\$25.42
	Light Equip Operator	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Sewer Equip Operator	\$19.79	\$21.02	\$22.26	\$23.49	\$24.72
	Asst Sewer Equip Op	\$19.38	\$20.59	\$21.81	\$23.03	\$24.23
	Truck Driver	\$19.38	\$20.59	\$21.81	\$23.03	\$24.23
	Common Laborer-1/1/12 Includes Sanitation	\$19.11	\$20.30	\$21.49	\$22.68	\$23.88
<i>April-Oct</i>	Bridge Tender (2)					\$15.02
<i>April-Oct</i>	Bridge Tender - Relief (2)					\$15.02
<i>April-Oct</i>	Park/Seasonal Casual (1)					\$15.91