

**Personnel Committee Meeting
February 25, 2020
Background Information**

Item: Reclassification Requests (3)

Staff Recommendation: *Approve the reclassification of the Water Resources Department's Water Reclamation Facility Team Leader position, Grade 21, to Water Reclamation Facility Supervisor, Grade 23*

Background:

The position of Operations and Maintenance Supervisor was utilized from 1998 to 2012. In 2012, the position was reclassified into two Team Leader positions due to difficulty in sourcing candidates with both the operations and maintenance experience required. The Water Reclamation Facility (WRF) Team Lead positions were created, with one overseeing the maintenance and one overseeing the operations. Each Team Leader position was responsible for different job duties without supervisory responsibilities or authority. With the recent separation of one of the Team Leads, the department would like to reclassify the remaining Team Lead position to a Supervisor position.

The WRF Supervisor position would be responsible for supervising the team of four operators and mechanics as well as serving as back up for the WRF Manager and the backup Operator in Charge. The employee currently in the Team Leader Role has been acting in this capacity since the fall of 2019.

The proposed reclassified Supervisor position would create a developmental role and path within the organization and help employees advance within the division. The change will also help create a more consistent and balanced workflow of tasks through cross training and a more comprehensive perspective of job duties from the Supervisor. In addition, it would reduce the span of control for the WRF Manager to a more manageable number (from 6 to 2) allowing the Manager to focus on more strategic initiatives.

With the approval of this reclassification, the employee currently holding the Team Leader position would be promoted to Water Reclamation Facility Supervisor, keeping the position authorizations within the Water Resources Department the same. This promotion would be retro-active to January 1, 2020 and funded with lapse salary from vacated positions.

Staff Recommendation: *Approve reclassification of one of the Legal Department's Assistant Town Attorney positions, Grade 30, to Deputy Town Attorney, Grade 31*

Background:

With the growth of both the Legal Department staff and services, the classification of one of the two Assistant Town Attorney positions is being requested to increase to more accurately reflect the additional duties it now requires.

This position currently fills in for the Town Attorney in her absence at Town Council meetings and represents town staff in quasi-judicial proceedings. The position works independently in complex legal

matters and provides direction of work of legal staff. It represents the Town Attorney in meetings with staff, outside counsel and others, and is also responsible for supervising outside counsel in complex litigation matters.

As a result of these changes over time, both in scope of responsibility and degree of skill needed to perform the work, Town staff are recommending reclassification of the one Assistant Town Attorney position, Grade 30, to Deputy Town Attorney, Grade 31.

If approved, this reclassification would be effective April 1, 2020. A salary adjustment would be provided as a result of this reclassification. The department plans to use funds from their operations budget to cover the additional salary through the end of the budget year.

Staff Recommendation: *Approve Public Works and Transportation's position reclassification request for one of the Fleet Services Mechanic positions, Grade 17, to Fleet Crew Lead, Grade 19*

Background:

The fleet garage currently has one supervisor and four mechanics. The department would like to reclassify one of the mechanic positions to a Team lead position, to allow the workload to be more efficiently delegated and ensure work and priorities are not lost if the Supervisor is absent. The position will also be beneficial in creating a natural career path for the Fleet Supervisor Succession Plan. The current Fleet Supervisor has taken on additional responsibility for customer service satisfaction, performance efficiencies, vehicle deployment, service write-ups and fleet right-sizing, so the addition of a Team Lead will allow the Supervisor to focus on those efforts while the Team Lead oversees the day-to-day tasks.

With the approval of this reclassification, a competitive recruitment would be held so that existing Fleet division employees could apply for the Fleet Crew Leader position. The position authorization of the selected candidate would be used to create the new Fleet Crew Leader position, keeping the total authorizations for the Fleet Division the same. There would be a minimal budget impact as a result of the promotional increase, and the department plans to fund the increase with lapse salary from vacated positions.

Item: New Full-time Equivalent (FTE) Authorization Request

Staff Recommendation: *Approve the reclassification of two Limited Service Employee positions from Police and IT Departments to a full-time Help Desk Technician, Grade 21, shared by both departments.*

Background:

The Police and IT Department each have an LSE position dedicated for Help Desk Technology and other tasks. The Police Department employs a long time employee that has remained a Limited Service Employee (LSE) after retirement, however has indicated he will be leaving due to obtaining another full time job. Apex IT Department currently has a LSE who is considering full time work offered elsewhere, but would be willing to stay, providing we can offer a full-time position. The current LSE has already passed the background and security checks required by Police and IT.

The Police & IT Departments propose merging those LSE positions this fiscal year, providing the opportunity to share a FTE position for IT as has been done in the past. This will allow shared resources to meet each departments' IT needs. Benefits include:

- We will continue collaboration between the departments, keeping job duties similar, saving on training and contracting costs when either side may need more hours for a particular project, workload or shift.
- We already have the workspace, devices, and payroll costs covered between the current LSE positions.

Finding limited service workers for the Police and IT Departments has been very difficult, given the security requirements and background checks that are critical. The level of skill we require does not provide room for High School or College interns to fill the role and we are not able to compete with Research Triangle Park companies by offering superior pay and benefits. The Police and IT Departments would prefer stable staff in a more secure position to assist with productivity and security for both departments and believe it can be achieved by merging both of the LSE Technology positions into a full-time IT Technician position under the IT Department and share hours/shifts with Police.