

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: May 5, 2020

## Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

### Requested Motion

Motion to approve the reclassification of one of the Water Resources Department's Senior Engineer positions, Grade 28, to Environmental Engineering Manager, Grade 29, and Stormwater & Utility Engineering Manager position, Grade 31, to Utilities Engineering Manager, Grade 29.

### Approval Recommended?

Staff recommends approval, with unanimous approval from the Personnel Committee.

### Item Details

The vacated Stormwater & Utility Engineering Manager position (previously held by our new Water Resources Director), is being split into two separate positions – an Environmental Engineering Manager and Utilities Engineering Manager. While both functions have previously been managed by one person, the career paths for these two disciplines are generally focused in one or the other (not both). As the Water Resources Department continues to grow, separating these two civil engineering disciplines allows for concentrated management of each program for the Town. As a result, the Water Resources Department will now have five (5) separate divisions: Water/Sewer Operations, Infrastructure Inspections, Water Reclamation, Environmental Engineering, and Utilities Engineering.

Two internal candidates have been selected for these positions, after participating in an in-house mini-assessment center. One of the candidates' positions will be reclassified to serve as one of the new Manager positions, and the other candidate will fill the position vacated by our new Water Resources Director, allowing for the total number of authorizations to remain the same.



An existing Senior Engineer was selected to manage the Town's stormwater programs which would also include future environmental sustainability staff. Given the addition of sustainability programs, this new division of Water Resources would appropriately be named Environmental Engineering. The proposed Environmental Engineering Manager would directly supervise 4 employees and oversee a division of 7 other staff. This new division and its manager would be responsible for administering the Town's NPDES Phase II stormwater permitting, riparian buffer, and soil erosion and sedimentation control programs, regional collaboration, as well as overseeing stormwater capital improvement projects and other watershed protection and environmental sustainability programs.

An existing Professional Engineer was selected to manage the Town's Utility Engineering Division. The proposed Utility Engineering Manager position would directly supervise 4 employees and oversee a division of 6 other staff. This new division and its manager would be responsible for administering the Town's water/sewer plan review and permitting program, water/sewer capital improvement project design and management, master water/sewer plan development, water/sewer modeling, wastewater pretreatment program, regional collaboration, and GIS.

With the approval of these reclassifications, the employees currently holding the (Stormwater) Senior Engineer and (Utilities) Engineer position would be promoted to Environmental Engineering Manager and Utilities Engineering Manager, respectively, keeping the position authorizations within the Water Resources Department the same. These promotions would be retro-active to May 4, 2020 and funded with lapse salary from vacated positions.

#### Attachments

- None

