



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: October 4, 2022
SUBJECT: Authorize Changes to Position Allocation

Background and Analysis:

On June 21, 2022 Council adopted the FY 22/23 budget with 212.5 full time equivalent employees. Since that date executives have been evaluating current positions and individual department organizational structures. We recently began collecting job analysis questionnaires to aid in this evaluation along with the current and upcoming fee studies.

As a result of the job analysis questionnaires, Public Works and the Wastewater Department are requesting one organizational change to maximize the efficiency and workload within the departments. They are currently allotted one Customer Service Coordinator and one Engineering Development Technician. The Customer Service Coordinator position is currently vacant, and the department has requested this position be eliminated and replaced with a second Engineering Development Technician. This change in title will afford the city expanded professional quality control over projects and development. The cost to elevate this position for the remainder of the year will be approximately \$7,065 which will be funded thru the cost savings of the current Customer Service Coordinator position.

Fiscal Impact:

This position reclassification will be funded from costs savings of the current vacancy.

Recommended Action:

Approve the elimination of one Customer Service Coordinator position, position number CSC PW 01.

Approve the additional Engineering Development Technician, position number EDT02.

Attachments:

- A. Engineering Development Technician
- B. Public Works / Wastewater Organizational Chart