



CITY COMMISSION STAFF REPORT

DEPARTMENT: Utilities Department

SUBJECT: Motion to approve and authorize the reclassification of the position of Utilities Electrician to Utilities Electrician/Foreman from the existing Pay Grade of 16 to the proposed Pay Grade of 17, reflecting a higher level of job duties performed by the employee in the current position.

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the reclassification of the position of Utilities Electrician to Utilities Electrician/Foreman from the current Pay Grade of 16 to proposed Pay Grade of 17, reflecting higher level of job duties performed by the employee in the current position.

BACKGROUND OF ITEM:

The current Utilities Electrician was hired in January 2019 at an annual salary of \$68,500. At that time, the employee was advised that the City would either hire a lead electrician or an electrician assistant to support him in maintaining the infrastructure of the Utilities Department. Unfortunately, that support did not materialize and the employee continues to be a single person operation. There is no licensed back up in case of a serious electrical problem at the treatment plants or lift stations.

ANALYSIS:

The Utilities Director has analyzed the employee's current job description and compared with the job duties he is currently performing. As an example, the GENERAL DESCRIPTION OF DUTIES under current job description are very basic and do not reflect the higher level work being performed. On the contrary, the current job description also requires the position to "design electrical schematics" and calculate "motor loads," which must be done by an electrical engineer and not an electrician. Due to these reasons, the current job description must be revised and the employee placed in appropriate pay grade that reflects what the position must be actually performing.

To ensure continuity of operations, the Department will request a new position of an assistant electrician in the FY 2024 budget as envisioned before.

FISCAL IMPACT:

The Utilities Director has consulted with the Plant Supervisor, Field Supervisor, Chief Plant Operators and foremen. They all unequivocally support the reclassification of Jim's position and consider him to be valuable for the operation of the treatment plant and lift stations. In the light

of these facts, the Utilities Director recommends that the position be immediately reclassified and not wait until the pay and classification study is completed. The Utilities Director further requests that the City Manager be authorized to make any market adjustment up to the maximum of the proposed Pay Grade 17.

ATTACHMENTS:

1. Current Utilities Electrician Job Description, 2003
2. Proposed Job Description as Utilities Electrician/Foreman, 12/2022
3. Current Pay Plan, 11/2021