



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: April 24, 2024

AGENDA ITEM: Consider a motion to confirm filling the Temporary Part-Time Administrative Assistant-Customer Service Representative position with the preferred candidate and confirm filling the Information Systems Utility Locator/GIS Technician position with the preferred candidate.

PREPARED BY: Chery Pierzina, Human Resources Officer.

BACKGROUND:

At the February 28, 2024, regular meeting, the Commission authorized the internal posting and external advertising for the position of Temporary Part-Time Administrative Assistant-Customer Service Representative and the internal posting and external advertising for the position of Information Systems Utility Locator/GIS Technician position.

Temporary Part-Time Administrative Assistant-Customer Service Representative Position

This position is 20% Administrative Assistant, covering for a leave of absence, and 80% Customer Service Representative (CSR), which will cover for our current CSR's while they train for our new ERP software.

Interviews were scheduled for March 22, 2024. An employment offer was made and accepted by Vicki Probst with an accepted hire date of April 8, 2024. The rate of pay is \$24.09 per hour. This is a temporary part-time position, 30 hours per week (6-hours per day-5 days per week), beginning April 8, 2024, through mid-October, 2024.

There is no expectation of continued employment, in this capacity, at the completion of the Temporary Part-Time Administrative Assistant-Customer Service Representative estimated employment dates.

Information Systems Utility Locator/GIS Technician

GRPU received five (5) applications. Four (4) interviews were conducted for the Information Systems Utility Locator/GIS Technician position on March 19th and March 20th. An employment offer was made and accepted by Jamie Veith with an accepted hire date of April 8, 2024. The rate of pay is \$30.19 per hour. This is a permanent full-time position.

Management staff recommends the Commission formally confirm filling the Temporary Part-Time Administrative Assistant-Customer Service Representative position with the preferred candidate and confirm filling the Information Systems Utility Locator/GIS Technician position with the preferred candidate.

RECOMMENDATION:

Consider a motion to confirm filling the following positions:

Temporary Part-Time Administrative Assistant-Customer Service Representative with preferred candidate, Ms. Vicki Probst effective April 8, 2024.

Information Systems Utility Locator/GIS Technician with preferred candidate, Mr. Jamie Veith effective April 8, 2024.