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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PROMOTION OF THOMAS SOUKUP TO WASTEWATER OPERATOR I POSITION
DATE: FEBUARY 12, 2024

On December 20, 2023, we began advertising for the Wastewater Operator position in the New Prague Times and the Times Extra for two (2) weeks each. We also advertised in several related organizations that offer free employment sites to their members with a closing date of January 26, 2024. We received nine applications and after reviewing all applications we interviewed four candidates.

Based on the application and interview review process, staff is recommending Thomas Soukup be promoted to the Wastewater Operator I position with an effective start date of Wednesday February 27, 2024, and that his wage be placed at Pay Grade 10 Step 8 on the City's Compensation Plan at \$36.31/hr.

Recommendation

Mayor and Council approval of the promotion of Thomas Soukup to the Wastewater Operator I position per the recommendations listed above.