



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Wastewater Laboratory Manager DEPARTMENT Wastewater # OF APPLICANTS: 2

FT [x] PT [] SALARY [x] HOURLY [] Days Posted: 7 Incumbent: Retired - Ann French

[] NEW POSITION [x] REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: [x] Y / [] N (See Recruitment Policy)

Reason for Opening:

Ann French retired, her last day was July 5, 2024.

Justification for fill:

The lab manager is a critical person for the wastewater department. We have mandatory testing for permit compliance and this person also performs other essential duties in helping the wastewater plant run efficiently.

Top Candidate Name: Richard Jirsa III Recommended Grade/Step/\$ Grade M, Step 7

Qualifications:

Rick has been working in the lab for the last 2 months after Ann retired. He has prior laboratory experience and has a 4-year degree from US Stevens Point that is related to this type of work. Rick's understanding of the laboratory procedures and hands on operations of this plant is second to none

First Alternate Name: Recommended Grade/Step/\$

Qualifications:

Second Alternate Name: Recommended Grade/Step/\$

Qualifications:

Comments:

This is a promotion for Rick, the policy manual defines this to be a minimum 8% raise in pay = M7.

Pete Hartz 09/04/2024 Supervisor Signature/Date Department Head Signature/Date

Human Resources

- [] References Completed
[] Background Check Completed
[] Permission for Screening Received
[] Grade, Step, and Years of Service
[] Contingent Offer Drafted

HR Signature Date

Finance Director Signature Date

Mayor Signature Date

Final Approval
Grade ___ Step ___ _ Vacation ___
Finance Committee(as required) ___
Effective Date: _____