



Core Services Report

As of 01/09/2024

Classification & Compensation

Open New Position/Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Programming & Makerspace Librarian	\$18.69 - \$22.99 non-exempt	No Change	\$48,623.92 - \$59,798.52 exempt	Under Staff Review

Completed New Position/Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Approval Date	Effective Date
IT Administrator	IT Director/No Change	IT Director	12/5/2023	1/1/2024
	IT Technology Support Technician \$27.83 - \$32.21	IT Technology Support Technician \$27.83 - \$32.21	12/5/2023	1/1/2024
	Assistant Parks, Recreation & Community Events Director \$57,056.66 - \$78,275.09	Assistant Parks, Recreation & Community Events Director \$57,056.66 - \$78,275.09	12/5/2023	1/1/2024
First Assistant Chief PT-non-exempt \$33.08	First Assistant Chief FT-exempt \$87,091.18 - \$94,079.94	First Assistant Chief FT-exempt \$87,091.18 - \$94,079.94	12/5/2023	1/1/2024

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
1		1	

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only	Denied
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Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances

Open Grievances

Issue	Date Filed	Status

Closed Grievancews

Issue	Date Filed	Status

Recruitment & Selection

New Hires

Name	Department	Job Title	Hire Date
Reagan Godek	Parks & Rec	Activity Instructor	1/5/2024
Lynn Kennedy	PD	Dispatcher	1/16/2024
Matt Seaver	DPW	Laborer	1/22/2024

Transfers

Original Position	New Position	Date
Patrol Lieutenant	Detective Lieutenant	1/8/2024

Promotions

Original Position	New Position	Date
Patrol Officer	School Resource Officer	1/1/2024
Patrol Officer	Patrol Lieutenant	

Separations (YTD)

Total Separations	Resignations	Retirements	Terminations
4	3	1	0

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Patrol Officer	1	1/5/2024	Final Background
Patrol Lieutenant	1	1/8/2024	PFC Approval
Deputy Clerk	1	12/28/2023	Closes 1/26/2024
Fire Department POC	Various		Ongoing
Lifeguard	Various		Ongoing
WAFC Manager	1		Offer Pending
GIS Analyst	1	1/12/2024	Closes 1/26/2024

Recruitment Misses

Withdrew Before Interview	Withdrew After Interview		
6			

Job Offer Declines

Stayed with Current Job	
1	

Flexible Work Arrangements

Job Title	Arrangement	Date Approved/Denied	6 Month Review Date	Notes
GIS Analyst	Mondays work from home	A-5/24/2023	Reviewed-7/31/23 - Schedule was modified to PT to accommodate employee's school schedule	Reviewed in December - Employee separated employment effective 1/12/2024
IT Director	Tuesdays work from home	A-5/24/2023	11/24/2023	Employee has not utilized the benefit
Water & Wastewater Employees	Summer hours implemented year round	A-9/19/2023	3/19/2024	
Confidential	Monday and Fridays work from home from Jan to Aug	Tentative Approval 1/5/24	7/5/2024	

Employee Handbook Modifications

Section Modified	Modification	Date