

Evaluation Criteria for Vacant and New Positions

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*While the position of **Part-Time Building Maintenance** is not essential in terms of the definition above, it is essential in the maintenance and repair of our public buildings and grounds. This position would support our full time building maintenance staff in the maintenance and repair of the following buildings: City hall, Police department, Fire stations 1 and 2, the Public Works offices, Central Park warming house, park center building, municipal parking ramp, grounds maintenance at city hall and the old Municipal Center on NowThen Blvd.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.

Though building maintenance is not listed as a strategic goal for 2012, the City of Ramsey's investment in public structures is substantial. The investment in government buildings is approximately \$26,000,000. The municipal center represents the City of Ramsey to our residents and to anyone visiting our city. With the Anoka County License center located in our building, the municipal center is a direct representation of our city to outside visitors.

- Can the duties be re-engineered or automated? Please explain

No, though many of the functions of the building systems are automated already, the duties of building maintenance include basic janitorial services, as well as grounds maintenance; those functions could not be automated or re-engineered.

- Can the duties be reassigned temporarily or permanently? Please explain.

The position cannot be permanently reassigned. To some degree, the public works department could fill in on a temporary basis during emergencies by helping out with the basic janitorial functions, opening or closing the building, etc. However, they are needed in the public works department to carry out the primary functions of their respective areas. As mentioned earlier, the municipal center uses highly automated computer controlled systems for most building functions, such as electrical, HVAC, and security. If another employee were to fill in on a regular basis, they would have to work alongside the full time staff for a period of time and be trained on numerous computer systems.

- Can the position remain unfilled temporarily or permanently? Please explain.

No. Simply stated, two full-time and one part-time employee is the bare minimum. As a result of having just two fulltime employees performing the work we are temporarily operating under a Memorandum of Understanding (MOU) with the AFSCME union. The MOU was necessary due to an emergency medical leave with the fulltime building maintenance employee earlier this year. When the MOU runs out in the near future, we will be operating with only two staff members to cover the 16 hour shift, with no coverage for vacation time, sick time, or occasional extra project that may arise.

- Can the position be filled internally?

Yes. Currently we are using a former seasonal employee from our park department, Jeff Strelow. He has been covering during the aforementioned medical emergency and has worked out very well. He would be interested in the part time position. I have received nothing but positive feedback on his performance to date. Also, he has passed all required back ground checks to work in the secured environment of the police department.

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

The municipal center is used by many civic and business groups most nights during the week and weekends for meetings. We have always had staff available to help set up for meetings and answer any questions/problems that

may arise. Some of the larger maintenance issues, such as moving furniture or floor care require two people and occasionally need to be performed before or after normal business hours. During these larger projects we would be short on coverage the remainder of the day. Also with only two employees there is no coverage for sick leave or vacation time. If someone does need the day off for any reason we either sacrifice the current level of service or go into an overtime situation. At present time the building maintenance supervisor is in jeopardy of losing accrued vacation time. He is unable to plan adequate days off because of the short staffing situation.

Can the service provided be reduced, eliminated, or contracted out?

If this service was reduced or eliminated, it would have a direct impact on building maintenance and after hour services provided to the public. The option to contract out is not cost effective – see attachments for supporting documentation.

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)

The previous part-time building maintenance worker retired on June 28, 2012. Since then there has been a 40% increase in overtime hours worked.

- What are the circumstances that warrant the creation of this new position?

This is not a creation of a new position. We are asking to backfill a position that was previously left vacant due to a retirement and subsequent removal from the budget.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

The 2012 salary range for this position is \$15.98 per hour to \$19.98 per hour. The estimated total annual cost to hire a new part-time building maintenance worker at step 1 of the wage scale is \$20,864.