

2022 PERSONNEL REQUESTS		RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
2022 Cost Center	Budget	Community Development 191	Engineering 301	Pubic Works 311	Pubic Works 311	Building Maintenance 194	Police 211	Building 240
		Senior Planner to Planning Manager	Engineering Tech IV to Sr. Engineering Tech	Street Lead Person to Streets Department Supervisor	Maintenance Worker to Street Lead Person	Building Maintenance Worker	Police Tech	Permit Tech
6102	Full-Time Regular	4,847	738	3,205	3,177	16,810	19,878	5,620
6104	Part-Time Regular	-	-	-	-	-	-	-
6121	Pera	364	55	240	238	1,261	1,491	422
6122	FICA/Medicare	372	57	245	243	1,286	1,522	429
6131	Group Insurance	-	-	-	-	12,502	4,854	-
6151	Workers Comp	41	5	350	347	1,370	171	48
6105	Current Rec & Summer Interns)							
	Total Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Additional Expense: Uniform & phone							
	Add'l Net Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Offset Funding: Admin Intern:							
	Net Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
STATUS OF REQUEST		Position Reclass	Position Reclass	Position Reclass	Position Reclass	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
		(Step 5)	(Step 6)	(Step 2)	(Step 2)	(step 2/3)	(Step 2)	(Step 6)
		2080 hours	2080 hours (Implement 7-1-22)	2080 hours	2080 hours	2080 Hours (25 hours to 40 hours week)	2080 Hours (25 hours to 40 hours week)	2080 Hours (32.5 to 36 hours week)
		\$48.684/hr	\$41.894/hr	\$36.426/hr	\$30.699/hr	\$21.284/\$22.298	\$25.485/hr	\$30.88/hr
	Full-Time Equivalent	1	1	1	1	1	1	1
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	Aside from Pay Equity, a change in title would provide better organizational equity in terms of title. A Senior Planner title is often associated more with leadership/management responsibilities. When compared to similar roles, it is uncommon for a Senior Planner to be supervising this many staff and different activities (development review, zoning administration and code enforcement). The Senior Planner's current role is more closely related to a Planning Manager classification.	Current Engineering Tech IV has directed the day-to-day work activities of the Engineering Tech II and the Engineering Interns for approximately the past two years. Engineering Tech IV is interested in being reclassified to Sr. Engineering Technician to allow him to directly supervise the Engineering Tech II and the Engineering Interns, but was informed this reclass could not be processed until successfully completed the Lead Academy Supervisory training course, which consists of 12 classes. The Engineering Tech IV successfully completed 6 classes before the training was paused due to the pandemic. After the Engr Tech IV completes the remaining 6 classes he will be eligible to be reclassified to Senior Engineering Technician.	The current street lead person has been handling most of the day-to-day duties of the Streets Supervisor for approximately 1-1/2 years. This includes snow removal operations, equipment training for PW employees, is involved in the hiring process for new employees for the department, as well as giving input on performance reviews and employee disciplinary action when needed.	With the potential of current street lead person being reclassified to Street Supervisor from Street Lead, the Street Lead position will need to be backfilled. This position helps the street supervisor organize the daily work load and works alongside the crews to make sure the work is performed as assigned. The Street Lead is also expected to cover for the Street Supervisor in his absence.	Building Maintenance worker is currently working 25 hours as a part-time building maintenance worker. The request is to make him a full-time employee instead of hiring an additional part-time building maintenance worker as requested in 2021. With the addition of the new Public Works Campus and the proposed water treatment plant the workload will be increased significantly for the department. Staff is currently gathering proposals from private vendors to compare costs to see which direction would be more economical, contracting out or performing maintenance in house.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processes and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. The Police Department currently has 2 ft and 2 pt employees in this area and 1 ft manager of office operations. 2022 request is to add 15 hours per week to make one of the part-time employees to a ft employee to provide additional coverage, ensuring continuity of operations and service.	Increase hours of Permit Technician from 32.5 hours to 36 hours due to ever-increasing demand in building permit issuance.

