

2023 PERSONNEL REQUESTS		RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS
2023 Cost Center	Budget	Police 211	Engineering 301	Utilities 601	Building 240	Park & Rec 452
		Records Technician to Data Analyst	Engineering Tech II to Engineering Tech III	Utility Maintenance Worker to Utilities Lead Person	Permit Tech	Recreation Specialist
6102	Full-Time Regular	1,013	3,469	1,777	2,493	14,374
6104	Part-Time Regular	-	-	-	-	-
6121	Pera	77	260	133	187	1,078
6122	FICA/Medicare	78	265	136	191	1,100
6131	Group Insurance	-	-	-	-	7,510
6151	Workers Comp	8	32	82	23	133
6105	Current Rec & Summer Interns)					
	Total Funding Required	1,176	4,027	2,128	2,894	24,195
	Additional Expense: Uniform & training					
	Add'l Net Funding Required	1,176	4,027	2,128	2,894	24,195
	Offset Funding: PT Fire Tech Utility Funds			(2,128)		
	Net Funding Required	1,176	4,027	0	2,894	24,195
STATUS OF REQUEST		Position Reclass	Position Reclass	Position Reclass	INCREASE IN HOURS	INCREASE IN HOURS
		(Step 5)	(Step 5)	(Step 3)	(Step 6)	(Step 1/2)
		2080 hours	2080 hours	2080 hours	1768 Hours (32.5 to 34 hours week)	2080 Hours (29 to 40 hours week)
		\$29,300/hr	\$36,965/hr	\$32,569/hr	\$31,962/hr	\$23.96/\$25.158
	Full-Time Equivalent	1	1	1	0.85	1
PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours		Current Records Tech has obtained additional training in data analysis/statistics. This position is responsible for all crime statistics and officer stats (# of CFS, arrests, citations, shifts worked, etc.). 50% of the time the position will work on data analysis/intelligence led policing and 50% on current police tech job duties.	Current Engineering Tech II inspects construction under current classification. Employee plans to take the State of MN Professional Engineer's examination in 2023 and upon receiving confirmation that he has passed the PE exam, employee will be eligible to be reclassified to Civil Engr. II. Until then, employee will be working to increase both the complexity and volume of technical work including designing PMP projects and preparing feasibility studies, plans and specifications.	With the design/construction/commissioning of the new water treatment plant, the utilities supervisor's time will be primarily spent in all phases of the project. The need for someone to take over some of the responsibilities of the day-to-day operation will be required. This person would be responsible to make sure all the MN Dept of Health requirements are met and current, as well as, give staff direction on daily maintenance functions.	Increase hours of Permit Technician from 32.5 hours to 34 hours due to ever-increasing demand in building permit issuance.	The availability of parks and trails, as well as recreation opportunities and programming continues to be valued, and a priority for residents, as reported in the Citizens Survey. An increase of 11 hours to a total of 40 per week better aligns with the work load, ability to respond to the public in a timely manner, and for an ever-increasing number of residents that appreciate the rec programs offered. This position also provides back-up to the PW Admin Assistant including in assisting the public in park and facility reservations.

2023 PERSONNEL REQUESTS		NEW POSITION	NEW POSITION	NEW POSITION	NEW POSITION	
2023 Cost Center	Budget	Police 211 Part-time	Police 211 Full-Time	Engineering 301 Full-Time	Utilities 601 Full-Time	
		Community Service Officer (CSO)	Patrol Officer	Engineering Tech II	Utility Maintenance Worker	
						TOTALS
6102	Full-Time Regular	-	69,268	60,335	53,558	206,287
6104	Part-Time Regular	33,749	-	-	-	33,749
6121	Pera	2,531	12,260	4,525	4,017	25,068
6122	FICA/Medicare	2,581	1,004	4,616	4,098	14,069
6131	Group Insurance	-	12,795	12,795	12,795	45,895
6151	Workers Comp	310	6,705	444	2,464	10,201
6105	Current Rec & Summer Interns)					-
	Total Funding Required	39,171	102,032	82,715	76,932	335,269
	Additional Expense:					-
	Uniform & training	5,500	10,000			15,500
	Add'l Net Funding Required	44,671	112,032	82,715	76,932	350,769
	Offset Funding:					-
	PT Fire Tech					-
	Utility Funds			(24,736)	(76,932)	(103,796)
	Net Funding Required	44,671	112,032	57,979	-	246,973
STATUS OF REQUEST		NEW	NEW	NEW	NEW	
		(Step 1)	(Step 1)	(Step 1)	(Step 1)	
		1508 Hours	2080 Hours	2080 Hours	2080 Hours	
		\$22.38 /hr	\$32.459/hr	\$29.007/hr	\$25.749/hr	
	Full-Time Equivalent	0.725	1	1	1	
PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours		Assigned to community service to continue level of basic services in animal control, patrol assistance, administrative tasks and code enforcement. Based on estimated growth and actual calls for service/response times.	Assigned to patrol to continue level of basic services. Based on estimated growth and actual calls for service/response times.	With the reclass of the current Engr Tech II to Eng Tech III a vacancy will be created. This position will primarily inspect construction in the field under the direct supervision of the Sr Engr Tech.	The last maintenance worker hired to work in the utility department ws February 2014. Since that time 1053 new services have been added to the system. With several new subdivisions in the planning stage, the need for maintenance also increases. Areas such as water meter installs, hydrant flushing, hydrant repairs, valve maintenance, utility locates, sewer cleaning, and water testing all add to the department work load.	