

Resolution authorizing a reclassification for the position of Meter Reader II and Human Resources Assistant.

RESOLUTION

WHEREAS, Resolution #14-1149 approved the Classification and Compensation Plan for employees covered under the Employee Handbook, and

WHEREAS, the Classification and Compensation Plan contains a provision for Department Heads to request a position be reclassified to higher classification grade due to increased complexity and/or responsibility within the respective position, and

WHEREAS, all reclassification requests are subject to a review by the Director of Human Resources, and if justified, the Director of Human Resources must provide a recommendation to Common Council, and

WHEREAS, the Director of Public Works and Director of Human Resources have requested reclassification for the positions of Meter Reader II and Human Resources Assistant, and

WHEREAS, it is the recommendation of the Director of Public Works to change the title of Meter Reader II to Water Service Technician to more accurately reflect the scope of the position.

WHEREAS, following a review of the request it is the recommendation of the Director of Human Resources that the positions be reclassified as follows:

<u>Position</u>	<u>Current Grade</u>	<u>Recommended Reclass Grade</u>
Meter Reader II (retitled to Water Service Technician)	Grade 3	Grade 4
Human Resources Assistant	Grade 6	Grade 7

WHEREAS, incumbents in the reclassified positions shall be placed at the step within the recommended reclass grade which provides a pay increase, as defined within the Classification and Compensation Plan.

NOW THEREFORE BE IT RESOLVED by the Common Council that the position of Meter Reader II is retitled to Water Service Technician with an amended pay grade from grade 3 to grade 4, and position of Human Resources Assistant is changed from grade 6 to grade 7. The incumbent in the positions shall be placed at the step in the new pay grade which provides a pay increase

BE IT FURTHER RESOLVED that the job descriptions as amended and wage rates as identified above shall become effective August 17, 2016 and that the Director of Human Resources, Director of Public Works and the Director of Finance/Purchase are hereby directed to take all necessary steps to implement this resolution. Funds to be appropriated from the 2016 operating budget salary increase account in the amount of \$275 salary and \$40 benefits, and from the 2016 Water Utility operating budget in the amount of \$235 salary and \$35 benefits.