

Jane Rhode

From: Brian Helminger
Sent: Monday, March 24, 2014 10:52 AM
To: Christopher Able - D3
Cc: Jill Hennessey; Jane Rhode; Michael Jaeger
Subject: Operator retirement

Alder Able:

I have an Operator vacancy that needs to be filled due to an anticipated retirement of a long time WWTF staffer. Prior to Jeri leaving we set up a plan to fill the vacancy as expediently as possible to get someone on staff and start training with the hope of minimizing disruption in the Operator rotation. I have brought the issue to the WWTF Board and they approved filling the position in accordance with city policy. The issue came up too late to make the agenda for the last Personnel committee meeting. The request has been documented and the new Personnel Requisition Form completed and submitted.

Before Jeri departed, she advertised the position and we are in the early stages of collecting applications. The thought was that Personnel Committee and Council would be able to act on this request prior to the application deadline closing and we could move seamlessly into the selection and interviewing process. I believe this still needs 2/3 majority approval on the Council floor in order to advance. I'm writing move onto the next step and appear on the next Personnel agenda and meeting. This is a budgeted position and planned retirement and needed staff member to be inserted into the Operator shift rotation after a satisfactory training period.

I imagine you are assembling the agenda now for the next committee meeting.

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