



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: September 21, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 5, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Report of Engineering Title and Organizational Chart

Recommended Action: Motion to amend job title to Assistant City Engineer.

Background/Summary:

The advancement of the Senior Technician to the Assistant Public Works Director was approved, but questions were raised as to the correct job title. Staff presents to the Council the organizational chart, noting that the position is in-line with the two other Superintendents and does not have the position of authority over their departments in the absence of the Public Works Director.

The staff recommended title is "Assistant City Engineer" based on a consistent title in the County Highway Department, but mostly on the determination of the Bureau of Mediation Services (BMS) that the titled position of "Assistant City Engineer" is included in the Supervisory Unit. Time expended on soliciting BMS for another title determination would be one more frustrating step and may impede a negotiated settlement with the new group "Supervisory and Confidential Employees."

Since the title of a job does not change the assigned work, this recommended title could be reviewed again after more input from the Public Works Director's peers.

Alternatives: Select another job title and solicit a BMS unit determination, filed by mutual consent, to add new title position and/or eliminate Assistant City Engineer title.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

Supervisory Unit:

All supervisory and confidential employees employed by the City of Willmar, Minnesota, who are public employees within the meaning of Minn. Stat. §179A.03, subd. 14, excluding Department Heads and all other employees.

This unit includes, but is not specifically limited to the following positions: ~~Waste Treatment Plan Superintendent; Recreation Supervisor;~~ Police Captain; Assessor, Arena Operations Supervisor; ~~Public Works Superintendent;~~ Assistant City Engineer; ~~Senior Technician;~~ and Information Systems Coordinator.

2. Janell Sommers, Administrative Assistant in the Administration Department; Sue Edwards, Administrative Assistant in the Police Department; and Carol Cunningham, Accounting Supervisor are not supervisory within the meaning of Minn. Stat. §179A.03, Subd. 17 (2014) and are excluded from both bargaining unit defined above.
3. The Group has until 4:30 p.m. on Monday, July 20, 2015 to submit the requisite showing of interest (30 percent) from among the employees in one or both bargaining units to proceed to an election. Upon receipt of a requisite showing of interest from each respective bargaining unit the Bureau shall issue a Mail Ballot Election Order. Failure to submit the requisite showing of interest from one or both bargaining units will result in the Maintenance of Status Quo Order being lifted for the unit not submitting the showing of interest.
4. The City shall post this Order at the work locations of all affected employees.

STATE OF MINNESOTA
Bureau of Mediation Services



JOSH L. TILSEN
Commissioner

cc: Frank Madden
Bruce Peterson
Kevin Halliday (2)
(Includes Posting Copy)

Public Works

Public Works Director
Sean Christensen

**Public Works Clerk
-Secretary**
Kelsi Delbosque

Community
Education
and
Recreation

Civic Center

Staff

PW Superintendent
Scott Ledeboer

WWTF Superintendent
Colleen Thompson

Assistant City Engineer
Lynden Wittman

Working Foreman
Gary Manzer

Working Foreman
Jim Gauer

Public Works Staff
Mechanics

Operators
Lab Technicians
Mechanics

Technicians
Darrell Hoekstra
Luke Langner
Vacant

Custodians
Chris Simon
Jeff Jagush