



CITY OF WAUKESHA

Administration

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Committee: Human Resources Committee	Date: 1/16/2019
Common Council Item Number: Click here to enter text.	Date: 2/5/2019
Submitted By: Jennifer Andrews, Community Development Director	City Administrator Approval: Kevin Lahner, City Administrator Click here to enter text.
Finance Department Review: Rich Abbott, Finance Director Click here to enter text.	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Reclassify 4 staff members in Community Development to reflect how the department has been operating over the past year and reflect the actual work being done by the staff members.	

Details:
 When Sally Kahlfeldt retired from the Special Coordinator position I reviewed how the department had been operating and what our needs for staffing would be going forward. As a result I am bring forward a request to reclassify 4 positions.

1. Special Projects Coordinator reclassified to Associate Planner
2. Senior Planning – Land Use and Zoning reclassified to Principal Planner
3. City Planner reclassified to Deputy Community Development Director
4. Plan & Permit Review Technician reclassified to Inspector – Property Maintenance

The details of each reclassification are in the memo accompanying this coversheet. Combined, the changes reflect an approximate \$5,000 savings.

Options & Alternatives:

1. Reclassify the above positions to reflect how the department is operating and the direction I want the department to go in the future.
2. Maintain the current positions and have the staff pull back from any duties beyond their classification.

Financial Remarks:
 Planning Salary account decreases \$12,145
 Building inspection Wages account increases \$7,065
 Combined financial impact is a savings of \$5,080

Executive Recommendation:
 The staff in these positions have already taken on the duties of the positions proposed. The work in the department has evolved and to continue moving the direction the department is headed these changes should be made permanent. The change allows us to maintain our current code enforcement activities and planning functions as well as position the Planning department to make significant changes in the zoning code and comprehensive plan as well as focus on redevelopment and economic development.

