



# Organization Chart

March 27, 2020

## Narrative

The proposed changes to the organization chart are occurring because of the retirement of the city public works director at the end of December. The plan is to break up the department into five (5) divisions. Each division head will report directly to the city manager. An additional change is to split Finance and IT. The IT division head will report to the city manager. The city will hire an accounting firm to serve as the city's finance director. The accounting firm representative will report to the city manager. The Police Department and MUC will continue as departments.

The Code Enforcement Division title will be changed to the Building Safety Division. The division staff of three people will be relocated from the former DPW building to City Hall.

The City's Washington Street/Leonards Lane Office has two clerical workers. The workers will be able to assist both the planning division director and the economic development director since they will no longer be assisting the code enforcement staff. The two clerks will report to the Public Works Superintendent.

## Pay Rate Changes

Along with the organizational chart changes include proposed pay rate changes.

1. Increasing the two clerical position pay rates to Grade 5, Step 3.
2. Setting the following positions at the same Pay Rate of Grade 16, Step 9.
  - City Planner
  - Public Works Superintendent
  - Water Resource Administrator
3. Increase the Code Enforcement Supervisor to Grade 11 Step 14.
4. Set both current, full-time, finance clerical staff at Grade 8, Step 9.
5. Create an additional finance clerk position of Grade 7, Step 6.
6. Change the Planner 1 Position Title to Assistant Planner, no change in duties or compensation, just a title change