

COUNCIL ACTION FORM

SUBJECT: ADDITION OF “TEMPORARY MANAGER” POSITION TO PAY PLAN

BACKGROUND:

Staff is requesting that a new position be added to the City’s Pay Plan. This position would be titled Temporary Manager and have a pay range comparable to a Division Head within the City organization. The intent is to create a single “Temporary Manager” position in the Pay Plan which can be utilized on rare occasions across a broad spectrum of supervisory positions. The pay ranges for division head positions extend from \$51,207 up to \$98,879, which is the recommended pay range for this new Temporary Manager.

Electric Services currently is experiencing a situation which would benefit from the creation of this Temporary Manager position. The Electric Distribution Superintendent position has remained unfilled since September 15, 2008. The Human Resources and Electric Services Departments have conducted an extensive recruiting process over a number of months and have yet to find a suitable individual to fill this critical position. Meanwhile, we have interviewed a retired utility employee who is interested in filling the position on a temporary basis. With the creation of a Temporary Manager position, staff will be able to fill this need while we continue to search for a long term solution. Salary savings from the vacant position will offset the costs associated with this temporary hire.

ALTERNATIVES:

1. Approve the addition of a “Temporary Manager” classification to the City’s Pay Plan with a salary range of \$51,207 to \$98,879.
2. Do not approve this new temporary classification and direct the staff to continue the search for a person to permanently fill the Electric Distribution Superintendent position.

MANAGER’S RECOMMENDED ACTION:

Despite our best efforts to fill the vacancy in this crucial management position, we have been unable to identify an acceptable permanent candidate to lead this division. We now appear to have a unique opportunity to take advantage of the availability of a recently retired private utility manager who is willing to assume the position for at least three months. In order bring this individual on board, the new temporary classification must be added out our pay plan.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 approving the addition of this “Temporary Manager” classification to the City Pay Plan. In the meantime, we will continue to recruit for a permanent replacement.