



MEMORANDUM

December 4, 2013

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Russ Truell, Assistant City Administrator
Becky Caldwell, Director of Sanitation and Environmental Services

SUBJECT: Re-classification of one (1) full-time Sanitation and Environmental Services (SES) Driver/Operator to one (1) full-time SES Technical Support Analyst

Purpose

The purpose of this agenda item is to consider re-classifying one (1) full-time SES Driver/Operator to a full-time Technical Support Analyst to the existing Department of Sanitation and Environmental Services organization.

Background

During the past several months, we have started to recognize the need for a team member designated to train, manage, troubleshoot and collaborate with our IT Department to provide departmental support for specific software. Currently, we use Paradigm scale software for transfer station daily operations, monthly billing and state reporting (Tennessee Department of Environment and Conservation), DataQuest for auditing and monthly collection service billing, Empower for payroll, Enterprise Spend Platform for processing purchasing transactions, web-based Comet Tracker automated vehicle locator (AVL), departmental website management and Infor customer service and asset management modules. We are beginning to use OnBase for document storage, SharePoint for consolidated document creation and we have recently completed our initial training for our RouteSmart routing software. In the near future, we expect to be an active part of the upcoming Infor Utility Billing implementation and other Infor modules that will assist us in improving our efficiency.

Financial Impact

The financial impact of re-classifying one (1) full-time SES Driver/Operator position to one (1) full-time SES Technical Support Analyst position to our existing organization in the Department of SES is approximately \$8,260; the difference in the minimum annual salary of a pay grade C, SES Driver/Operator position, and the minimum annual salary of a pay grade E, Technical Support Specialist position. It is expected that this amount will be absorbed within the existing SES budget.

Recommendation

Staff recommends approval of re-classifying one (1) full-time SES Driver/Operator to one (1) full-time Technical Support Analyst to the Department of SES organization.