

Watertown City Council

August 4, 2022

Agenda Item: Administrative Assistant Hire**Request for Action:** Adopt Resolution #2022-68, Appointing Administrative Assistant**Employee/Dept.:** Jake Foster, City Administrator**Background:**

At the June 14, 2022 City Council meeting, Council accepted the resignation of Administrative Assistant/Permit Technician Assistant, Nancy Pysick, with an effective September 24, 2022. Council also authorized the recruitment for her replacement. Furthermore, it was discussed to transition Ms. Pysick to a part-time role supporting the City's building inspections, code enforcement, and planning and zoning functions.

Staff received 18 applications for this position and interviewed the top five (5) candidates. Due to her over 20 years of administrative and office management experience, Kimberly Block has been identified as the top candidate. Ms. Block has been working as a Licensing Specialist with Carver County since 2019.

Staff recommends that Ms. Block be hired at Step 1 of the administrative assistant position grade, Grade 9. It is further recommended that she start with 3 weeks (120 hours) of banked PTO.

Budget Impact:

The wage being proposed is \$24.13/hour and is Step 1 of this position's grade. The full budget impact will be based on applicable taxes and benefits election.

There is an additional impact by Ms. Pysick being employed as a full-time benefits-eligible employee until September 23, as we will then have a "planned redundancy." That additional cost is \$6,764. This cost could be absorbed the approximately \$107,000 in allocated fund balance, or ARPA funds. This cost will also be further offset when Deputy City Clerk, Christine Dammann reduces her hours to 32 hours/week. This would be an additional cost savings of \$878/month in wages. It is the tentative plan for Ms. Dammann to reduce her hours starting on Friday, September 9.

If approved, when Ms. Pysick transitions to a part-time role with the City, the budget impact will be a maximum of \$37,826, and/or approximately \$9,456.72.

Funding Source:

General Fund>Administrative Assistant

Recommendation:

Staff recommends that Ms. Block be hired at Step 1 of the administrative assistant position grade, Grade 9. It is further recommended that she start with 3 weeks (120 hours) of banked PTO.

Requested Action/Motion:

"I move to adopt Resolution #2022-68, appointing Kimberly Block to the Administrative Assistant Position."

Attachments:

Resolution #2022-68

**CITY OF WATERTOWN
RESOLUTION NO. 2022-68**

**RESOLUTION APPOINTING
ADMINISTRATIVE ASSISTANT**

WHEREAS, the City of Watertown (the “City”) has concluded the public recruitment for the soon-to-be vacant Administrative Assistant position; and

WHEREAS, this vacancy and recruitment was authorized by the City Council; and

WHEREAS, adequate evaluation of interested candidates has been completed and interviews conducted with candidates; and

WHEREAS, it is recommended that Kimberly Block be appointed as Administrative Assistant at Step 1 of Grade 9 and be banked with 120 hours of paid time off upon start; and

WHEREAS, the appointment is contingent upon successful completion of a background investigation; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves the appointment of Kimberly Block to the position of Administrative Assistant.

Adopted by the City Council of the City of Watertown this 4th day of August 2022.

Steve Washburn, Mayor

ATTEST: _____
Margaret Reisdorf, Administrative Services Director