

CITY OF WARRENVILLE

MEMO

To: Mayor, City Council, and City Administrator Coakley
From: Deputy Public Works Director Kuchler 
Subject: Management Analyst Recruitment
Date: January 18, 2017

The purpose of this memorandum is to request permission to proceed with recruitment of the Management Analyst position before approval of the FY 2018 budget. Beginning recruitment in February will allow the position to be filled by May 2017. This position will be important early in FY 2018 in assisting the Department with the selection and implementation of the ERP; and public communications regarding the City's large utility extension project in the Glen Drive North neighborhood.

Background

The Management Analyst position was first mentioned as Recommendation 22 in the 2015 City of Warrenville Public Works Service Levels and Staffing Study, prepared by the Novak Consulting Group. Staff presented their review and recommendations on the Novak Study at the October 10, 2016 Public Safety Committee of the Whole meeting.

The Management Analyst will report to the Deputy Public Works Director and have the following essential responsibilities:

- Assist in the development of short and long range operational plans; gather, interpret, and prepare data for studies, reports and recommendations.
- Assist in preparation of annual department budget; perform cost control activities; monitor expenditures, assist in preparation of annual budget requests and decision packages, monitor progress on department projects including decision package implementation.
- Act as the department safety coordinator; assist in conducting investigations into causes and prevention of operational accidents and serve as department's representative on the Employee Safety Committee; recommend procedures, practices, and training for department personnel to improve overall safety, monitor compliance with federal and state laws and regulations, maintain records and logs for all public works employee training.
- Conduct research and prepare studies, reports, graphs, charts and related information for decision-making purposes; prepare recommendations regarding proposals for programs, grants, services, and policies.

- Evaluate work procedures, training programs, schedules, and workflow; study and recommend policies and procedures to improve efficiency and effectiveness of operations.
- Oversee administration of grant programs including maintenance of grant files and records and completing required reporting.
- Assist in the selection and implementation of software to aid the public works department in collecting and analyzing data that will be used to evaluate the efficiency of departmental practices and use of resources.
- Manage the work order system to streamline work assignments, ensure call out records are maintained to improve response time and service to the residents, help track labor hours by task and reduce any potential for duplication of efforts.
- Respond to customer complaints and answer questions related to public works operations and projects.
- Coordinate all areas of the Public Works Department public communications, including updating the City's website, contributing to the City's social media, and community outreach efforts; prepare weekly report information.
- Maintain public works official records including CMRP asset schedules, inspection reports, maintenance records, standard operating procedures, policies, etc. and coordinate appropriate destruction of records with the Deputy Clerk.

A decision package has been prepared for consideration with the FY 2018 budget, consistent with City Council direction at their regular October 17, 2016 City Council Meeting. The salary range will be approximately \$62,000 to \$88,000 for the position.

Staff Recommendation

Staff is recommending that City Council direct staff to proceed with the recruitment for the Management Analyst position with an anticipated start date in May 2017.