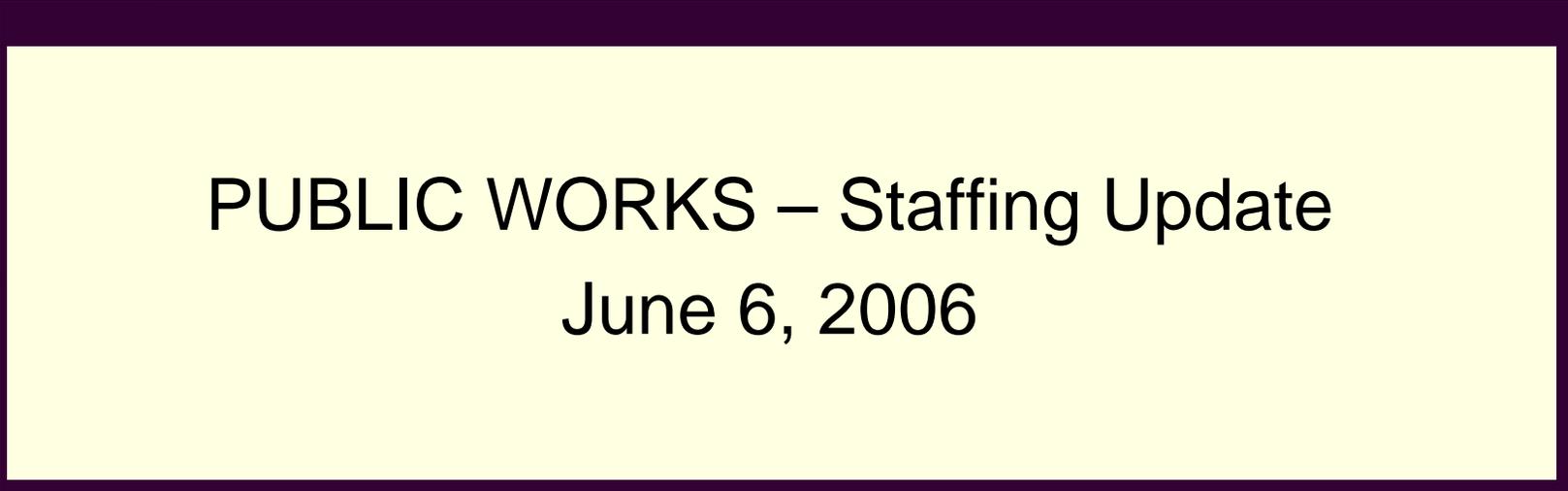
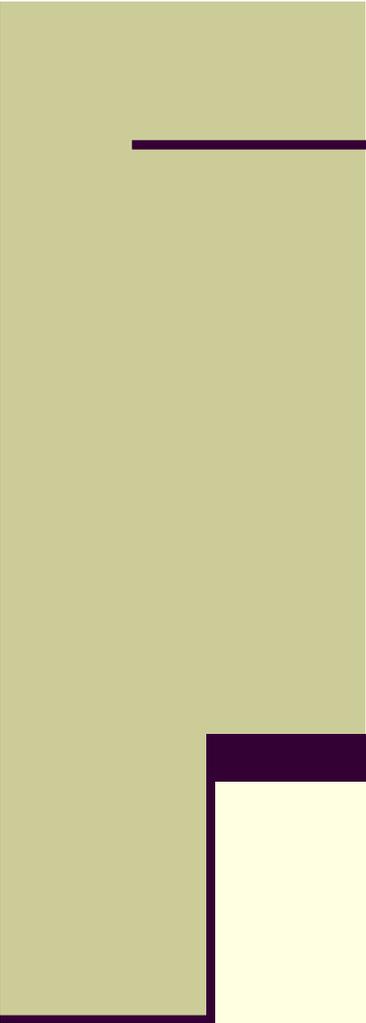




# Transportation and Public Works Committee



PUBLIC WORKS – Staffing Update  
June 6, 2006

# Public Works – Staffing Update

---

- Departmental Overview
  - 1300 employees – vacancy rate varies between 5% - 8% annually (65 – 100)
    - Turnover rate at the end of 2005 8.04% compared to 6.96% in 2004
      - Primarily due to retirements/ resignations/ transfers
    - Seasonal laborers/ trades not included
    - Highest percentages of vacancies are in the engineering/ technical positions
  
- Status of Unfilled Positions
  - Appointed (key positions in organization has an influence on allocation of work tasks)
    - City Engineer – in process
    - Water Director – currently filled w/ interim\*
    - Deputy Dir of Transportation – open\*
      - \*hiring process to begin after new City Engineer is in place
  - Professional
    - Engineering Services turnover rate, 14.21% in 2005 compared to 7.57% in 2004
    - Open positions for Engineers/ Engineering Techs
      - Engineers = 24, with 7 vacancies = 29% of population
      - Engineering Tech = 51 with 12 vacancies = 23% of population
  - Others
    - Turnover rate varies
      - Supervisor/ Foreman vacancy relatively small
      - Seasonal/ trades positions are filled as work is available

# Public Works – Staffing Update

## ■ Challenges in Filling Unfilled Positions

### ■ Applicant Pool

- National reduction in the number students entering the Engineering and Eng Tech fields
- Locally U of M has maintained the number of enrollments into the Civil Engineering program at 90-95 students
- Experience levels needed for higher level positions would not come from newly degreed students

### ■ Professional

#### ■ Engineers

- There are only two four-year Civil Engineering programs in the State of MN
  - University of MN and Mankato State Univ.
  - Public/ Private/ Consultants all competing for the same pool
  - Civil Engineering – lowest paid of all Engineering Fields
  - Current openings call for PE certification plus a number of years experience:
    - ✓ Prof Eng needs 4 years experience to certify for a PE
    - ✓ Sr. Prof Eng needs PE + 5 years progressively responsible experience
    - ✓ Principle Prof. Eng needs PE + 6 years of progressive experience

#### ■ Engineering Techs

- Dunwoody cut Civil Tech program 3 years ago – Land Surveying Tech program still exists.
- St. Paul Tech is the only school with a two-year Civil Tech program in the region
- St. Cloud Technical College has a Land Surveying/ Engineering Tech program

### ■ Others

- Technical Trades applicant pool declining; such as
  - Automotive Techs
  - Electronic Techs

# Public Works – Staffing Update

---

- Workload Management
  - How is the work allocated
    - Use of Consultants
      - For design/ construction surveying
    - Prioritization of projects
      - Regulatory
      - Grant funded
      - Others
  - Impact to the infrastructure
    - Reduction in ability to effectively manage the assets
    - Reduces the life of the infrastructure
  - Impact to staff
    - Longer work day hours
    - Staff not taking vacation time
    - Burnout

# Public Works – Staffing Update

---

- Re-allocation of funds associated with unfilled positions.
  - What funds are associated with unfilled positions?
    - 4100 Fund – Permanent Improvement Fund
    - 7100 Fund – Sanitary Sewer
    - 7300 Fund – Stormwater Fund; Enterprise Fund
  - Can these funds be re-allocated?
    - By ordinance; we believe that these funds are not allowed to be reallocated to the General Fund.

# Public Works – Staffing Update

---

- Department Action Plan

- Short Term

- Fill current vacancies in Engineering Services (s/b a temporary problem)
    - Request that work request to go through formal committee process and or Division Directors to allow for prioritization for workload

- Long Term

- Increased partnership with HR
      - Improve recruiting process for Engineering Services positions
      - Work to reclassify positions to improve hieracharcial levels thereby improving the allocations of workload
    - Increased partnership with external resources
      - U of M
      - High Schools/ Middle Schools
      - National organizations/ Job Fairs/ Conferences