

Department of Public Works

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John C. Rooney, P.E.
Commissioner of Public Works

Ron J. Pritzlaff, P.E.
Asst. Commissioner of Public Works

April 19, 2022

To: Alder Natalia Taft
Finance and Personnel Committee

From: Ron J. Pritzlaff
Assistant Commissioner of Public Works

RE: Add the Position of Clerk Typist II DPW Admin

Public Works Administration requests approval to add the position of Clerk Typist II DPW Admin to the Public Works Field Office effective May 16, 2022.

This position will benefit the City of Racine by providing much needed public works customer service functions, administrative tasks, and all other tasks as outlined in the Clerk II DPW Admin job description, producing measurable results as follows:

1. Receives and tracks service complaints through to their resolution
2. Tracks the number of special collections and ensures approval paperwork is in order
3. Produces more timely and accurate data entry with corresponding reports

By adding this position, customer service at the DPW Field Office will be enhanced, operations and data reporting will become more efficient, and overall service to City of Racine residents will be improved. Additionally, this position will add value in providing data to public works supervisors that they can use to make more educated real-time operational decisions.

Funding to defray the cost is available in org-obj 14010 50100 Salaries.

If the Committee agrees, the appropriate action would be to approve the request to add the position.

Cc: Kathleen Fischer
John Rooney
Randy Eschmann