

Department of Administration and Finance

Memo

To: Mayor Feiszli
Common Council

From: Bryan Gazda

CC: SEIU Bargaining Unit
Chief Glover, Fire Department
Harvey Davis, WWTP

Date: June 9, 2010

Re: Fire Department Administrative Position

Per your request, I am submitting the following information for your reevaluation of the administrative position in the Fire Department.

Duty Position - Administrative Assistant

Duty Position - Confidential Secretary

Email from SEIU Representative Mark Keith

Full-Time/Part-Time versus Overtime Cost Analysis

Presented below are options for you to consider:

1. Using Overtime - As you can see from the estimated cost analysis, maintaining the current practice of 6 hours or more of overtime per week is financially the best practice. From a functional management perspective it does not address Mr. Davis's concerns that he is losing 6 hours or more of administrative support per week at the WWTP nor Chief Glover's overall loss of general administrative support. At this level of support the WWTP would lose and the Fire Dept. would gain approximately 312 hours of administrative support per year.

2. Full-time – The estimated cost analysis shows that the position of Administrative Assistant, which would be part of the SEIU collective bargaining unit, would cost less than the Confidential Secretary, which would not be part of the SEIU collective bargaining unit. This position would provide 1820 hours of support per year.
3. Part-time – The estimated cost analysis shows that the position of Confidential Secretary would cost less due to not providing health insurance for a non collective bargaining unit member. It is our current practice not to provide health insurance for part-time non-union employees. This position would provide 910 hours of support per year.
4. Per the email from SEIU Representative Mark Keith they would consider potential labor related actions against the city if a non-union position (Confidential Secretary) is created.

Recommendation

Authorize the creation and staffing of the Administrative Assistant position.

The cost difference between the full-time and part-time administrative assistant position is \$15,159 or 32% of the total cost of a full-time position but we would gain 910 hours or 50% of support hours for that cost. At a dollar for dollar value I believe staffing this position full-time is our best option since our fringe benefits cost are not reduced for a part-time position.

As I mentioned before, the Fire Department is our largest department once you include the volunteer firefighters and their administrative needs do not differ from any other department and Chief Glover needs administrative support to efficiently operate his department.

If you have any questions please let me know.