



STAFF REPORT

DATE: March 4, 2020

CONSENT

AGENDA ITEM: Hiring Utility Billing Clerk

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:

Due to the unexpected growth of the City and the increased workload on City departments, staff proposed the creation of a part-time Utility Billing Clerk position. This is a dedicated position responsible for processing utility billing and maintaining utility billing records, as well as working with public works for meter change outs and account maintenance. The position was created and advertised in February, staff reviewed applications the week of February 19 and held interviews on February 24.

ISSUE BEFORE COUNCIL:

Should Dung Nguyen be hired as the Utility Billing Clerk at the terms described below?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council hire Dung Nguyen as Utility Billing Clerk contingent on a drug screen and background check. Staff is further recommending that Dung start at \$22.69/hour. Dung would begin working on March 16th.

FISCAL IMPACT:

Cost of the position including taxes and benefits for the rest of 2020 is \$30,725. The Utility Billing Clerk's wage is split amongst three funds-storm water (25%), sewer (35%), and water (45%).

OPTIONS:

- 1) Hire Dung Nguyen as the Utility Billing Clerk at the terms described above.
- 2) Offer the job to Nguyen under different terms
- 3) Offer position to another candidate
- 4) Re-advertise the position

RECOMMENDATION:

If removed from the consent agenda:

Motion to hire Dung Nguyen as the Utility Billing Clerk with a starting wage of \$22.69/hour contingent upon passing a drug screen and background check.

ATTACHMENTS:

None