MEMORANDUM

To: MCWD Board of Managers

From: James Wisker

Date: February 5, 2011

Re: MCWD Human Resources Plan Implementation

Purpose:

To frame the scheduled February 8, 2018 update on HR plan implementation to the Operations and Programs Committee (OPC)

Background:

On January 11, 2018 a memo outline a roadmap for HR implementation was provided to, and discussed with, the OPC.

That memo outlined the following order of operations necessary to implement the organizational chart adopted by the Board on August 24, 2017.

1. Draft new, or revise existing, position descriptions.
2. Use the MCWD adopted, Springsted Incorporated Systematic Analysis and Factor Evaluation (SAFE®) system to classify the grade level and salary range for each position.
3. Implement new position descriptions, including classification and salary range.
    a. Where necessary, a transition plan will be developed to provide clear expectations and manage the changes in position responsibilities, classification, and salary, over time.
4. Where necessary, positions will be filled through standard posting and interview processes.

The memorandum also outlined a preliminary schedule, with the caveat that Springsted Incorporated had not yet been engaged, and represented a critical component of the proposed timeline.

February 8, 2018 OPC:
At the February 8, 2018 OPC staff will provide a status update regarding work completed to date, work remaining, and schedule modifications as they relate to Springsted's involvement.

If there are questions in advance of the meeting, please contact: James Wisker at 952.641.4509 or Jwisker@minnehahacreek.org