

TO: Personnel Board
FROM: William Wick, Human Resources
DATE: May 9, 2022
SUBJECT: Public Works Foreperson – Streets, Engineering, and Parks

Streets Superintendent Charlie Romines submitted a request to Human Resources for the creation of a Public Works Foreperson series within the Streets Division. Because the creation of the series would impact positions within the Engineering and Parks Divisions, I consulted with Parks Superintendent Eric Knepp and Engineering Division Manager Kathy Cryan and they both concurred with Superintendent Romines' request. After reviewing the proposed updated position description and through discussions with Superintendent Romines, Engineering Division Manager Cryan, and Superintendent Knepp, I recommend the following:

- The classification of Public Works Foreperson (CG 15, Range 05) should be re-titled to Public Works Foreperson 1 in the same CG and Range.
- The classification of Public Works Foreperson 2 is created in Compensation Group 15, Range 06.
- Reallocate Phillip Roh and Ronald Grieshammer to Public Works Foreperson 1 and reallocate Matthew Scamardo and Derek Kelley to Public Works Foreperson 2.
- At the discretion of the Engineering and Parks Divisions, employees are to be reallocated to either Public Works Foreperson 1 or Public Works Foreperson 2 (if they currently meet the qualifications of the higher classification).

Currently, the classification of Public Works Foreperson exists in CG 18, Range 05 and provides Equipment Operators in Public Works agencies who may have limited computer experience and/or little to no supervisory experience the opportunity to advance in their careers by providing a potential pathway to supervisory positions in CG 18, Range 07 and above. Public Works Forepersons currently have responsibility for running overnight shifts on a rotating basis and are granted autonomy and discretion to make decisions on snow and ice operations. Over the past three years, increased use of computers and technology (GPS, Accella, Davey Treekeeper, and Access) has led to expectations that Public Works Forepersons will develop greater technological proficiency than previously anticipated when these positions were created in CG18/R05.

The class specification for Public Works Foreperson describes the work as:

... **responsible supervisory work in organizing, directing, monitoring, and evaluating public works maintenance work activities.** Work involves direct responsibility for subordinate crews, and maintaining effective employee relations. Work may **require judgment and discretion in supervising staff and implementing assigned programs and services.** Under general supervision, work may involve **emergency response, and/or technical decisions not subject to immediate review.** [emphasis added]

The class specification for Public Works General Foreperson, a CG18/R07 classification that exists within the Engineering Division, describes the work as:

... responsible **varied and/or technical supervisory work** organizing, directing, monitoring, and evaluating public works maintenance activities. Work involves direct responsibility for subordinate crews and maintaining effective employee relations. Work often requires independent judgment and discretion in supervising staff and implementing assigned programs and services. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review.

The intention of the Streets, Engineering, and Parks Divisions is for employees to progress from Public Works Foreperson 1 to Public Works Foreperson 2 as an automatic career ladder progression and a function of developing proficiency in assigned duties and use of applicable technology and software, generally within two (2) years as a Public Works Foreperson 1. Because the classification of Public Works General Foreperson in CG18/R07 generally requires at least three (3) years of supervisory experience and the existing classification of Public Works Foreperson in CG 18/R05 generally requires only one (1) year of supervisory experience, it is logical for the newly created classification of Public Works Foreperson 2 to be placed in CG18/R06.

Based on my review of these positions, I recommend a new classification of Public Works Foreperson 2 be created in CG18, R06; the classification of Public Works Foreperson be recreated as Public Works Foreperson 1 in CG18, R05; that the incumbents M. Scamardo and D. Kelley be reallocated to Public Works Foreperson 2; and that the incumbents R. Grieshammer and P. Roh be reallocated to Public Works Foreperson 1.

We have prepared the necessary Resolution to implement this recommendation.

Attachment(s): Class Specifications

Effective Date: 10/03/2021

Editor's Note:

Compensation Group/ Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+ 12% Longevity)
18/05	\$59,801.30	\$69,334.46	\$77,654.72
18/06	\$61,444.76	\$72,346.82	\$81,028.48

Cc: Charlie Romines, Streets Superintendent
Kathy Cryan, Engineering Division Manager
Eric Knepp, Parks Superintendent
Harper Donahue, IV, Human Resources Director
Emaan Abdel-Halim, HR Services Manager