

TO: Personnel Board
FROM: Tameaka Bryant, Human Resources Analyst
DATE: June 29, 2020
SUBJECT: Storekeeper – Traffic Engineering

The City Traffic Engineer Yang Tao and Phil Nehmer, Traffic Operations Manager for Sayle Street Operations has requested a study of the Storekeeper position, #1201, in CG16, Range 11, which is currently filled by Ed Smith. This position has changed significantly with the implementation of Munis and City Works. After reviewing the updated position description submitted and conducting interviews with Mr. Nehmer, and the incumbent Mr. Smith, I am recommending the following:

- Create a new classification of Storekeeper with placement in CG16, Range 12 and delete the existing classification of Storekeeper classification in CG16, Range 12.
- Recreate the current Storekeeper position #1201 as a Storekeeper in CG16, Range 12.
- Reallocate the incumbent, Ed Smith, in position #1201 to the new position.

The class specification for the Storekeeper describes

...day-to-day operation and maintenance of a large stockroom, several warehouses and a pole yard. Employees in this class are responsible for the purchase, shipping and receiving, storage, and distribution of materials and supplies for the Traffic Engineering Field Operations division.

Examples of duties and responsibilities include

Provide purchasing support and services to Electrical, Signing and Pavement Marking, Communications, and Parking Utility Sections. Determine needs, usage, quantity, and specifications. Assist personnel in selecting the proper materials for jobs. Initiate product and vendor search via contacts, contracts, vendor lists, and computerized internet searches. Initiate competitive bid procedures. Authorize and initiate purchases through purchase card or requisition to purchase order procedures. Verify and receipt materials appropriate against purchase orders and purchase card transactions.

Receive and inspect materials, supplies, equipment and services, and complete receiving reports. Perform related heavy physical labor; utilize material handling equipment. Deliver parts and/or materials to job sites as needed. Coordinate storage of materials, supplies and equipment with Traffic Engineering and Parking Utility supervisors and/or work crews. Coordinate and issue materials to contractors or staff via work orders, written requests, and/or verbal instructions. Direct trucking and shipping operations incidental to the assembly and delivery of goods.

Create and/or update entries to inventory as items are received and issued. Provide detailed material usage reports to appropriate supervisors. Perform monthly and annual physical inventories. Develop and maintain a computerized inventory. Generate inventory reports as required.

Maintain paper and electronic records, files, informational, and technical catalogs. Maintain and update Material Safety Data Sheet (MSDS) handbooks.

Obtain and prepare budgetary account and purchase status reports for Traffic Operations supervisory staff. Use MUNIS financial software to pay bills against purchase orders. Reconcile purchase card statements. Maintain petty cash.

Mr. Smith was hired as Storekeeper in December, 2018. As soon as he started, he was charged with converting the entire Access database inventory system into City Works, which requires a higher level of skill. City Works is an enterprise work order and asset management software. The assets are lights, signals, and cabinets, and they

all need to be kept up to date as they are tracked geographically in City Works as well. Mr. Smith creates product descriptions and part numbers and has to continually update and ensure the system is up to date. During this transition process, he created efficiencies and cost saving measures to decrease the amount of traffic materials on hand to the amount needed. Also, the amount of time this position spends on Munis has increased tremendously. Previously 25% of Mr. Smith’s time was spent on Munis, but now up to 50% of Mr. Smith’s day is dedicated to Munis transactions. Mr. Smith has taken on work that previously was done by Mr. Keith Pollock in order to create efficiency in Traffic Engineering. Now that Mr. Smith is creating purchase orders, paying for items that arrive at Sayle Street, and doing research of prices, the buying process has less of a delay. Also, Mr. Pollock’s position is predominantly involved with Department budgets, administrative policies and programs (i.e. taxi cab inspections), that reallocating the work to Mr. Smith gave Mr. Pollock more capacity. Mr. Nehmer consults with Mr. Smith on budgetary recommendations, product research and best practices, as well as track of how much is left in the budget to ensure the unit is on track with spending.

Mr. Smith has also taken on the added role of being the safety liaison for both the Traffic Engineering Division and Parking Utility staff that are located at Sayle Street. He created the “Shop Safety Manual,” ladder replacement program, fire extinguisher safety testing, as well as fork lift training. All safety related questions get routed through Mr. Smith at the Sayle Street location. As part of Mr. Smith’s work creating the Shop Safety Manual he worked closely with all of the staff at Sayle Street finding out what job duties they do and equipment they use and researched the best practices on how to use them. He is the only employee at Sayle Street able to do the forklift training and certifies employees.

In reviewing other classifications within the City for comparison purposes, I considered the classification of Accounting Technician 2 (CG 20, Range 14). This classification is similar in terms of duties and responsibilities such as reconciliation of accounting records/reports; however it lacks numerous other aspects such as safety liaison work, the need to research products and prices, and the inventory management aspects of Storekeeper. The Accounting Technician position, in contrast, has larger responsibility in the area of internal and external audits and reconciling Munis for more types of services. Although these classifications are not an exact match, they appear to be the most comparable in terms of the level of responsibility. While in different compensation groups, a position in CG20, R14 is equivalent to a position in CG16, R12, which is a range higher than the current Storekeeper classification.

Based on the previously outlined analysis, I recommend that the classification of Storekeeper be recreated with placement in CG16, Range 12, and position #1201 should be recreated in the new range, with the incumbent reallocated to the new position.

The necessary Resolution has been prepared to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
16/11	\$ 53,209.26	\$ 59,336.42	\$ 66,456.78
16/12	\$ 54,700.88	\$ 60,683.22	\$ 67,965.30

- cc: Yang Tao – City Traffic Engineer
- Phil Nehmer—Traffic Operations Manager
- Greg Leifer—Employee and Labor Relations Manager
- Mike Lipski-Human Resources Services Manager