

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: September 16, 2010

TO: Personnel Board

FROM: Sylvia Moss

SUBJECT: **Civil Technician 1, Water Utility**

The Water Utility/Engineering Section has requested a study of the Civil Technician 1 position Compensation Group 16, Range 12, which is currently occupied by Alysen Kohlhofer. The class of Civil Technician 1 (16/12) is distinguished from the Civil Technician 2 (16/14) in terms of technical complexity, comprehensiveness of assignments and independence of action. According to the class description, the Civil Technician 1 position provides basic technical support work in a professional engineering and public work environment, whereas the Civil Technician 2 provides skilled technical support work.

The incumbent's work duties are split between two distinct areas within the Water Utility Engineering Section (Construction and Design). During several months of the year, the incumbent's work assignments involve performing duties in a public work (field) construction environment. Supervision in this area is under the direction of Tammy Buss/Engineer 2. Once construction season ends, a shift in work assignments changes to the Design area under the supervision of Dennis Cawley/Engineer 4.

After reviewing the position description and meeting with the first line supervisors, the Manager/Water Utility Engineering Section and the incumbent, I concluded that Alysen Kohlhofer be reallocated to the position of Civil Technician 2, Compensation Group 16, Range 14.

Ms. Kohlhofer has been performing independent field (water main) construction work on new and reconstruction projects for over a year. This year she has worked on four field construction projects (Monona Drive, North Franklin Street, Emmet Street and Camden Road). Inspections of these and other constructions projects ensure compliance with contract specifications and other requirements. The incumbent has exercised considerable judgment in identifying potential problems and taking necessary corrective action. Her construction inspection activities include but are not limited to measuring, monitoring, recording, installation of construction materials and follow up. In addition, the incumbent has obtained a license as a Registered Land Surveyor and does survey work on "water only" construction projects.

When her work assignments shift to the Design area under the direction of Mr. Dennis Cawley, Ms. Kohlhofer independently performs tasks in the areas of technical (computer) drafting, drawing and layouts. She is proficient in the use of computer-aided design and provides assistance to co-workers with Micro station procedures and processes. She was instrumental in developing the Water Utility CAD design standards.

This position was created as a Civil Technician 2 but under-filled as a Civil Technician 1. Creation of the Civil Technician 2 position was to provide assistance and support in the area of utility design, surveying and construction. Given Ms. Kohlhofer's assignments, responsibilities, Registered Land Surveying

license and performance of duties within these two distinct areas, I recommend she be reallocated to the Civil Technician 2 level.

We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

<b>Compensation Group/Range</b>	<b>2010 Annual Minimum (Step 1)</b>	<b>2010 Annual Maximum (Step 5)</b>	<b>2010 Annual Maximum (+12% Longevity)</b>
16/12	\$43,817	\$48,609	\$54,444
16/14	\$46,213	\$52,019	\$58,266

cc: Alan Larson, Principal Engineer/Water Utility  
Dennis Cawley, Engineer 4/Water Utility  
Tammy Buss, Engineer 2/Water Utility  
Alysen Kohlnhofer, Civil Technician 1/Water Utility  
Thomas Heikkinen, Manager/Water Utility