

TO: Personnel Board
FROM: Bill Wick, Human Resources Analyst
DATE: October 18, 2022
SUBJECT: Mall Concourse Foreperson – Parks

At the request of Parks Superintendent Eric Knepp, I have studied the position #4563 of Public Works Foreperson (working title Mall Concourse Foreperson) in CG18, Range 5, currently occupied by Mark Kiesow, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since Mark Kiesow was hired, the duties and responsibilities of the position have changed significantly. After reviewing the revised position description, and having interviewed Mark Kiesow and Mark's immediate supervisor, Paul Quinlan, I recommend the following:

- Delete the position #4563 of Public Works Foreperson;
- Recreate the position as a Parks General Supervisor in CG18, R08; and
- Reallocate the employee, M. Kiesow, to the new position.

Mark Kiesow was originally hired in November 2006 as a Public Works Maintenance Worker 1 (CG16, R08). In May 2008, Mark was promoted to Parks Maintenance Worker (CG16, R09). Mark later promoted to Public Works Leadworker (CG16, R12) in May 2014. In August 2015, Mark was finally promoted to the current position of Public Works Foreperson (CG 18, R5).

A review of the classification specification for Public Works Foreperson identifies 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]

Since approximately July 2020, Mark has taken on additional responsibilities, including approval of time cards, purchasing card transactions, and other employee expenses; greater involvement with the employee discipline process; and collaborating directly with centralized Human Resources and Labor Relations staff on a range of supervisory functions, rather than reporting through a higher level Parks manager. Mark is also now fully involved in employee coaching and with the random drug testing process for Mall Concourse employees, including a Public Works Leadworker (CG16, R12), 10 Parks Maintenance Workers (CG16, R09), two Parks Workers (CG16, R04), and seasonal hourly laborers. Additionally, Mark collaborates with other City agencies, including Traffic Engineering, Streets and Forestry, Building Inspection, Parking Utility, Planning, Metro Transit, Community Development, and Economic Development, regarding Mall Concourse services and issues. Mark participates as a member of the Parks Leadership and Operations Leadership teams and provides support for budgets, continuous improvement, and work planning activities. Mark also actively participates on committees to support Parks programming, services, and events, including the Street Use Team.

The class specification for Parks General Supervisor identifies the work as:

...responsible supervisory work involving responsibility for the maintenance of park facilities, grounds, athletic fields and facilities on the City's east or west sides. The work involves organizing, planning and implementing daily work assignments and longer-term work projects through lower level supervisors, operational leadworkers, leadworkers and crew leaders. The work is performed under the general supervision of the Parks Operations Manager with independent judgment used to determine work methods and procedures and review through reports, observation and periodic discussions. Employees in this classification will **be expected to perform Manager on Duty responsibilities as assigned during non-work hours.** [emphasis added]

Mall Concourse work is very specialized and differentiated from the work supported by other Parks General Supervisors in that Mall Concourse activities, by virtue of occurring in the State Street Mall and Capitol Square area, tend to be more visible to the public, of higher profile, and subject to greater political scrutiny. The Mall Concourse environment has increasingly become the center of racial equity and social justice activism, so there is greater demand for supervisors to invest additional time analyzing data, including input from area businesses, in order to better understand park use, and the support services needed, in order to best deploy resources. The complexity of Mall Concourse daily operations requires decision making at a supervisor level and cannot be supported by a foreperson alone. Relying on a foreperson to report issues/concerns to an offsite supervisor creates work delays and operational inefficiencies. Recreating the Mall Concourse Foreperson as a Parks General Supervisor will streamline decision making and better support the operational needs of the Mall Concourse and will reduce demands on the Central Parks Supervisor and allow that position to focus on general Parks services and better support the expanding Central Parks service territory. While a foreperson generally implements assigned programs and services, the Mall Concourse has need for a dedicated supervisor that can focus on organizing, planning, and assigning programs, services, and work projects.

For the reasons outlined in this memo, I am therefore recommending that the position #4563 of Public Works Foreperson be deleted and recreated as a Parks General Supervisor and that the employee, M. Kiesow, be reallocated to the new position.

The necessary resolution has been prepared to implement this recommendation.

Effective Date: August 7, 2022

Editor's Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
18/05	\$60,100.30	\$69,681.04	\$78,042.64
18/08	\$66,981.46	\$79,484.34	\$89,022.44

Cc: Eric Knepp, Parks Superintendent
Lisa Laschinger, Assistant Parks Superintendent
Greg Genin, Parks Operations Manager
Emaan Abdel-Halim, HR Services Manager
Gregg McManners, Interim HR Director

Mark Kiesow, Public Works Foreperson