

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: October 20, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Civil Technician 2, Engineering Division

At the request of the City Engineer we have conducted a study of a Civil Technician 2 position (#1067) in the Engineering Division in Compensation Group 16, Range 14A, held by G. Clark.

Under the direction of the Principal Engineer 2 managing the Sewer and Drainage Section, the position has for some time been assigned program responsibility for City of Madison Landscape Median and City of Madison Rain Garden contracts, preparing requests for proposals and quotes for bid, preparing evaluation guidelines and tally forms and bid submittal results, notifying contractors and providing information for contractors and members of the public, and performing weekly inspection and assessment of active contracted projects for adherence to contract specifications. In addition to the surveying and drafting abilities required for the Civil Technician duties, including Computer Aided Drafting Design (CADD), the work requires extensive knowledge of plant characteristics in order to assess plantings' success or failure and recommend changes

The position studied has additional requirements not included in the Civil Technician 2 class for interpreting and explaining engineering plans, specifications and other information to other staff, other agencies, contractors and the public.

The department has authorized incremental pay for assignments at the higher level for several years, and now believes that the greatest part of the employee's work is performed at that level. Based on changes in the position's assignments and responsibilities, we believe that the position should be placed in the higher Engineering Program Specialist 1 class. We further recommend that the incumbent be reallocated to the new class, and have prepared the necessary Resolution to implement this recommendation.

Attachments

cc: Larry Nelson, City Engineer  
Rob Phillips, Assistant City Engineer  
Mike Dailey, Principal Engineer 2

Editor's Note:

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual Maximum with 12% Longevity
16/14A	\$43,588	\$49,606	\$55,562
16/17	\$47,001	\$54,338	\$60,866