

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: July 23, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: **Monona Terrace Operations Worker Positions**

The Monona Terrace Operations Manager and Business Manager requested that we review the Monona Terrace Operations Worker class, Compensation Group 16, Range 07, with regard to the scope of assignments made to employees. Identified duties include custodial tasks as well as event-related work in setup, layout, and teardown of equipment, but in practice there have been challenges for the agency in accomplishing the two kinds of work. Supervisors have been assigning employees in the identified positions to the custodial components of the Operations Worker duties. Duties of an existing class, Custodial Worker 2, in the same compensation group and range as Monona Terrace Operations Worker, correspond with those assigned to the five (5) employees (R. Jackson, J. Roessler, T. Younger, J. Catalino, and M. Perry) identified (4.5 FTEs).

There are three levels of Custodial Workers classes. Custodial Worker 1 duties are identified as requiring some knowledge of methods, procedures and materials of custodial work and ability to perform light cleaning and related housekeeping tasks. Custodial Worker 2 duties require working knowledge of materials, equipment, supplies and methods employed in building cleaning operations and ability to perform assigned tasks independently or as part of a team. They include the ability to perform heavy manual work and to lift up to 50 pounds. Custodial Worker 3 duties include those of the lower-level class and also assigning, leading, training and checking on the work of others.

We, therefore, recommend allocation of the identified positions to the existing Custodial Worker 2 class and have prepared the necessary resolution to implement the recommendation.

The class specification for Custodial Worker 2 and Custodial Worker 3 are available online: www.cityofmadison.com/hr/ClassSpecs.cfm

cc: James Hess, Monona Terrace Director

Editor's Note:

	2007 Annual	2007 Annual	2007 Annual
Compensation	Minimum	Maximum	Maximum
<u>Group/Range</u>	<u>(Step 1)</u>	<u>(Step 5)</u>	<u>w/Longevity</u>
16/07	\$35,799	\$40,167	\$44,980