

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: February 22, 2012

SUBJECT: Assistant Parks Superintendent

Parks Superintendent Kevin Briski, with the support of Mayor Soglin, is recommending creation of a new classification of Assistant Parks Superintendent to help with the administrative and day-to-day operations of the Parks Division. The Parks Division, back in the 1970s and 80s had an Assistant Parks Superintendent as a non-civil service position in CG21, Range 16. After talking with Mr. Briski and reviewing the proposed position description, I recommend recreating the Assistant Parks Superintendent classification in CG18, Range 16, which is roughly equivalent to CG21-16. In addition, I recommend creating one position of Assistant Parks Superintendent in the Parks Division budget, which will be funded by the vacant Parks Community Services Manager position.

When the Parks Division had an Assistant Parks Superintendent, this position

...assist[ed] in the administration and operations of a municipal parks system for the City of Madison's Department of Public Works. Responsible to the Superintendent of Parks, work includes managing and controlling the daily supervision of the operational and service field units in the division, and requires conferring with, advising, and informing the Superintendent on major policy and procedural issues affecting the division.

The new Assistant Parks Superintendent would have similar responsibility within the Parks Division (see attached class spec). The Assistant Parks Superintendent will help review, implement, and enforce policies and procedures within the Parks Division. The Assistant Parks Superintendent will oversee Division personnel management activities, coordinating with other supervisors and managers in the Division. The Assistant Parks Superintendent will assist the Superintendent in developing and monitoring operating and capital budgets. Finally, the Assistant Parks Superintendent will serve as Superintendent as assigned and follow up on activities and requests of the Parks Commission. It is also anticipated that the Assistant Parks Superintendent would continue to have oversight authority over one of the major Parks Division functions, such as operations, planning, facilities management, or finance and administration. This is how the former position of Assistant Parks Superintendent was structured. Because of this, the intent would be to post this position to current employees of the Parks Division.

After reviewing the duties and responsibilities of the position, I recommend placement of this classification in CG18, Range 16. This would be consistent with its former placement in CG21-16. Other designated Assistant classifications, the Assistant City Traffic Engineer and Assistant City Engineer, are placed in CG18-17. However, those 2 positions have direct supervisory oversight over employees in Range 16, making the higher placement appropriate. In addition, the department heads of City Engineering and Traffic Engineering/Parking are in a higher salary range within CG21 (Range 21) than the Parks Superintendent (Range 19). Metro transit, on the other hand, has a Range 16 Service Manager that assists the Transit General Manager, which is in CG21-20, closer to the Parks Superintendent. In fact, with the exception of the CDA Division,

which has a Housing Operations Manager in CG18-17, no department/division in CG21, Range 20 or lower has a position higher than Range 16, making placement of the Assistant Parks Superintendent in that range appropriate.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/16	77,186	93,018	104,182

cc: Kevin Briski-Parks Superintendent