

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: November 13, 2009

SUBJECT: Maintenance Electrician 1-Parks Division

At the request of Jim Weinstock, Parks Maintenance Manager, I have studied the Maintenance Electrician 1 position in the Parks Division that was recently vacated. After reviewing the position description that was submitted and talking with Mr. Weinstock and others, I conclude that the currently unused classification of Maintenance Electrician 2 should be recreated in Compensation Group 16, Range 19, and the Maintenance Electrician 1 position in the Parks Division should be reallocated to the new classification.

The class specification for a Maintenance Electrician 1 (CG16-16) describes responsibility for the "...maintenance, installation and repair of electrical equipment and systems (including heating, ventilation and air conditioning equipment); and other skilled work in the overall maintenance of designated facilities." The training and experience requirements simply require 4 years of directly related "electrical/electronic system and equipment installation, maintenance and repair work; including or supplemented by diverse facility maintenance responsibilities." The Maintenance Electrician 1 is also required to obtain a Service Heating License by the completion of the probation period.

In speaking with Mr. Weinstock, he indicated that the Parks Division needs someone to function as a leadworker over the facilities maintenance area. This includes a Maintenance Mechanic 2 plumber position (CG16-15), 2 Carpenters (CG71-03 equivalent salary to 16-14), 3 Maintenance Mechanics 1 (CG16-13), and a Parks Maintenance Worker (CG16-09). In addition, the Parks Division needs a person who is going to be able to analyze systems and develop methods to fix problems. For instance, the former incumbent in this position analyzed the fountains on the Capitol Square and discovered the plumbing problems that were preventing them from working properly. The Maintenance Electrician, Plumber, and Maintenance Mechanics 1 all worked together to solve the problem. In addition, the former incumbent was responsible for the computer systems that keep the boilers working. There was a problem with the software that the Maintenance Electrician resolved. This position is responsible for similar systems throughout the Parks Division, including the irrigation systems at the golf courses, the lighting at Warner Park, and the pump systems for the outdoor ice rinks. Mr. Weinstock also indicated that the Parks Division is not interested in someone having a Service Heating License but does want the person in this position to be a journeyman electrician with a number of years of experience as a journeyman. Mr. Weinstock prepared a position description outlining what is required from the position (attached).

After reviewing the class specification for the Maintenance Electrician 1, I conclude that the work the Parks Division wants from this position does not fit within the Maintenance Electrician 1 classification. The systems analysis work and leadwork responsibility are higher level duties, and the requirement that the person be a journeyman electrician is a higher training/experience

requirement than that found in the Maintenance Electrician 1. After reviewing other classifications in the City, I found that the Maintenance Electrician 2 classification has been unused for a number of years. The class specification, dating back to 1982, describes responsibility for meeting with supervisors to solve problems and develop preventive maintenance schedules, assign tasks to subordinates, preparing schematic designs, directing the installation of pumping and electrical equipment, and other duties (see attached). These duties overlap to a significant degree the duties in the position description for the Parks Division position. Based on this, I have updated the class specification for the Maintenance Electrician 2 to reflect the duties and responsibilities within the Parks Division (see attached). Movement from a Maintenance Electrician 1 to a 2 is not anticipated. Rather, positions at the Maintenance Electrician 2 level will be based on departmental needs and will be filled via competition.

The 1982 class specification for the Maintenance Electrician 2 does not specify a compensation group or range for the position. In looking at other positions in the City, and considering that the Maintenance Electrician 1 is currently in CG16, I conclude that the Maintenance Electrician 2 is properly placed in CG16. Regarding the range, I conclude that Range 19 is appropriate. The Electrical Operations Leadworker, in Traffic Engineering, is in Range 20. The 2 positions share similarities in that they are both leadworkers and they are to analyze work processes and solve problems that occur. However, the Electrical Operations Leadworker has more and higher-level people reporting to the position (12 permanent staff, including 6 in CG16-17, and 4 seasonal staff), and the Electrical Operations Leadworker requires more technical knowledge in the programming and repair of computer systems. The Electrical Operations Leadworker is required to obtain/maintain certification as a Traffic Signal Electrician 2 and City of Madison Master or Master Restricted Electrician. The fact that the Electrical Operations Leadworker supervises the higher level staff and has more technical requirements makes it appropriate that it is one range higher than the Maintenance Electrician 2. In addition, the three-range separation between the Maintenance Electrician 1 and 2 is consistent with other CG16 positions, including most of the Code Enforcement Officer positions.

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

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/19	\$53,571	\$62,503	\$69,992

cc: Kevin Briski-Parks Division Superintendent
 Jim Weinstock-Parks Maintenance Manager