

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 19 February 2013

SUBJECT: Administrative Clerk I - Water Utility

Madison Water Utility has requested a study of an Administrative Clerk I (#1864; CG20-09) in the Water Quality section. Upon reviewing the position and the needs of the section, General Manager Tom Heikkinen and Water Quality Section Manager Joseph Grande, request that the currently encumbered position be recreated as an Engineering Aide I (CG16-11), with a working title of Water Quality Program Specialist due to an internal organizational shift in responsibilities of the wellhead protection plans to the Water Quality Section. This new position will be posted to Local 60 Water Utility employees. However, if the incumbent is not selected for the position, other Administrative Clerk vacancies exist in the Water Utility and will not be filled until this process is complete, in order to minimize displacement of existing staff. I agree with the recommendation for the reasons outlined in this memo.

Starting in 1998, Madison Water Utility began participating in wellhead protection planning for all the City's municipal wells. This initiative is designed to protect the land areas within specified vicinity surrounding a wellhead to identify and limit sources of contamination to the ground water supply. All of the City's wells are suppose to have a wellhead protection plan written to identify potential and historical contaminates in the area, control zoning regulations for current and future land use, and update the predicted underground water flow patterns. These plans are to be reviewed and revised every five years. At present, wellhead protection plans have been completed for 17 of the City's 22 municipal wells. Initially, these plans were completed by an Engineer 3 and other engineering staff, but workload limitations required some plans to be completed by outside consultants. As this responsibly was held in the engineering section of the Water Utility, a designated Engineer 3 oversaw the consultant contract to ensure the completion of the plans. As of spring 2012, these responsibilities shifted to Water Quality Section Manager Joseph Grande. The completion of the last five (5) plans is anticipated to be finalized by outside consultants due to current staffing constraints. The wellhead protections plans need to be continuously monitored, reviewed, and updated on a regular basis. This ongoing wellhead protection plan work has been covered by several Water Utility staff including the Principal Engineer, Water Supply Manager, Water Quality Manager, and Engineer 3. Given the high level of detail and tracking of this work and the fact it is currently being covered by several high level positions whose time should be directed to other primary areas of focus, a review is warranted on how to more efficiently and accurately perform this work. Based on the assignment of the duties to the current Administrative Clerk I, a position study is necessary to determine the appropriateness of the classification in completion of the work.

A review of the class specification for Administrative Clerk I (see attached) shows:

... responsible administrative support work in the **implementation and coordination of a specified office function** necessitating judgment, discretion, and initiative in the interpretation

and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for an assigned **program support** activity... [Emphasis added]

A review of the class specification for Engineering Aide I (see attached) shows the:

... work involves performing field and office tasks such as: technical drafting work, **collecting and maintaining technical data, preparing and/or providing data for technical reports** and performing other related tasks. [Emphasis added]

Based on the position study, not only will this position oversee all the City's wellhead protection plans, but it also will coordinate and implement the recommended management strategies as well as offer public outreach and build awareness of these protection activities. This position will also be required to track, assign and document ongoing inspection activities related to the protection activities of these plans. These protection activities often require coordination with other city, county, and state agencies in order to comply with necessary regulations. Additionally, this position will need to operate independently with minimal oversight, have a strong technical understanding of the program, and superior written and verbal communication skills. This high level of administrative recordkeeping and interagency coordination makes this a complex position with complete oversight of the Water Quality program for wellhead protection plans. This is consistent with what is outlined in the proposed position description and this work is being transferred to this position immediately. As such, I recommend the existing encumbered Administrative Clerk I position be recreated as an Engineering Aide I position within the Water Utility budget.

Through this position study, I have determined that the new duties required of the Engineering Aide are not a logical outgrowth of an Administrative Clerk's role. It is not reasonable to expect that Administrative Clerks would have the technical understanding of water flow models and related details of the wellhead protection plans and processes. This level of specialized knowledge would normally have been gained from at least three years of "technical or administrative experience in a water-related field" involving water quality management field or other similar area (the training/experience requirements for an Engineering Aide I). The training and experience necessary at the Administrative Clerk level only requires "at least three years of responsible clerical experience which involved some independent responsibility for an office function or activity." Given the distinctions between the levels of experience required at these classifications, it is evident that the work involved in the wellhead protection planning requires an in depth understanding of water quality process; and is higher level technical work that warrants the Engineering Aide classification. As per the Personnel Rules, if a position fails to meet the criteria of logical change, then the newly created position "should be reallocated and posted and filled in a competitive process."

The incumbent in the existing Administrative Clerk I position will be eligible to compete for the newly created Engineering Aide position. Additionally, the Water Utility anticipates at least two Administrative Clerk I vacancies as a result of the Customer Service section restructuring for the implementation of Project H2O and Advanced Metering Infrastructure (AMI) upgrades. Therefore, if the incumbent is not selected for the Engineering Aide I position, the incumbent

will be able to transfer to one of the Administrative Clerk I vacancies. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
20/09	\$39,292	\$44,178	\$49,478
16/11	\$44,344	\$49,450	\$55,380

cc: Tom Heikkinen – General Manager, Water Utility
Joseph Grande – Water Quality Section Manager
Greg Leifer – Employee / Labor Relations Manager