

To: Personnel Board

From: Gail Glasser

Subject: Position Study, Engineer 2

Date: August 23, 2010

At the request of the Facilities and Sustainability Manager and City Engineer we conducted a study of the Engineer 2 position (position #4109, held by K. Schindel) in the Facilities Maintenance Section of the Engineering Division.

The Engineer 1—4 classification series provides for career progression from 1 to 2 and 2 to 3 levels as an employee gains work experience, is assigned more complex projects and works with more independence. Progression to the advanced-level “Engineer 4 is normally contingent upon budgeted vacancies and accomplished by competition.” The Engineer 3 class is described as “journey-level professional engineering work” compared with the intermediate level performed by the Engineer 2 and advanced level of the 4.

Facilities and Sustainability Manager Jeanne Hoffman reports that the incumbent in the study position has managed large projects from start to finish since approximately December 1, 2009. A \$1 million federal stimulus project for lighting upgrades required internal development of specialized record keeping for the federal funding. Other projects have included all aspects (design, lighting, plumbing, HVAC) of an \$800,000 Engineering Section remodeling project, with attendant coordination with an outside engineering firm and unit heads, temporary relocation for department employees, and assuring that section needs (i.e., space, IT) were met. The incumbent is assigned to managing projects, hiring consultants as required and monitoring their work. Studies and recommendations for City department energy use and carbon emissions, potential for use of solar energy and other possible improvements are assigned to him. The incumbent’s qualifications in mechanical engineering, including his recent Master’s Degree in Mechanical Engineering from UW—Madison, provide validation of the employee’s expertise consistent with the requirements of the level. His professional credentials also include the State of Wisconsin’s Engineer-In-Training license required for the Engineer 3 level.

We therefore recommend reclassification to the Engineer 3 class and reallocation of the incumbent to the higher level.

The necessary resolution has been prepared to implement this recommendation.

cc: Jeanne Hoffman, Facilities Maintenance Manager  
 Rob Phillips, City Engineer

Editor’s Note:

| Compensation Group/Range | 2010 Annual Minimum (Step 1) | 2010 Annual Maximum (Step 5) | 2010 Annual Maximum (St 5 with Longevity) |
|--------------------------|------------------------------|------------------------------|---|
| 18/08                    | \$52,309                     | \$62,073                     | \$69,524                                  |
| 18/10                    | \$56,781                     | \$68,241                     | \$76,440                                  |