

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 20, 2010

SUBJECT: Engineer 4-Engineering Division

At the request of the City Engineer, Rob Phillips, I have studied the position (#1079) of Engineer 4 (CG18, Range 12) in the Transportation Unit currently occupied by C. Petykowski. The miles of street reconstruction has nearly doubled over the last decade and spending on street construction has more than doubled to nearly \$60,000,000. In addition, there has been a dramatic increase in public participation and an increased need for more public information. As a result of the increased work load, duties normally assigned to the Principal Engineer have needed to be assigned to an Engineer 4. Since the increased work is anticipated to continue, Mr. Phillips has determined that a restructuring of the Transportation Unit is appropriate. Currently, a Principal Engineer 1 (18-15) supervises a unit of 7 professional Engineers 2, 3 and 4. (See organization chart attached). However, with the added workload in the areas of road reconstruction and specific major projects such as high speed rail and University Ave as well as an increase in funding for bicycle improvements, Mr. Phillips has determined that 2 Principal Engineers are needed to supervise the unit. The incumbent, C. Petykowski, has been receiving higher-level assignments equivalent to a Principal Engineer 1 for approximately 1 year and after a review of his current position description (see attached) and meetings with both Mr. Phillips and the incumbent, I conclude that his Engineer 4 position should be deleted and recreated as a Principal Engineer 1 and the incumbent reallocated to the new position.

The class specification for an Engineer 4 (attached) describes "...advanced-level professional engineering and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of public works projects." The work is performed under the "... general direction and coordination of a higher-level professional engineer or supervisor..." The Principal Engineer, on the other hand, performs

...responsible supervisory, administrative, and professional engineering work within the Engineering Division. Incumbents have responsibility for: 1) the planning, design, and administration of public works projects and contracts; 2) field inspection, surveying, and construction administration of Engineering Division public works construction projects; 3) design of landfill modifications and issues related to ground water quality; or 4) other comparable units. Work involves the regular coordination of major projects and activities that cross Engineering Division, division/department and/or governmental lines. The work is performed under the direction of the City Engineer, Assistant City Engineer, and/or Principal Engineer 2, is characterized by independent judgment and major program and project responsibilities, and is reviewed through periodic conferences and reports.

A main distinguishing feature between the Engineer 4 level and the Principal Engineer is that while the Engineer 4 is responsible for project supervision, the Principal Engineer has independent responsibility for the coordination between units, agencies, and outside entities regarding project management. The Principal Engineer also engages in higher-level long-range planning within the Engineering Division, including participation in the Capital Budgeting process, grant writing and administration, and overall construction project inspection and

surveying. Finally, the Principal Engineer has a large public relations role in representing the Engineering Division before different political bodies and outside agencies.

The incumbent has been an Engineer 4 since July, 2007. His main area of responsibility has been major streets and highways within the Transportation Unit. In the last couple years, major projects in this area have increased significantly, as described earlier. Because of the incumbent's role as the major streets and highways engineer, much of the increased responsibility associated with the new projects has been given to this position. For example, the incumbent was the lead engineer on the University Avenue rebuild project, coordinating aspects of the project with various groups such as Downtown Madison, Inc. (DMI), the University of Wisconsin, neighborhood groups, and others with an interest in the project. The incumbent performed these responsibilities independently under the direction of the City Engineer and in consultation with the Principal Engineer supervising the Transportation Unit. The incumbent has also been given similar responsibility for the Capitol Square/State Street projects, overseeing the planning, design, public information, and coordination with various groups. The incumbent initially started this project working with the Principal Engineer, but over the last year or more has been given independence in seeing this project through to completion.

The incumbent currently has been designated the lead engineer/contact person for the high-speed rail corridor and related planning as this falls within the area of major streets and highways. The incumbent is the contact with the State Department of Transportation on all corridor issues and is handling all issues for the City relative to the station and corridor planning.

With the appointment of Rob Phillips as City Engineer in 2009, the Assistant City Engineer position was left vacant. This resulted in a shift of certain duties and responsibilities. The incumbent has taken over responsibility for Transportation Improvement Program, a major planning initiative within the Engineering Division. This involves creating a 5 year plan for transportation improvement projects throughout the City. Major projects are ranked in order of priority and all projects are evaluated to ensure that there won't be major issues. For instance, the Division would not want to plan projects for the same year that would involve work on University Avenue and Mineral Point Road as that would shut down 2 major arterials to downtown from the west side. All projects need to be reviewed in this manner. Finally, a budget for the projects needs to be developed, which the incumbent did in 2010. This plan is then presented to Council and other public bodies for review. The incumbent worked on the plan and presented the plan in conjunction with Mr. Phillips.

Finally, starting this year, the incumbent has been putting together grant requests. The incumbent worked with representatives of Sen. Kohl and Rep. Baldwin for transportation-related earmarks for the City. The incumbent then put together the City's application. The incumbent was also responsible for the City's application for highway safety funds.

The examples listed above all fall within the description of a Principal Engineer 1. Because of this, I recommend recreation of the existing position of Engineer 4 within the Transportation Unit as a Principal Engineer 1. I also recommend reallocation of the incumbent to the new position of Principal Engineer 1 based on the fact the incumbent has gradually assumed these new responsibilities as an outgrowth of his Engineer 4 responsibilities. The addition of this new position will allow the City Engineer to reorganize the Transportation unit to have a Principal

Engineer 1 overseeing Transportation Programming and a Principal Engineer 1 overseeing all project management in the unit.

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

Attachments

Compensation Group/Range	2010 Annual Minimum (Step 1)	2010 Annual Maximum (Step 5)	2010 Annual Maximum +12% longevity
18/12	\$62,073	\$74,938	\$83,928
18/15	\$71,499	\$86,088	\$96,408

cc: Rob Phillips-City Engineer  
Chris Petykowski-Engineer 4