

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: May 13, 2009

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

SUBJECT: Warner Park Facility Manager position

The Parks Division has requested a study of the Warner Park Facility Manager (Compensation Group 18, Range 10) position, currently occupied by B. Weisinger. The Warner Park Facility Manager is responsible for the operations of the Warner Park Community Recreation Center. However, this position is being expanded to include management of the Goodman Pool (formerly the responsibility of the Pool Manager, Compensation Group 18, Range 08). In addition, when this position was previously studied, no credit was given for the responsibility of managing the Circle of Friends, a Section 501 non-profit foundation. Based on these added duties and responsibilities, I recommend that the Warner Park Facility Manager position be retitled to Parks Facilities Manager and that the new classification be placed in Compensation Group 18, Range 11.

According to the class specification for the Warner Park Facility Manager, the position is

...responsible managerial and administrative work in planning, organizing, directing and controlling the overall operations, programs, service delivery, and staff of the Warner Park Community Recreation Center (WPCRC). The work involves developing and implementing Center policies and procedures; serving as a link to the community, the Warner Park Community Recreation Center Advisory Board, the Parks Division, and related tenant organizations. Work also involves overseeing and performing budgeting, marketing, data collection, and reporting functions for the Center.

In January, 2009, the Parks Division concluded that it no longer needed a full-time pool manager since the Goodman Pool is only open during the summer months. Because the Warner Park Facility Manager classification is already responsible for the management of a large, multi-use facility, the Division concluded that it is appropriate to move management of the pool to this classification. In fact, the incumbent in this position has been assisting with the management of the Pool at various times since summer, 2008, and this assignment has been given to the incumbent since January, 2009, when the Pool Manager was laid off. Multiple benefits result from this consolidation. First, the Warner Park facility's busy season is in the cold-weather months while the Pool operates in the warm weather month, so consolidating the two operations into one position makes sense from an operational standpoint. In addition, the marketing and administrative responsibilities needed to run the two facilities are similar. The incumbent will be responsible for promoting both facilities to the community. The incumbent will also be hiring, training, and evaluating the staff at both facilities, as well as developing and overseeing the policies and procedures for the facilities. Finally, the incumbent will be responsible for developing and monitoring the budgets for both facilities, in coordination with Parks administration. While the Pool Manager position is consolidated into this position, not all the duties and responsibilities are being transferred. The permanent Pool Manager also had responsibility for evaluating safety within the Parks Division during the pool offseason. These duties and responsibilities are not being given to this position

since during the pool offseason, the position will have increased responsibility with the Warner Park facility. The updated classification specification for the new position is attached.

After reviewing the duties and responsibilities associated with this position, I have concluded that a title change is necessary. The position should be retitled Parks Facilities Manager to recognize the broad responsibility for managing multiple facilities within the Parks Division. In addition, I conclude that the position should be increased by one pay range, to an 11. This is based on additional training requirements necessary to be a pool manager, the larger supervisory responsibility as it relates to the large hourly pool staff, and recognition for the non-profit management activities.

Because of the consolidation of the management of two facilities into one position, and the increased responsibility associated with the pool duties, the position should be placed at a pay range higher than the current range 10. This is also seen when comparing the position to another range 10 position within Parks, the Golf Program Supervisor. The Golf Program Supervisor is responsible for the maintenance and operations of the City's golf courses. This position is comparable to the position being studied in that it generates revenues for the Parks Division, does not have subordinate supervisors or other Compensation Group 18 employees reporting to it, and manages multiple courses. However, the position being studied has increased complexity as it will be responsible for a community center and a pool, distinctly different operations. So while the work associated with managing the facilities may be similar, the incumbent in the position being studied will have to be familiar with different operations. Also, managing the pool requires a unique set of certifications, including first aid/CPR, an Aquatic Facility Operator certification, and a food service certification. The golf position is only required to maintain a pesticide certification. Finally, the position being studied has responsibility for overseeing the operations of a non-profit organization, which isn't found in the golf position. These added requirements make the position higher than a range 10.

There are no directly comparable positions within Compensation Group 18, range 11. However, the City Forester has some similarities that make it appropriate for consideration. The City Forester is responsible for the City forestry activities, a broader scope of responsibility than the position being studied. The City Forester is responsible for the maintenance, removal, and planting of all public trees in the City, and has a Forestry Operations Supervisor (18-07) and two Tree Trimmer Forepersons (18-05) to assist with managing a workforce of approximately 28 permanent staff and other seasonal laborers. However, the City Forester is not responsible for the marketing and outreach activities of the position being studied, nor is it responsible for a non-profit organization. Both enterprises managed by the position being studied bring in money for the Parks Division, so in that respect, the position has a substantial impact on the Parks Division bottom line. Because of the different focus of the positions, it is hard to say the two positions are directly comparable. Yet the positions can be compared to some degree. The City Forester has city-wide responsibility for one program, forestry, but does not generate revenue for the Parks Division. The position being studied does not have city-wide responsibility, but has a larger impact on the Division's bottom line.

In range 13, the classification of Botanical Center Director encompasses many of the same duties and responsibilities of the position being studied. The Botanical Center Director manages the Olbrich Botanical Center, supervising the staff of the center, developing policies and procedures, and has responsibility for marketing the facility. The Director is also responsible for the Olbrich Botanical Society operations, a non-profit organization similar to the Circle of Friends. However, the Botanical

Center Director has more responsibility relating to the non-profit than the position being studied. The Olbrich Botanical Society has a permanent staff directly supervised by the Director whereas the Circle of Friends doesn't have a staff to manage. In addition, the Botanical Center Director has higher-level staff to supervise, including a Horticulture Supervisor (18-08) and the Olbrich Facilities/Volunteer Coordinator (18-03). The position being studied will not be supervising any permanent supervisors or CG 18 employees. The only supervisors the position will supervise are hourly Aquatic Supervisors working at the pool during the summer. Finally, the Botanical Center Director has responsibility for the scientific direction of the Botanical Center, a higher-level function not found in this position. So while there are similarities between the two positions, the differences demonstrate that the position being studied does not have the responsibility to be placed at Range 13.

In the same way, positions in range 12 either have a larger impact on the City operations as a whole, supervise higher level staff, or require other technical knowledge that make placement in range 12 inappropriate. For instance, the Overture Center Events Manager has similar responsibilities to the position being studied in terms of marketing and soliciting business for the Overture Center. However, the Overture Center Events Manager also supervises four positions in Compensation Group 18, including the Patron Services Supervisor (18-09), Technical Supervisor (18-07), Security Coordinator (18-04), and Assistant Patron Services Supervisor (18-04). Supervising these higher-level positions is a level of increased responsibility not found in the position being studied.

After comparing the position being studied to positions in the ranges around it, I conclude that the position should be placed in range 11. While not directly comparable to the City Forester, it is apparent that positions in range 12 and range 13 have additional levels of responsibility that make placement in those ranges inappropriate. In addition, because the incumbent has been assisting with the management of the pool at various times over the past year, I recommend that the incumbent be reallocated to the new position based on a logical and gradual change in the duties and responsibilities.

We have prepared the necessary Ordinance and Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/10	56,781	68,241	76,440
18/11	59,334	71,499	80,080

cc: Kevin Briski-Parks Superintendent
Steve Doniger-Parks Community Services Manager