

TO: Personnel Board

FROM: Susan Gafner-HR Analyst

DATE: September, 21 2015

SUBJECT: Assistant Streets Superintendent

At the request of Streets Superintendent Chris Kelley, I conducted a position study of the Streets Operations Manager (CG18-14), and position (#1700) currently occupied by Steve Schultz at the Streets Division. The request for this classification to be studied is due to the expansion of duties and responsibilities as well as the recent reclassifications of the Engineering Operations Manager and the Water Utility Operations Manager classifications from Range 14 to Range 15. In addition, Mr. Kelley would like the position retitled to Assistant Streets Superintendent to better reflect the role the position plays within the Streets Division. After reviewing the submitted position description and meeting with Mr. Kelley and Mr. Schultz, I recommend that the Streets Operations Manager classification be deleted and a new classification of Assistant Streets Superintendent be created, and the incumbent reallocated to the new position/classification for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for the Streets Operations Manager (see attached) which shows:

... responsible supervisory, managerial, and administrative work in managing the day-to-day operations of the Street Division; and in assisting the Street Superintendent in the planning and development of Street Division programs, policies and procedures.

The Streets Operations Manager oversees facilities maintenance, vehicles, field operations, equipment and four site locations: East, West, South Point, and the Reduction Center. Mr. Schultz has been the Streets Operations Manager for the Streets Division since 2012. Since that time, the Streets Division has broadened its programs and responsibilities and the Operations section is now responsible for the expansion of drop-off site services; instituting a Mattress Recycling Program; developing and planning the strategies of a Bio-Digester Program, participating in City teams, (e.g., EAB, Emergency response teams); accommodating the needs of increasing City population (annexation of Blooming Grove and Town of Madison); determining the environmental impact caused by a throw-away society, and responding to the increasing severity/fluctuations of weather patterns caused by global warming. In addition, the Operations section has taken on new initiatives such as the EAB, or Emerald Ash Borer which has included a cost reduction plan involving equipment and staff, digger's hotline information resources and working directing with Parks to ensure timeliness of the overall project. Mr. Schultz has also developed and implemented an Accident Review Committee to reduce costs and improve the safety of the division. Finally, the Operations section has jointly worked with Traffic Engineering to upgrade the Streets radio system. This has involved analysis of radio systems, existing and new street layouts and determining the radio equipment needs for the various trucks throughout the Division. Mr. Schultz continues to be responsible for facilities maintenance and oversees the Street's fleet program.

In 2014, the Personnel Board recommended a reclassification of the Engineering Operations Manager classification from Range 14 to Range 15, and this action was ultimately approved by the Common Council. The class specification for the Engineering Operations Manager describes:

...responsible professional and managerial work in supervising, planning, directing, coordinating, and implementing the programs, operations, and administration of the Engineering Division's Operations Section, including Field Operations, Facility Management and directs all support services activities. The Operations

Section is responsible for operation and maintenance of the City’s wastewater (Madison Sewer Utility), storm water (Madison Storm Water Utility) and closed landfill infrastructure, utility-owned fleet, and city facilities maintenance and custodial services.

In 2015, the Personnel Board recommended a reclassification of the Water Utility Operations Manager classification from a Range 14 to a Range 15, and this action was ultimately approved by the Common Council. The classification for the Water Utility Operations Manager describes:

...responsible managerial, administrative, and technical work in directing the functions and activities of the operations section for a Class A municipal water system. The work involves directing and supervising all phases of water distribution system operations, including maintenance, repair, replacement and relining of water mains, water service lines, valves, and hydrants; repair, maintenance, and security of Utility properties, facilities, standby and emergency generators, and pumping equipment; and writing specifications and directing the competitive bidding process for Utility vehicles and equipment.

Mr. Schultz and his staff at the Streets Division are performing comparable work to the Engineering Operations Manager and also the Water Utility Operations Manager, which is in CG 18, Range 15. Mr. Schultz has seasonal and permanent staff involved in field operations, facilities maintenance, custodial services at Streets Division properties, and he oversees the fleet management for the Division. Because of the similarities between the 2 positions, in addition to the Traffic Engineering Operations Manager, who performs similar work for the Traffic Engineering Division, I recommend a reclassification of the Streets Operations Manager currently in CG18, Range 14, to a Range 15, and that the incumbent be reallocated to the new position.

The initial position study proposal from the Streets Superintendent was to delete the Streets Operations Manager position and add the Assistant Streets Superintendent position in CG18, Range 16, comparing the position to the Assistant Parks Superintendent position in CG 18, Range 16. Mr. Kelley specifically referred to Charlie Romines who holds the position of Assistant Parks Superintendent. Kay Rutledge also holds the role of Assistant Parks Superintendent. Both of these positions within Parks hold a higher depth and breadth of responsibilities. There are more professional staff supervised and higher staff levels within each of these areas as compared to the Streets Division. The work that the Assistant Parks Superintendants oversee is broader and more disparate than in Streets. One Assistant Parks Superintendent, Mr. Romines, oversees Operations, Community Services, and the Olbrich Botanical Gardens. The other Assistant Superintendent oversees Planning & Development, Finance and Administration, and Public Information. The position in Streets oversees areas within the Streets Division that fit within the Parks Operations area, and doesn’t include the discrete functions of Community Services and the Botanical Gardens, or Planning/Development and Finance, which require a different set of responsibility and expertise. Finally, the Streets Superintendent is in CG21, R18, as opposed to the Parks Superintendent in CG21, R20. In looking at other departments in Range 18, no other department has a position higher than CG18, R15, except for one Principal Planner that is funded by the Metropolitan Planning Organization. In contrast, 3 of the 4 departments in Range 20 have positions in CG18, R16. All of this lends support to the conclusion that the position in Streets is appropriately placed in CG18, R15.

For all the reasons above, I recommend a reclassification of the Streets Operations Manager currently in CG18, Range 14, to a Range 15, and a title change to Assistant Streets Superintendent. I also recommend that the incumbent be reallocated to the new range and title. The necessary resolution to implement this recommendation have been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
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18/14	\$74,121	\$89,231	\$99,939
18/15	\$77,661	\$93,506	\$104,727

cc: Chris Kelley—Streets Superintendent
Steve Schultz—Streets Operations Manager