

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: February 8, 2022

SUBJECT: Electrical Operations Supervisor – Traffic Engineering Division

The 2022 Adopted Operating Budget for the Traffic Engineering Division includes funding for a new full-time position to supervise the Electrical Operations Section activities and staff. City Traffic Engineer Yang Tao and Traffic Operations Manager Phil Nehmer have requested that Human Resources review the proposed position description to create a new classification and to determine the proper salary range. Based on discussions with Yang and Phil, and reviews of the position description and other positions/classifications within the Traffic Engineering Division, I recommend creating a new classification of Electrical Operations Supervisor with placement in CG 18, Range 13 and creating the new 1.0 FTE position in this classification for the reasons outlined in this memo.

The Electrical Operations Section within Traffic Engineering is responsible for the installation and maintenance of traffic signals, and street and bike path lighting to provide safe and efficient movement of people and goods within the City of Madison. The Section was previously led by an Electrical Operations Leadworker, however that position was reclassified in late 2014 as a Traffic Systems & Networking Specialist due to its added responsibility for higher level technical work, including maintenance of the fiber optic network system, and planning and design work, and the new requirement to possess a Master Electrician license as a result of electrical state law changes. The Traffic Systems & Networking Specialist (CG 16, Range 22) provides field work and coordinates the work of 13 staff members within the section, including Traffic Signal Electricians of varying levels (CG16, Ranges 14-18) and Traffic Signal Maintenance Workers (CG16, Range 11). In recent years, the technical workload demands in Traffic Engineering have grown significantly and as such, the amount of time the Traffic Systems & Networking Specialist has available to provide direction to the section staff has diminished. This new supervisory position will direct and supervise all 14 positions in the Electrical Operations Section, prioritize, monitor and coordinate work projects, manage records, materials and costs, represent Traffic Engineering in meetings, provide technical expertise, and respond to complaints.

The new classification specification describes:

...responsible supervisory, technical and administrative work in planning and directing the City's Electrical Operations and in acting as assistant to the Traffic Operations Manager. Work involves directing and supervising Electrical staff; prioritizing and monitoring work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors; representing Electrical Operations in a variety of meetings; and responding to public complaints.

Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

This position will report to the Traffic Operations Manager (CG 18, Range 15) and function in a similar fashion as the other two supervisory positions within Traffic Operations who oversee the Communications Operations and Traffic Operations sections:

- The Communications Operations Supervisor (CG18, Range 12) is responsible for supervising the planning, installation, maintenance and repair of communication systems and other electronic equipment in the Communication Operations Section through 8 skilled and technical employees, including a Communications Operations Leadworker (CG 16, Range 20), Communication Technicians of varying levels (CG16, Ranges 14 - 18), and Communication Workers (CG 16, Range 11).
- The Traffic Operations Supervisor (currently CG 18, Range 10, but recommended for movement to Range 12) is responsible for supervising the Signing & Pavement Marking Section, which includes activities related to the fabrication, installation, maintenance and repair of traffic and parking signs, pavement markings, guardrails, barricades, bicycle racks, and other related equipment. This position is responsible for supervising 13 permanent skilled, technical, and semi-skilled employees, including Traffic Operations Leadworkers (CG 16, Range 15), Maintenance and Sign Painters (CG 16, Range 13), and Traffic Control Maintenance Workers (CG 16, Range 10), and 17 additional hourly staff members during the summer months to include the Crosswalk Painting Program.

Although the level of work and number of staff members vary slightly among these three supervisory classifications, both Yang and Phil expressed interest in placing the new classification at a higher range due to the slightly higher responsibilities and staff levels of the Electrical Operations Supervisor position. This placement aligns well between the Traffic Systems & Networking Specialist in CG 16, Range 22 (equivalent to CG 18, Range 11) and the Manager in CG 18, Range 15. As there is limited room for placement, it is most appropriate for the new classification to be placed mid-way between those two classes in CG 18, Range 13.

The Training and Experience requirements would be three years of directly related leadership experience in planning and implementing Traffic Engineering operations, including experience with traffic signal systems, street lighting systems, fiber or wireless communication networks, or related electrical systems. Such experience would normally be gained after graduation with a bachelor's degree in business, public administration, public works maintenance, construction management, or a related field. Other equivalent education and/or experience will also be considered.

Based on the prior analysis, I recommend creating the classification of Electrical Operations Supervisor in CG 18, Range 13 and creating a new 1.0 FTE position in this classification within the Traffic Engineering budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
16/22	\$75,571	\$89,060	\$99,747
18/12	\$79,088	\$95,481	\$106,938
18/13	\$83,020	\$99,870	\$111,855
18/15	\$91,100	\$109,687	\$122,849

cc: Yang Tao – City Traffic Engineer
Phil Nehmer – Traffic Operations Manager
Harper Donahue, IV - Human Resources Director