

TO: Personnel Board

FROM: Tameaka Bryant, Human Resources

DATE: August 19, 2019

RE: Engineering Program Specialist 1-Traffic Engineering

City of Madison Traffic Engineer Yang Tao and Computer Mapping/GIS Coordinator Eric Halvorson have requested a study of the Civil Technician 2 (Pos. #3223, CG16, R14), currently occupied by Rebecca Qureishi. Ms. Qureishi began as an hourly intern with the Traffic Engineering Division in 2015. Through a promotional process she was hired on as a permanent Civil Technician; and through career ladder progression has been a Civil Technician 2 for over 2 years. However, since taking on the Civil Technician 2 role, her responsibilities have grown to include elements of the Engineering Program Specialist 1 work duties and responsibilities as outlined in this memo. Based on the attached position description that was submitted and interviews with Mr. Halvorson and the incumbent, I recommend a reclassification of the incumbent from a Civil Technician 2 to an Engineering Program Specialist 1 in CG16, R17.

The Civil Technician 2 class specification (attached) identifies

...skilled technical support work in a professional engineering and public works construction environment. The work at this level differs from that at the Civil Technician 1 level in terms of technical complexity, comprehensiveness of assignments and independence of action. The work is performed under the limited supervision of higher level technical or professional staff and typically is reviewed upon completion.

The Engineering Program Specialist 1 class specification (attached) identifies

...responsible program coordination, project, and specialized field work in a professional engineering environment. The work involves direct responsibility for specialized programs, projects, and activities relating to the support of engineering staff and projects. Positions at this level perform technical and quasi-professional functions such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). Under the limited supervision of a professional engineer or manager positions at this level function independently in area(s) of responsibility. The work may involve leading other staff on a temporary or permanent basis.

Ms. Qureishi coordinates the Underground Residential District/Underground Commercial District (URD/UCD) program. This program is responsible for maintenance and installation of street lights throughout the City. Ms. Qureishi coordinates and oversees the installation and maintenance of streetlights in residential areas and new subdivisions. Since taking on this program, Ms. Qureishi has digitized all URD/UCD lights into ArcGIS, which has allowed Traffic Engineering to leverage the assets in the City's new Cityworks asset management program. Ms. Qureishi is an administrator for the Cityworks program and collaborates with agencies across the City that use this program. She is responsible for the growth and maintenance of this program as the administrator. This work has modernized and streamlined existing workflows to efficiently facilitate installation and communication between the City, local utilities (MG&E/Alliant Energy)

and outside developers and contractors. However, over the past 2 years, her understanding of the URD/UCD program has allowed her to make decisions regarding the program independently. She no longer goes to an Engineer when troubleshooting; she will do the research on her own and solve it. She is mainly running this program on her own.

Rebecca also handles the yearly street sign inventory. She leads office staff as well as directly creates and disseminates digital sign asset maps for field personnel and coordinates the inspection (existence, location, ownership, attribution) of over 50,000 street signs which are in or near the city. Once all signs have been inspected, she checks each edit made by staff to make sure they are consistent with current standards and ensures that what is in the field matches alterations intended by Traffic Engineering operations staff. She works with Traffic Engineering Operations staff to create work orders for any incorrect signs. She also updates the electronic records within GIS and CAD software systems.

Rebecca also provides mapping and graphic products for engineers and field staff within and outside of the Traffic Engineering Department. She creates maps of signs, signals, traffic calming devices, and other infrastructure for use with utilities, public meetings, and for design purposes.

Given Rebecca's in-depth responsibility for the Underground Residential District/Underground Commercial District (URD/UCD) program, as well as direct responsibility for leading office staff in the yearly street sign inventory, it is my recommendation to place Rebecca into the Engineering Program Specialist classification. Rebecca now has direct responsibility for programs, projects, and activities within Traffic Engineering, consistent with the Engineering Program Specialist 1 classification. The movement to the Engineering Program Specialist 2 level will depend on the incumbent taking on in-depth responsibility for the wide range of specialized programs described herein.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2019 Annual Minimum (Step 1) | 2019 Annual Maximum (Step 5) | 2019 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 16/14                    | \$55,876.34                  | \$62,895.56                  | \$70,443.03                        |
| 16/17                    | \$ 60,416.46                 | \$ 69,715.10                 | \$ 78,080.91                       |

cc: Eric Halvorson— Traffic Engineering Development Specialist  
Yang Tao —Traffic Engineer  
Greg Leifer—Employee and Labor Relations Manager  
Mike Lipski-Human Resources Services Manager