

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: April 20, 2011

SUBJECT: Water Resources Specialist 2-Engineering Division

At the request of the City Engineer, Rob Phillips, I have studied the position (#3926) of Water Resources Specialist 2 (CG18, Range 08) currently occupied by Genesis Steinhorst. Currently there are only 2 levels of Water Resources Specialist. However, the incumbent continues to take on additional duties and responsibilities for the Engineering Division. Based on this, Mr. Phillips is recommending creation of a Water Resources Specialist 3 classification in CG18, Range 10, and movement of Ms. Steinhorst to the new classification. After reviewing the position description (see attached), and conversations with Assistant City Engineer Mike Dailey, Principal Engineer Greg Fries, and the incumbent, I agree that creation of the higher classification is appropriate and that Ms. Steinhorst should be moved to the higher level for the reasons outlined in this memo.

In 2003, the Engineering Division determined there was a need to have a specialized position to assist design engineers in securing DNR permits for construction projects. This position would have responsibility for being aware of DNR regulations regarding wetlands, groundwater, and water quality. The incumbent would assist engineers in submitting appropriate documentation to the DNR to obtain permits. In addition, the incumbent would participate in studies and reports relating to water quality impacts of proposed development. The classification of Water Resources Specialist was created in CG18, Range 06 as a professional position to fulfill this need and the incumbent was hired in September, 2003. As the position grew within the Division, the incumbent gradually took on additional duties and responsibilities.

In 2006, a study was performed and the progression series of Water Resources Specialist 1 and Water Resources Specialist 2 (CG18, R08) was established. The Water Resources Specialist 2 was given more independent responsibility for conducting studies, making recommendations as to how projects would affect water quality and wetlands issues, and recommendations on new or revised policies and procedures regarding water issues. The progression was established similar to the progression between an Engineer 1 (CG18, R06) and Engineer 2 (CG18, R08), with one year experience at the lower level before advancement would occur to the higher level. The incumbent was reallocated to the 2 level at that time.

This position has continued to grow within the Division. In the last few years, the incumbent has taken on greater responsibility for performing complex analysis using GIS tools and databases to pull information relative to water issues. The responsibility for GIS work has increased substantially to encompass 20% of the current position (The Water Resources Specialist 2 was only expected to perform "limited" GIS work for up to 10% of the time). The incumbent is using GIS databases to keep track of pipes laid within 19 municipalities in the Dane County area, as well as other tracking and analysis for reporting to the DNR and engineers. In addition, the incumbent has been assigned responsibility for conducting "needs assessments" for the stormwater utility, proactively monitoring development and providing input to ensure appropriate runoff and development of runoff ponds for development projects. Then, as

development occurs, the incumbent ensures the recommend plans are being followed. Finally, the incumbent has been given independent project management responsibility. In 2011, a three-year water quality study is being performed on Lake Wingra which involves developing a model of the entire lake ecosystem, including land use, in-lake modeling of waves and sediment, and other models. The incumbent is responsible for issuing an RFP for this work and will serve as project manager for the 3 year duration of the project. While not specifically highlighted in the position description, the Assistant City Engineer and Principal Engineer both indicated that this is work performed by Engineers 3 or 4, and not at the Engineer 2 level. As the position has expanded, the Engineering Division has determined that it would require this type of work of any incumbent in the position. As a result, the Engineering Division has requested another level be added to the Water Resources Specialist career progression.

Based on the new and higher-level duties in this position, including increased complex GIS and database analysis including the needs assessment described above, as well as independent project management responsibilities, I agree that a new classification of Water Resources Specialist 3 is warranted in CG18, R10. The higher-level duties and responsibilities make up over 20% of the new position description, a significant portion which makes a higher classification appropriate. Placement in range 10 is appropriate as this is similar to the many professional career progressions in CG18, such as Engineer, Planner, Accountant, Human Resources Analyst, Management Information Specialist, etc. The class specification for Water Resources Specialist has been updated to reflect the new progression and is attached. As the incumbent has been performing the work of the higher classification for over six months, I recommend that her position be deleted and recreated as a Water Resources Specialist 3 and that she be reallocated to the newly-created position.

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

Attachments

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/08	\$52,309	\$62,073	\$69,524
18/10	\$56,781	\$68,241	\$76,440

cc: Rob Phillips-City Engineer
 Mike Dailey-Assistant City Engineer
 Greg Fries-Principal Engineer
 Genesis Steinhorst-Water Resources Specialist 2