

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 21 August 2014

SUBJECT: Parking Operations Supervisor- Parking Utility

At the request of City Traffic Engineer/Parking Manager David Dryer and Tom Woznick, Parking Operations Manager, I conducted a position study of the Parking Operations Supervisor classification (CG18-08) currently occupied by David Wills in the Parking Utility. The request for this study was based on increased responsibilities following the hiring of a new Parking Operations Manager in April of 2012. Upon reviewing the position description and meeting with Mr. Woznick and the incumbent, I recommend recreating the Parking Operations Supervisor in Range 9 and reallocating the incumbent to the new position for the reasons outlined in this memo.

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

... responsible supervision and coordination of the City-wide parking revenue collection, and meter and maintenance functions both directly and through subordinate supervisors. This work is characterized by judgment and initiative in planning, directing, and evaluating parking field operation programs and activities. Work is performed under the general supervision of the Parking Operations Manager.

The Parking Operations Supervisor reports directly to the Parking Operations Manager and supervises, directly and through subordinate supervisors, a large staff of permanent and hourly employees, (roughly about 85 employees). This position has responsibility over the revenue section of the Utility, including all the Parking Cashiers, the Parking Revenue Leadworkers and the Parking Revenue Supervisor, as well as the maintenance section, including the Parking Maintenance Workers, Parking Equipment Mechanics, Parking Equipment Technicians, and Parking Maintenance Supervisor.

Since 2012, the Parking Operations Supervisor job now entails greater time preparing and providing consultation on the capital and operating budgets. At budget time, Mr. Wills may spend approximately 50% of his time providing consultation on the budget to the Parking Operations Manager. He is involved in providing information on the field operating budget to the Parking Operations Manager, including providing costs to such areas as vehicles needing to be replaced, janitorial supplies, computer equipment and other field expenditures. He is also asked to provide consultation on the capital budget whereas in the past, this was not so.

Since 2012, the position has also grown to include an increased amount of support to the Parking Operations Manager and City Traffic Engineer/Parking Manager, including serving as the primary contact for after hour operations and emergencies; increased responsibilities related to planning and operations of ongoing projects, and, as outlined above, providing greater input into Division capital and operating budgets. In comparison with other Range 8 positions, we looked

closely at the Traffic Operations Supervisor which also shares some similarities in their support role. The Traffic Operations Supervisor spends approximately 15% of time providing assistance to the Traffic Operations Manager. This also includes serving as primary contact in their absence and for supervisory issues for after hour emergencies. Another similarity that these two positions hold is their supervision over higher level staff. The Traffic Operations Manager oversees two Traffic Operations Leadworkers whereas Mr. Wills oversees two field supervisors. However, the Traffic Operations Supervisor has a greater technical component in advising Traffic Engineers on projects. In addition, the after-hours responsibility for the Traffic Operations Supervisor is higher-level in nature. For example, if a traffic light goes out, the Traffic Operations Supervisor will receive that call and must coordinate an appropriate response, not only getting staff to respond, but what to do with the intersection in the meantime. This type of emergency situation does not arise in the Parking Ramps. For this reason, while the positions share similarities, it is appropriate for the Parking Operations Supervisor to be classified slightly lower than the Traffic Operations Supervisor.

Per the Personnel Rules, when determining the appropriate classification, the duties and responsibilities of the position under review will be compared to the positions currently included in the same classification and salary range as well as other positions in proposed or related classifications and salary ranges and considerations include budgetary authority and managerial responsibility, both of which have grown in this position since 2012. Range 8 positions do not typically oversee supervisory staff, nor do they support the Manager in the Manager's absence and serve as a primary contact after hours. There are some similarities with a couple of other range 8 classifications such as Parks General Supervisor and Parking Enforcement Supervisor, but the key difference with the Parking Operations Supervisor that suggests higher placement than a range 8 is the budget responsibilities and the assistance provided to the Manager after hours and during emergencies. In addition the Parking Operations Supervisor has oversight for two areas; revenue and mechanical sections. The Parks General Supervisors do not generally fill in for the Parks Operations Manager in that person's absence, and the Parking Enforcement Supervisor does not have responsibility over two separate sections. When looking at range 10 positions such as the Traffic Engineer I and the Engineer 3 classifications, we begin to see an increase in technical and specialized knowledge, that of which usually requires licenses/certifications and higher levels of programmatic authority and decision making.

Based on my review of the submitted materials, the interviews I conducted, and evaluation against other positions/classifications in the City, I recommend the reclassification of the Parking Operations Supervisor in CG18, Range 8, to a Range 9, with reallocation of the incumbent.

The necessary resolution to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
18/08	\$55,560	\$65,931	\$73,840

18/09	\$57,800	\$69,208	\$77,506
-------	----------	----------	----------

cc: David Dryer – City Traffic Engineer/Parking Manager  
Tom Woznick –Parking Operations Manager  
Mike Lipski – HR Services Manager