

TO: Personnel Board
FROM: William Wick, Human Resources Analyst
DATE: December 29, 2022
SUBJECT: Civil Technician 2 – Traffic Engineering

At the request of City Traffic Engineer Yang Tao, I have studied the position #4653 of Civil Technician 2 (CG 16, Range 14) currently occupied by Scott Kerr. The City Traffic Engineer is requesting to recreate the position as an Engineering Program Specialist 1 in CG 16, Range 17. After reviewing the position description (see attached), and having interviewed Scott Kerr and his supervisor, Computer Mapping & GIS Coordinator Eric Halvorson, on changes in the position since it was created, I recommend the following:

- Recreate the position #4653 of Civil Technician 2 as Engineering Program Specialist 1 in CG 16, Range 17 in the permanent salary detail of the Traffic Engineering operating budget; and
- Reallocate the employee, Scott Kerr, into the new position.

Since its original creation, the duties for this position have transitioned from simple permit review to include more leadership responsibility within the Traffic Engineering Division, in collaboration with other City Public Works agencies, and within the community at large. Work assigned to this position includes complex projects that have an emphasis on Street Opening Permits, which necessitates a high level of coordination and communication with multiple public and private entities, to ensure that safe access to the public right-of-way is maintained for the traveling public while construction and/or maintenance work is being performed. This position is frequently required to make field visits to meet with other entities to plan and schedule work in order to identify challenges in protecting and maintaining infrastructure during the performance of construction and maintenance activities. Scott Kerr has assumed direct responsibility for the ENGROW permit program as well as ensuring that the State of Wisconsin complies with the City permitting application process. These higher level duties and responsibilities have been performed by Scott Kerr for more than two years.

The class specification defines a Civil Technician 2 as:

...skilled **technical support work in a professional engineering and public works construction environment**. The work involves **performing field and office tasks such as: technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations; performing construction inspection activities;** and performing other related field and office work. 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**. [emphasis added]

The class specification defines an Engineering Program Specialist 1 as:

...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.**

A Program Specialist 1 level may have in-depth responsibility for at least one program in its entirety, with general responsibility for other programs. [emphasis added]

Scott Kerr has worked for the City since August 1981, serving in various roles within the Parking Utility, Building Inspection, and Traffic Engineering divisions. Since April 2017, Scott has worked as a Civil Technician in the Traffic Engineering Division, promoting to Civil Technician 2 in October 2017 as the result of a career ladder progression. Scott’s efforts in this role has positively impacted Traffic Engineering’s permitting program, including improving connectedness across inter-agency City programs, reducing siloing of program work across agencies, and expanding efficiencies where programs are interdependent. Some of these programs include Bus Rapid Transit, geotechnical exploration, and fiber optic line placement. Rather than simply maintaining programs as they previously existed, Scott has taken leadership of his assigned programs and advanced the related processes and systems for shared programmatic work.

The work described in this memo are examples of program coordination, project, and specialized field work that characterize the Engineering Program Specialist 1 classification. As a result, I recommend that position #4653 be recreated as an Engineering Program Specialist 1 in CG 16, Range 17, and Scott Kerr be reallocated to the new position in the Traffic Engineering operating budget.

We have prepared the necessary Resolution to implement this recommendation.

Attachment(s): Position Description

Effective Date: 07/24/2022

Compensation Group/ Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+ 12% Longevity)
16/14	\$59,732.14	\$67,235.48	\$75,303.74
16/17	\$64,585.30	\$74,525.10	\$83,468.11

Cc: Erin Hillson, Human Resources Director
 Emaan Abdel-Halim, HR Services Manager
 Yang Tao, City Traffic Engineer
 Eric Halvorson, Computer/Mapping Coordinator
 Scott Kerr, Civil Technician 2
 Walt Jackson, Vice President Local 6000
 Rick Marx, Local 6000 Representative