

TO: Personnel Board

FROM: Emaan Abdel-Halim, HR Services Manager

DATE: 8 October 2024

SUBJECT: New 2025 Budget Positions Classification Summary Analysis

At the request of Human Resources Director Erin Hillson, and on behalf of all department heads of agencies with new positions/classifications proposed in the 2025 operating budget, Human Resources strives to improve efficient service to our internal customers. Several 2025 position requests require new classifications to be created or existing classifications to be modified, which are reviewed and analyzed below for proper placement in the compensation plan and salary schedules. As a result, this memo provides a summative analysis for the proposed new positions in order to classify these positions as part of the budget approval process.

Currently there is a citywide compensation plan study underway, and consideration will be given to make any necessary adjustments to any of the new or modified classifications as a result that final analysis. It is also worth noting that none of the requested modifications and placements will be impacted by the upcoming referendum on the ballot, as these are all included in both versions of the Mayor's executive operating budget.

### **Title Changes**

#### **Parks Division – Parks Finance and Administrative Manager (CGI8/R12)**

##### **New Classification Title: Finance and Administrative Manager**

This classification was created to be an agency level classification comparable to an Accountant 4, with high-level professional, administrative and supervisory work supporting the development, analysis and administration of agency budgets, financial reporting, statistical analysis, policy level recommendations for operations, and supervision over human resources, payroll and purchasing activities.

In order to encompass other agencies' similarly high level financial and administrative needs, we recommend retitling this classification to Finance and Administrative Manager. Positions within this classification will serve as an agency's main budget contact with financial oversight and policy administration responsibility, which includes compliance with federal, state and related regulatory requirements for each agency's specific programmatic and contract management needs, in addition to providing staff supervision. Therefore, we recommend the position of Parks Financial and Administrative Manager (PCN# 4506; H153) be recreated with the title of Financial and Administrative Manager, and the employee (J. Stoiber) be reallocated accordingly with the adopted 2025 Parks Division operating budget.

*\*Attachments: Updated Class Spec*

#### **Parks Division – Greenskeeper 1-3 (16/I2-14)**

##### **New Classification Title: Golf Course Superintendent 3 (CGI6/R12-14)**

The Parks Division has requested the classification of Greenskeeper be retitled to Golf Course Superintendent to better align and reflect industry standards. The outdated term Greenskeeper was

replaced by the golf industry shortly before World War II, and this shift is long overdue for the City's Greenskeeper classifications. The specific roles within the classification series are not substantially changing, so there will not be any change to the compensation group or ranges for these positions. Therefore, we recommend the classification series of Greenskeeper 1-3 (F075/F076/F077) be retitled in the salary schedule as Golf Course Superintendent 1-3 in CG16, Range 12-14, respectively; positions #1519 and #1549 (E. Disch) be recreated as Golf Course Superintendent 1; position #1560 (J. Jushka) be recreated as Golf Course Superintendent 2; position #1541 (S. Barstow) be recreated as Golf Course Superintendent 3; and the three impacted employees are reallocated to their respective positions.

*\*Attachments: Updated Class Spec*

### **Parking Division – Assistant Parking Utility Director (CG18/R17)**

#### **New Classification Title: Parking Division Director**

In 2018, when the Department of Transportation was created, there was a separation of Traffic Engineering and Parking into two agencies. At that time, the classification of Assistant Parking Utility Manager was created in CG18, R17, to oversee operations of the Parking Division, which also acquired the transfer of parking enforcement into the agency. It is appropriate to retitle this classification as Parking Division Director to reflect the agencywide managerial responsibility for developing the operating and capital budgets for the Parking Division, for serving as the agency appointing authority, and for directing the programs and services of the Parking Division. At this time, the position will remain in CG18, R17, like the Housing Operations Manager position, which performs similar responsibilities for the City's Housing Operations and has a similar reporting structure. Therefore, we recommend the position of Assistant Parking Utility Manager (PCN#1275; H242) be recreated with the title of Parking Division Director, and the employee (S. Cox) be reallocated accordingly in the adopted 2025 Parking Division operating budget.

*\*Attachments: Updated Class Spec*

### **New Positions or Upgrade to Existing Classifications**

#### **Parking Division – Administrative and Finance Manager**

##### **Classification: Finance and Administrative Manager (CG18/R12)**

In the 2025 budget, the Parking Division will finalize the agency's reorganization, which consists of restructuring services and creating a staffing model and management structure that improves efficiencies and increases employee support. Among the managerial positions created as part of the restructuring, this position oversees the Finance and Administration Unit and plays a key role in budget development, managing various revenues and expenditures, developing related policies and procedures, and coordinating work among lower-level supervisors and administrative staff.

For the Parking Division, is responsible professional, managerial, administrative, and supervisory work. This position provides professional staff support in the development, analysis, and administration of the division's budget; in the development and analysis of various programs, operations, and functions; overseeing and developing the full range of centralized administrative support functions (e.g. payroll, purchasing and contracts, and administrative support activities). Under the general supervision of the Parking Division Director, this position functions as an integral member of the Parking Division Leadership Team by providing expertise in areas of staff analysis, management, and administration.

The parallels to the aforementioned positions in Parks and Community Development make it appropriate to also classify this position as a Financial and Administrative Manager. Again, these positions have agencywide scope, with high level of fiscal and administrative programmatic and policy responsibilities, as well as staff supervision. Therefore, we recommend this new proposed managerial position be classified as a Finance and Administrative Manager in the adopted 2025 Parking Division operating budget.

*\*Attachments: Class Spec and PD*

### **Parking Division – Administrative Services Supervisor (CG18/R6)**

The Parking Division requested the reclassification of position #1054 of Administrative Supervisor (CG18/R03) as an Administrative Services Supervisor position in CG18, Range 06. The position is responsible for managing multiple programs, assisting with contract agreements, and supervising the administrative section of the Parking Division. This work requires the exercise of judgment and discretion in the application of pertinent regulations; the development and administration of appropriate recordkeeping systems and procedures; and in the effective assessment, integration, and application of related technologies. This position actively participates in formulating parking policies and resolving management issues.

Under the general supervision of the Administrative and Finance Manager, this is responsible professional, administrative, and supervisory work in the development, implementation, and operations of the Parking Division Customer Service Unit, which includes public communication, permit management, assisting with parking leases and contracts, customer billing, and management of the Department of Transportation's front office. The work involves the ongoing assessment, development, and maintenance of unit processes and procedures in context of departmental policy, improving efficiencies, billing systems, and customer service needs.

The position will continue supervising the Department of Transportation front desk staff. Recently, the position began performing higher level policy administration work, developing work policies and processes for the work unit, taking an active role leading several agency programs which will include new duties related to the parking enforcement work unit, and assisting with contract compliance and payments. Therefore, we recommend recreating position #1054 in the updated classification of Administrative Services Supervisor (H358) in CG16, Range 17, and reclassifying the employee (S. Briggs) once the structural reorganization is finalized.

*\*Attachments: Class Spec and/or PD*

### **Parking Division – Field Operations Supervisor (CG18/R10)**

As part of the Parking Division's structural reorganization, the agency has included in their 2025 operating budget reclassifications for the following positions: Parking Revenue Supervisor (H149, CG18/R6, PCN #1300), Parking Maintenance Supervisor (H146, CG18/R7, PCN #1304), and Parking Operations Supervisor (H231, CG18/R9, PCN #1314). This request is to create a new classification of Field Operations Supervisors in CG18, Range 10. This work unit of the Parking Division has historically been divided into two sections: Revenue and Maintenance. The new positions will allow the agency to merge the two sections and provide increased support, workload management, and cross-training among staff.

This is responsible supervisory work in directing and coordinating the work of a large group of permanent and hourly field and administrative staff in the Parking Division's Field Operations Unit. The work involves organizing, planning, and implementing daily work assignments and longer-term work projects through operational lead workers, skilled and semi-skilled staff, mechanical personnel, and customer service staff. The work is performed under the general supervision of the Parking Field Operations Manager, classified in the proposed 2025 budget as a Traffic Operations Manager in CG18, Range 15. It is characterized by the exercise of independent judgment and discretion to determine work methods, procedures, and problem solutions and is reviewed through reports, observation, and periodic discussions. Employees in this classification will be expected to perform manager-on-duty responsibilities as assigned during non-work hours.

The goal of this classification is to create a unified work unit, increase cross training and advancement opportunities for staff, and improve supervisory coverage across the whole section. The proposed classification of Field Operations Supervisor is comparable to a Public Works General Supervisor which work in the City's public works agencies of Water, Fleet, and Parks, and Streets. Therefore, we recommend the creation of a new classification of Field Operations Supervisor in CG18, Range 10; recreate position #1300, #1304, #1314 as Field Operations Supervisors, and the employees will underfill these new positions while a recruitment or reclassification process is complete.

*\*Attachments: Class Spec and PD*

### **Parking Division – Parking Operations Assistant (CG20/R17)**

#### **New Classification: Technology Operations Assistant**

The position performs various information technology activities that support the development, implementation, and maintenance of automated systems specific to parking applications and networks. This is responsible paraprofessional work in the planning, development, implementation, operation and maintenance of diverse automated systems specific to the functions of the Parking Utility Division. This position selects vendors for routine purchases, identifies needs, and makes recommendations relative to hardware and software purchases. Furthermore, this position coordinates activities and oversees select projects relating to the division's technology needs. The employee is the City's primary contact and troubleshooter for problems on the parking servers. This position assists in the daily operations of the Revenue Section, and in the general operation of the Maintenance Section as it relates to the automated and cashiered operations of the Parking Division. The work is performed under the general supervision of the Field Operations Supervisor and in cooperation with the Parking Analyst relative to computer activities.

This position has increasingly advanced technical skills for the various software systems that operate within the parking facilities including the administration of the software and warrants a one range increase in alignment with the new organizational structure within the Parking Division. Therefore, we recommend the classification of Parking Operations Assistant (J055) be recreated in CG20, Range 17; position #1301 is recreated in the new range and the employee (J. Cottom) is reallocated to the new position.

*\*Attachments: Class Spec and PD*

### **Fleet Division – Fleet Program Manager (CG18/R13)**

The position performs responsible and professional work in developing and directing the Fleet Service Division programs and services. The position acts as Fleet Service Superintendent in the Superintendent absence, and manages all aspects of the fleet programmatic and budgetary responsibilities.

This position effectively integrates technical (fleet equipment) and professional (analytic) skills in the development of an effective fleet service management program. This program incorporates the preparation of technical equipment specifications and capital asset purchasing, the development of program repair/maintenance standards and protocols, and the distribution/allocation of associated costs to users. The position is responsible for all aspects of Fleet policy and budget development and implementation in alignment with Mayoral sustainability goals. Under the general supervision of the Fleet Service Superintendent, the employee exercises considerable judgment and discretion in meeting operational objectives through the coordination of various division-wide special services. This position works closely with the Fleet Operations Manager ensuring the seamless integration of equipment into the operating fleet.

The Fleet Program Manager and Fleet Operations Manager have been given additional responsibilities related to policy development and implementation, budget management and administration, labor relations, and sustainability program support. The purpose of these changes has been to create a more balanced structure for the leadership team and to provide consistent managerial coverage. Given these additional duties a one range increase is appropriate. Therefore, we recommend the classification of Fleet Program Manager (H078) be recreated in CG18, Range 13; position #3274 be recreated in the new classification, and the employee (R. Darken) is reallocated to the new position.

*\*Attachments: Class Spec*

### **Fleet Division – Fleet Operations Manager (CG18/R13)**

This is responsible supervisory and professional work in developing and directing Fleet Service Division programs and services both directly and through lower-level supervisors. This position effectively develops and manages a comprehensive and diverse, service, parts and supply program (at multiple sites) in support of the City's centralized fleet. Under the general supervision of the Fleet Service Superintendent, the employee exercises considerable judgment and discretion in identifying cost effective and utilitarian methods of procuring, stocking, issuing, and inventorying fleet parts and related supplies. This position is responsible for full Fleet staffing oversight including hiring, developing, and evaluating staff, as well as completing all aspects of employee and labor management relations. This position works closely with the Fleet Program Manager ensuring the seamless integration of equipment into the operating fleet.

The Fleet Program Manager and Fleet Operations Manager have been given additional responsibilities related to policy development and implementation, budget management and administration, labor relations, and sustainability program support. The purpose of these changes has been to create a more balanced structure for the leadership team and to provide consistent managerial coverage. Given these additional duties, a one range increase is appropriate. Therefore, we recommend the classification of Fleet Operations Manager (H077) be recreated in CG18, Range 13; position #1159 be recreated in the new classification, and the employee (R. Koch) is reallocated to the new position.

*\*Attachments: Class Spec*

The necessary Resolution has been prepared to implement these recommendations.

Editor's Note:

Effective Date: January 1, 2025

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum (+12% longevity)
20/17	\$66,878.50	\$76,346.40	\$85,508.02
18/06	\$68,834.48	\$81,047.46	\$90,773.28
18/10	\$81,047.46	\$97,404.58	\$109,093.14
18/12	\$88,600.72	\$106,964.26	\$119,799.94
18/13	\$93,004.60	\$111,881.90	\$125,307.78
18/17	\$111,881.90	\$134,930.12	\$151,121.62

cc: Mayor Satya Rhodes-Conway  
David Schmiedicke – Finance Director  
Christine Koh - Budget Manager, Finance  
Erin Hillson - Human Resources Director  
Kurt Rose - Employee and Labor Relations Manager  
Matt Watcher - DPCED Director  
Jim O'Keefe - Community Development Division Director  
Tom Lynch – Department of Transportation Director  
Stephanie Cox – Parking Director  
Charlie Romines – Public Works Team Lead & Streets Superintendent  
Mahanth Joishy – Fleet Superintendent  
Eric Knepp - Parks Superintendent  
Lisa Laschinger - Assistant Parks Superintendent  
CJ Ryan - Assistant Parks Superintendent  
Dan Rolfs – President, MPSEA  
Rick Marx – Staff Rep, Local 6000  
Greg Gotzion – President, Local 6000