

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: July 6, 2012

SUBJECT: Engineer 2 – Water Utility Division (Miess)

At the request of the Water Utility General Manager, Tom Heikkinen, and Principal Engineer, Al Larson, I have studied the position (#3807) of Engineer 2 (CG18, Range 08) currently occupied by Kelly Miess. Mr. Larson is recommending movement of Ms. Miess to Engineer 3 (CG18, Range 10) as part of the career progression outlined in the class specification for Engineer 1-4. After reviewing the position description (see attached), and conversations with the Principal Engineer and Engineer 4, Dennis Cawley; as well as the incumbent, I agree that Ms. Miess should be moved to the level of Engineer 3 for the reasons outlined in this memo.

The class specification defines an Engineer 2 as

... **intermediate-level** professional engineering work performed in the office and/or field in connection with the design and construction of public works projects. Assignments are received from higher-level engineers or supervisors who define the scope of the work, review the work in progress and upon completion, and certify the results. The work is characterized by **the application of expanded professional expertise** encompassing both theoretical concepts and operational considerations gained through experience.

The class specification defines an Engineer 3 as

... **journey-level** professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by **the excise of technical and professional judgment**, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work.

Examples of duties and responsibilities found at the Engineer 3 level include

Prepare or coordinate the preparation of designs, plans, and specifications for a wide variety of public works projects. Assist field staff in interpreting plans and specifications.

Prepare project and construction cost estimates and approve contractor payments. Prepare final assessments.

Perform special engineering studies including construction materials studies and tests.

Review plats, conditional use permits and outside plans and specifications for compliance with City standards and policies and state and federal regulations.

Coordinate project components and schedules with other departments and agencies.

Attend public hearings and informational meetings alone or with higher level engineers and provide project-related reports and information. Answer questions from the public, contractors, developers, inspectors, etc.

The Engineer 3 is expected to perform most tasks independently, coordinate major projects with minimal involvement from higher level staff, and is required to possess a Certificate of Engineer-In-Training.

Ms. Miess has been an Engineer 2 with the City since she was hired in July 2010. In the first six to nine months, Ms. Miess was predominantly assigned the simplest design projects with private contractors. These projects were primarily small scale new construction of subdivisions which required minimal coordination with outside agencies and/or resources, and minimal existing infrastructure to work around. In April 2011, Ms. Miess received her Professional Engineer certification. Ms. Miess has taken on projects of increasing complexity and has been performing high-level work independently for the last year. It is apparent that Ms. Miess has taken on independent responsibility for major complex projects within the Water Utility. For instance, as project manager for the Anderson Street project, Ms. Miess worked independently to organize all aspects of this water only project in a dense urban area. This required coordination with internal City departments as well as outside State and County agencies. Ms. Miess worked to ensure the proper Wisconsin State DNR permits were obtained and specific County concerns were addressed as the project progressed. Specifically, Ms. Miess worked with Dane County Solid Waste and the City Hydrogeologist to resolve the potential for methane migration with a portion of the Anderson Street project adjacent to an existing landfill. Additionally, another portion of this project was adjacent to the airport, and required Ms. Miess to coordinate details regarding Dane County Airport access and security; as well as private utility locations and shutoffs as needed. Ms. Miess also recently completed the Water Utility Water Wagon as a special project assigned by the Principal Engineer. The goal of this project was to create a mobile vehicle to hook into a City water main and provide drinking water to the public at events. Ms. Miess was the project manager responsible for researching other similar units, coordinating the design team, and overseeing the fabrication of the Water Wagon. The Water Utility Water Wagon made its debut at the April 2012 Ride the Drive in Madison. This level of work is expected at the Engineer 3 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend that Ms. Miess's position be recreated as an Engineer 3 and that she be reallocated to the new position. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/08	\$53,878	\$63,935	\$71,604
18/10	\$58,485	\$70,288	\$78,728

cc: Tom Heikkinen – Water Utility General Manager
 Al Larson - Principal Engineer
 Dennis Cawley – Engineer 4
 Kelly Miess - Engineer 2