

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 14 August 2015

SUBJECT: Engineering Program Specialist I – Engineering Division

At the request of City Engineer Rob Phillips, and Eric Pederson, Mapping Section Manager, I conducted a position study of the Engineering Program Specialist I position (#1072; CG16-17) in the Engineering Division, currently occupied by Ms. Lori Zenchenko. The request for this position to be reclassified is based on the in-depth responsibility for a wide range of specialized programs in which Ms. Zenchenko is an expert. Based on conversations with the supervisor, Mr. Pederson, and the incumbent; and upon reviewing the incumbent's current position, I recommend reclassifying Ms. Zenchenko to an Engineering Program Specialist 2 in Compensation Group 16, Range 19.

A review of the classification specification for the Engineering Program Specialist I identifies the work 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**. However, the movement to a Program Specialist 2 level depends on the incumbent taking on in-depth responsibility for a wide range of specialized programs in which they are experts. [emphasis added]

The class spec for the Engineering Program Specialist 2 defines the work as:

... **responsible program coordination/administration and project work** in a professional engineering environment. The work involves **direct responsibility for a wide range of 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 plan preparation and/or review, preparation of on-going and periodic studies and technical reports, **communication with contractors and the public, policy and plan interpretation**, and field inspection of projects and program activities. Under the general supervision of a professional engineer or manager, positions at this level **function independently, serve as experts in specialized areas, and recommend policy and/or procedure changes as appropriate**. Positions at this level also **coordinate responses and represent the department to the Public and other departments, and work directly with multiple sections within a department**. The work may involve leading other staff on a temporary or permanent basis.

Movement to a Program Specialist 2 level is not automatic and depends on the incumbent taking on **in-depth responsibility for a wide range of specialized programs in which they are experts**. [emphasis added]

Ms. Zenchenko began her career with the City in 1991 as an hourly Clerk in the Assessor's office. She became a permanent Assessment Aide 2 in 1996 and provided data entry for the new GEO database software used in the Assessor's office. At that time, she worked closely with the Planning Division to ensure accuracy of the data for use by both agencies. In 2000, Ms. Zenchenko competitively promoted into the Engineering Division as a Civil Technician I where she worked on the development of the Stormwater Utility program, as well as learning the CAD mapping systems used in Engineering. At this time, she also worked as a liaison with the Assessor's office on the addressing program. In 2002, Ms. Zenchenko again competitively promoted to her current position as an Engineering Program Specialist I.

Ms. Zenchenko's primary program responsibility involves the creation and ongoing maintenance of the Stormwater Utility program. The onset of this program required the digitization of all paper plans for the City's entire stormwater system. All buildings (commercial and residential), parking lots, single family and two unit homes, etc. were digitized into CAD files. The formulas for calculating stormwater bills are then applied to the various types of properties and compiled for addition to the Madison Municipal Services bill issued by the Water Utility. In addition, there is an adjustment and verification step to issue credits for various parcel conditions such as wetlands. Also much work is performed to properly classify and properly bill city-owned parcels. The Stormwater program and administration requires ongoing monitoring for accurate billing and consistent collaboration with the Water Utility on a daily basis.

In conjunction with the Stormwater Utility program is the plan review process, which involves Ms. Zenchenko receiving new development information and putting this information into the computer programs. The plan review process is a continuous workload with the ongoing development, creation of new City parcels and expansion or redevelopment projects within existing City parcels. Ms. Zenchenko manually verifies all this data and tweaks to ensure accuracy of plans in the system. In addition, the Planning Division is seeking to implement an electronic plan review module into the Accela software system. Ms. Zenchenko has participated in the development team for this transition to ensure all necessary data is transferred for the needs of Engineering. She also participates in the development team for the implementation of the Assessor's office new software CAMA, scheduled for conversion in 2016.

The next program area that Ms. Zenchenko is responsible for is the Addressing program for the City of Madison. Since 2003, Ms. Zenchenko became the sole administrator for issuing new addresses for both commercial and residential developments in the city. Prior to this, the former Computer Mapping / GIS Coordinator was responsible for the program. This program requires her to work in collaboration with the Planning Division, City Engineer, Assessor's office, as well as Fire. She verifies that all addresses are in accordance with Fire and other emergency services standards. This entails ensuring all addresses are unique, easy to pronounce and street names are not duplicated in any way (i.e. – no Maple St and Maple Ave). Ms. Zenchenko develops all subdivision addressing plans and incorporates any annexed properties into the City's addressing system; all of which is ultimately reviewed and approved by the City Engineer. This work is traditionally completed within a 48 hour window in order to ensure a seamless continuation of a development project.

Lastly, Ms. Zenchenko serves as the backup for the other Engineering Program Specialist I in the Mapping section; working with other database programs such as Common Landbase, OWN (which maps all ownership parcels and block lines), and Pavement. Her role also serves as the primary

contact for the mapping section with other internal agencies such as Planning, Water Utility, Traffic Engineering, Parks, Real Estate and Fire. Ms. Zenchenko also serves as the main liaison with third party mapping systems like Google Maps and Bing to ensure updates are accurate and made in a timely manner.

Overall, Ms. Zenchenko clearly meets the requirements for advancement to the Engineering Program Specialist 2 level by maintaining direct responsibility for a wide variety of specialized programs which require a high level of technical and quasi-professional skills and serves as an expert to these programs. For the reasons outlined in this memo, I am therefore recommending that the position of Engineering Program Specialist 1 be deleted and recreated as an Engineering Program Specialist 2 in CG 16, Range 19 within the Engineering budget, and reallocating the incumbent, Ms. Zenchenko to the new position. The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/17	\$54,374	\$62,742	\$70,271
16/19	\$58,294	\$68,014	\$76,175

cc: Rob Phillips – City Engineer
Mike Dailey – Assistant City Engineer
Mike Lipski – HR Services Manager
Greg Leifer-Employee and Labor Relations Manager
Lori Zenchenko – Incumbent