

TO: Personnel Board  
FROM: Erin Hillson, Director of Human Resources  
DATE: July 26, 2023  
SUBJECT: City Forester, Streets and Urban Forestry Division

On April 5, 2023, Streets Superintendent and Public Works Director, Charlie Romines submitted a request to Human Resources for a position study of then vacant City Forester position #1428 in CG18, Range 11. Subsequent to this request, the position was filled by Ian Brown. This study request is made due to the addition of higher level responsibilities while recruiting for the vacant position. After a review of the updated position description, meetings with the supervisor, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Delete the classification of City Forester in CG18 Range 11;
- Recreate the City Forester classification in CG18, Range 13 in the salary schedule;
- Recreate position #1428 in the recreated classification; and
- Reallocate the employee, Ian Brown, to the new position effective with his start date in the position.

The position of City Forester is focused on the oversight of the Forestry unit in the City of Madison Streets Division. This position oversees both permanent and hourly staff serving as Arborists, Forepersons, Specialists, and an Operations Supervisor. A review from the classification specification for the City Forester describes the work as:

...responsible supervisory, programmatic, and administrative work involving the direction of the maintenance, removal, and planting of all public trees within the City of Madison. The work involves supervising a large staff of permanent and hourly employees, preparing an annual budget, developing and implementing new programs, overseeing ongoing programs, and coordinating the processing of owner assessments in certain situations. This position reports to the Parks Operations Manager and carries out its duties and responsibilities independently.

In recent years, oversight of this function has grown in the complexity of intergovernmental responsibilities related to development, the use and maintenance of data to inform organizational priorities including oversight of GIS staff, outreach and public facing responsibilities, oversight of chemical treatment plans, nursery management, and oversight of a systematic approach to address the complexity of urban canopy needs with transportation and development needs. This work requires considerable skill and discretion in the integration and coordination of Forestry resources and their effective utilization.

The recommended position has been modified to manage tasks to meet Forestry's growing needs. Those modifications include:

- GIS Management
- Integration with intergovernmental programs like Complete Green Streets and Vision Zero
- Annual establishment and maintenance of a bare root stock nursery
- Oversight of the City's Forestry Asset Management System, tracking, and use of data to meet operational needs
- Leadership for outreach and public information needs related to the City's Forestry Program

As the City works to meet climate related goals, the City Forester has become central to work with developers to protect and maintain the City's Urban Forest. This requires careful allocation of funds, working with public stakeholders, engaging in complex negotiations, identification of potential grants at the State and Federal level, policy development, and oversight of 37 full time staff, as well as multiple hourlies.

This work is comparable to the work performed by the Botanical Center Director in CG 18 Range 13, in the City of Madison Parks Division. The Olbrich Botanical Center Director is responsible for managing the operations and programs of the Olbrich Botanical Center, which requires considerable skill and discretion in the integration and coordination of resources and their effective utilization. The Olbrich Botanical Center Director is similarly structured with responsibility for a number of technically skilled positions in the area of horticulture, and a lower level CG 18 Range 8 supervisor. Similar to the City Forester, the highest level technical position under the Olbrich Botanical Director is the Horticulturist in CG 16 Range 15. The City Forester supervises the Forestry Specialists which are also in CG 16 Range 15.

While the Olbrich Botanical Center Director has single site responsibilities and the City Forester has responsibilities that are citywide, the Olbrich Botanical Center Director also has responsibility for event management, volunteer coordination, and coordination with the Olbrich Botanical Society which is an external non-profit organization.

The class specification for the Botanical Center Director describes the work as:

...managerial and professional work in planning, developing, and directing the operations, programs, functions, and staff of the Olbrich Botanical Center within the Parks Division; in developing the full scientific and educational potential of the Center; and in promoting sustained private sector and community support. The Botanical Center Director also serves as the Executive Director of the Olbrich Botanical Society (a large non-profit) and serves on the Olbrich Botanical Society Foundation, both of which provide considerable services and support for the center. These respective roles require considerable skill and discretion in the integration/coordination of resources and their effective utilization. Work is performed under the general direction of an Assistant Parks Superintendent and the Olbrich Botanical Society Board of Directors, and is evaluated periodically for compliance with established goals and objectives.

The City Forester was also analyzed with relation to the Parks Operations Manager, which has significant breadth of responsibility but similar skill and discretion related to the integration and coordination of resources to meet the Parks Division needs related to Parks Facilities, Construction, Conservation, General Parks, Mall Concourse, and State Street Mall Operations.

The Parks Operations Manager is situated in CG 18 Range 14, and while similar in requirements related to management of a complex operation, the Parks Operations Manager does not have the scope of public information and outreach work nor to serve as a liaison with developers outside of the Parks Division. Even still, the scope of work under the Parks Operations Manager has significant breadth of responsibility not contained in the City Forester position which includes operations, facilities, conservation, and construction units. The Parks Operations Manager oversees approximately 100 staff in various technical and supervisory positions, and approximately 35 seasonal staff. While the Parks Operations Manager has three CG 18 Range 8, Parks General Supervisor, the City Forester has only one

such lower level Forestry Operations Supervisor in CG 18 Range 8. The Parks Operations Manager class specification describes the work as:

... responsible supervisory, and administrative work in directing Parks operations and maintenance services for City park areas, boulevards, park facilities, trees, park buildings and all related equipment. The Parks Operations Manager also oversees and coordinates the operations of the City cemetery...forestry, conservation areas and special events, both directly and through subordinate program supervisors. Work involves considerable discretion and judgment in coordinating and integrating operations; related problem resolution; and associated communications with City officials and managers, and the public. Under the general direction of the Parks Superintendent, the employee plays a key role in the overall management of the Parks Division.

As a result of this analysis, I am recommending the City Forester be placed in the salary schedule in CG 18 Range 13 and reallocation of the current employee, Ian Brown, to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 5/15/2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
18/11	\$ 77,496.90	\$ 93,386.80	\$ 104,593.32
18/13	\$ 85,103.98	\$ 102,377.60	\$ 114,662.86

cc: Charlie Romines – Streets Superintendent and Public Works Director