

TO: Personnel Board
FROM: Otis Harris, Jr., Human Resources Analyst
DATE: 10 July 2023
SUBJECT: CCTV Inspection Technician, Engineering Division

On March 25, 2022 the City of Madison's former City Engineer Robert Phillips, submitted a request to Human Resources for a position study of the CCTV Inspection Technician classification, positions #4538, 4539 and 4540, in Compensation Group 15, Range 8; currently occupied by Michael Egan with two vacancies. This study request was to determine if the job responsibilities of the CCTV Inspection Technician classification justified being moved to a higher range.

First, a review from the classification specification for the CCTV Inspection Technician describes the work as:

This is responsible **skilled and technical** work in **leading multiple crews in the internal inspection and/or trenchless repair of sanitary sewer, storm sewer and drainage and closed landfill facilities**. An employee in this class performs **skilled project coordination** work and **leads a team consisting of Sewer and Drainage Maintenance Technicians and lower level machine operators and maintenance workers**. Under the general supervision of an Engineer or Public Works General Foreperson, an employee in this class is expected to function independently and exercise considerable judgment and discretion in completing assigned work. Specific work assignments may vary based on the needs of the Division. [Emphasis added]

Upon creation the classification of CCTV Inspection Technician, these positions focused primarily on leading multiple crews in the internal inspection and/or trenchless repair of sanitary sewer, storm sewer and drainage and closed landfill facilities. Given the CCTV Inspection Technician position leads crews performing the internal inspection and trenchless repair of sanitary sewer, storm sewer and drainage and closed landfill facilities, it was logical to add the following duties to the CCTV Inspection Technician positions.

- Direct communication with vendors to troubleshoot software and equipment issues in the field.
- Independently determining when a main being inspected requires urgent attention and notifying supervisor of such.
- Creation of project specific trenchless repair kits instead of having contractors mail them to the CCTV Inspection Technicians.

These changes have increased the position's autonomy and discretion with work assignments, coordinating and prioritizing projects.

After learning that there were discrepancies in the reporting and compensation structure of the CCTV Inspection Technician and staff they lead on crews when performing trenchless repairs. Specifically, when performing trenchless repair the CCTV Inspection Technician is responsible for leading a Sewer & Drainage Maintenance Technician 1 or 2. The Sewer & Drainage Maintenance Technician 2 is in the same compensation group and range as the CCTV Inspection Technician. I also reviewed the following classifications: Sewer and Drainage Maintenance Technician 2 and Engineering Operations Leadworker 2. I have outlined the positions classification specifications which guide my recommendation.

The CCTV Inspection Technician position at compensation group 15 and range 8 and when performing trenchless repairs oversees a crew consisting of a Sewer and Drainage Maintenance Technician 1 or 2 in compensation group 15 and ranges 7 or 8, and two Street and Sewer Machine Operator 2s in compensation group 15 and range 5. The Sewer and Drainage Maintenance Technicians 1 and 2 positions primary role is:

...skilled and technical work in leading a maintenance crew in the maintenance and/or repair of the City's sanitary sewer, storm sewer and drainage facilities and other city projects. An employee in this class **leads a crew consisting of one Street and Sewer Machine Operator 3's and one or lower level machine operators and maintenance workers.** Work is characterized by judgment and discretion in **directing excavation work (i.e., subterranean, where consequence of error and safety considerations are crucial) and by direct responsibility and accountability for all phases of assigned and emergency work projects to include: determining the materials and supplies needed;** confirming necessary utility clearances; determining the most cost-effective and timely methods to be used in making underground repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. [Emphasis added]

The trenchless repair work of the CCTV Inspection Technician is comparable to Engineering Department's Engineering Operations Leadworker 2 position in compensation group 15 and range 9, which has a primary responsibility in:

...skilled project coordination and technical work, in leading crews consisting of Street and Sewer Machine Operator 3's, lower level Machine Operators and maintenance workers in the installation and/or reconstruction of the City's sanitary sewer, storm sewer and drainage facilities and other city projects. [Emphasis added]

The comparable responsibility levels of these 3 classifications satisfy the need for the CCTV Inspection Technician to be recreated in a new salary range. After a review of the position, meeting with the supervisor and employee, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Delete the CCTV Inspection Technician classification in Compensation Group 15 and Range 8 the of the salary schedule;
- Recreate the CCTV Inspection Technician classification in Compensation Group 15 and Range 9;
- Recreate position numbers #4538, #4539 and 4540 in the new CCTV Inspection Technician classification in the permanent salary detail of the 2023 Engineering Division operating budget; and
- Reallocate the employee Michael Egan, to the position in Compensation Group of 15 and Range 9.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 4/30/2022

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
15/09	\$ 57,544.76	\$ 67,249.26	\$ 75,319.14

cc: Jim Wolfe – City Engineer
Erin Hillson - HR Director
Kathy Cryan – Deputy Engineering Division Manager
Emaan Abdel-Halim – HR Services Manager
Jeff Blicharz - Local 236 Representative
Michael Egan - Employee