

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: July 2, 2012

SUBJECT: Streets PIO/Recycling Coordinator

The Streets Superintendent, C. Kelley, and the Public Works Team Leader, W. Vandebrook, have requested that the position of Streets Public Information/Recycling Coordinator (#1612), in CG18, R10, currently occupied by George Dreckmann, be studied to determine whether it is appropriately classified in Range 10. Over the last few years, Mr. Dreckmann has taken on additional responsibility for the Public Works Team conducting research and preparing reports and recommendations on public works issues that impact all Public Works agencies. Based on a review of the submitted position description, and interviews with Mr. Kelley, Mr. Vandebrook, and the incumbent, I recommend the following for the reasons outlined in this memo:

- A new classification of Streets/PW Strategic Initiatives Coordinator be created in CG 18, R12;
- Mr. Dreckmann's position be recreated as a Streets/PW Strategic Initiatives Coordinator and he be reallocated to the new position; and
- The existing classification of Streets Public Information/Recycling Coordinator remain in CG18, R10 for future hiring purposes.

The class specification for the Streets Public Information/Recycling Coordinator (attached) identifies

... responsible professional and administrative work in the development and coordination of the City's recycling and solid waste diversion programs, and in the development and implementation of diverse Streets Division public information and education programs. Under the general supervision of the Streets Superintendent, the employee exercises considerable judgment and discretion in meeting programmatic objectives, both directly and through subordinates.

The position was reclassified from a Range 8 to a Range 10 in 2007 based on the incumbent taking on greater responsibility regarding the recycling program. For instance, the position took on responsibility for "approving recycling plans for special events and construction/demolition projects, developing the automated single stream recycling program, etc." and additional responsibility for writing grants, directing bid processes, and market development. While this work remains associated with the position, the incumbent continues to take on additional responsibility. Since 2007, responsibility has grown to include projects for the entire Public Works Division. The position receives special assignments from the Public Works Team Leader and is expected to conduct research and produce reports with recommendations. For instance, the City currently contracts with Dane County for landfill services. The landfill is projected to be full by 2015, and it takes approximately 7 years to site and develop a new site, a process which has not yet begun. A full landfill would have an impact on multiple Public Works agencies. Mr. Dreckmann is researching and providing recommendations as to what options are available to the City. This includes a detailed cost analysis of the various options. The impacts

will be felt in Fleet Services (vehicle costs will increase due to increased distance for transporting material), Streets, and Parks (which is also responsible for trash removal). Mr. Dreckmann is the City's appointed representative on this issue with Dane County. Other projects include work on BioDigesters for the Mayor's office, and assisting the Parks Division on the Emerald Ash Borer project. These reports require a greater degree of economic analysis and report writing than originally contemplated in the Streets PIO role. Mr. Dreckmann has also taken on a greater PIO role within the Department of Public Works. In addition to his Streets responsibilities, he has assisted the Water Utility with its tap water campaign. He has also worked with Dane County on commercials. These additional duties and responsibilities make up 25% of the position, according to the attached position description.

In reviewing the additional responsibilities, considering that Mr. Dreckmann is performing work that impacts on the entire Public Works Department and these projects have a direct impact on the City budget (ie. The landfill project), he is working above his currently classified range of 10. These additional responsibilities, making up 25% of the position, are substantial and warrant a review of his range. The Police PIO 2 classification was recently created in CG18, Range 10. This was based on specialized knowledge of records law and briefings and recommendations to the Police Chief on appropriate responses to issues. This level is similar to where Mr. Dreckmann's position was placed in 2007 and was cited as a comparable position in the Police PIO study. However, through this study, it is apparent that the special projects that Mr. Dreckmann is doing require a greater breadth of knowledge of various public works activities and also require greater analysis of issues, including economic analyses. Therefore, continued placement in Range 10 is inappropriate. I recommend placement in Range 12, commensurate with other high-level professional positions, including the Administrative Services Managers in various agencies. The Administrative Services Managers generally have responsibility for analyzing and controlling expenditures within a particular large City agency (positions are found in Police, Fire, Parks, and Engineering), developing and recommending budgets for the agencies, and generally supervising a large administrative staff. While the Streets position does not have significant supervisory responsibility, the analysis the position is carrying out for Public Works has direct impact on a variety of City agencies, something not generally found in the Administrative Services Manager positions. As such, I find the classifications comparable.

The Streets Public Information/Recycling Coordinator classification will be maintained. In the event the incumbent leaves this position, it is likely that the lower classification will be used to hire, and only if the incumbent takes on the special projects role that the current incumbent is performing would the position be eligible for reclassification.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/10	\$58,485	\$70,288	\$78,728
18/12	\$63,935	\$77,186	\$86,450

cc: Chris Kelley—Streets Superintendent
Bill Vandebrook—Public Works Team Leader
George Dreckmann