

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 12 December 2014

SUBJECT: Parking Operations Manager- Parking Utility

At the request of City Traffic Engineer/Parking Manager David Dryer, I conducted a position study of the Parking Operations Manager (CG18-15) currently vacant, in the Parking Utility. The request for this study was based on an increase in responsibility managing the City's Parking Utility. Because the position is vacant, the Mr. Dryer has taken the opportunity to review the duties and responsibilities going forward. The new position description shows an increase in supervision, planning and directing finances, operations and administrative duties. Upon reviewing the position description and meeting with Mr. Dryer, I recommend that the Parking Operations Manager classification be deleted and recreated in Range 17 as an Assistant Parking Utility Manager for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Parking Operations Manager (see attached) which shows:

... highly responsible professional and managerial work in supervising, planning, directing, coordinating and implementing the finances, programs, operations, and administration of the Parking Utility. The Parking Utility is primarily responsible for city-wide public on-street and off-street parking programs, including the operation, maintenance and building of Parking Utility-owned parking facilities. This position assists the City Traffic Engineer and Parking Manager in policy development in conformance with the City's objectives and related Land Use and Transportation planning processes and recommends and implements related processes and procedures. Work is characterized by independence of action in a broad range of assignments. This position will act on behalf of the Parking Utility Manager during absences and/or as specifically delegated in order to provide for continuity of services.

The Parking Operations Manager is responsible for approximately 70 Parking Utility staff in addition to three Supervisors, (the Parking Maintenance Supervisor, Parking Operations Supervisor and Parking Revenue Supervisor) that report directly to the Parking Operations Manager. In the past year, the position has seen an increase in assistance provided to the City Traffic Engineer in the annual budget development, long range planning and programming of the Parking Utility, and equipment replacement. This involves more assistance in the development, presentation, implementation and monitoring of operating and capital budgets for the Utility. There is also an increased need to oversee activities related to Common Council such as supervision of the development and coordination of the activities related to the Transit and Parking Commission.

In reviewing other City classifications with similar budgetary, supervisory and programmatic authority, I reviewed the Housing Operations Program Manager, (CG18, Range 17) which plans, organizes, directs and evaluates the programs and operations of the CDA Housing Operations through directing operations, providing program and financial status reports to various governing bodies and in conjunction with the CDA Executive Director, develops, presents and

monitors the operating and capital budgets. The Housing Operations Program Manager also oversees supervisor level staff ranging from Range 6 to Range 8 of Compensation Group 18. This is similar to the Parking Operations Manager, who oversees two Range 6 Supervisors and one Range 8 Supervisor. Both positions report to a CG21 department/division head, but have delegated high-level independent responsibility for managing the operations of their respective work units.

Within Mr. Dryer’s department of Traffic Engineering and the Parking Utility, there were also noted similarities with the work the Assistant City Traffic Engineer, (CG18, Range 17) is doing in terms of scope of management over the unit, budgetary authority and involvement in long range planning and financial plan development. Both the Assistant City Traffic Engineer and the Parking Operations Manager heavily assist Mr. Dryer in the development of work plans and programs in their specialty that have a direct impact on the services the City can provide. For example, Mr. Dryer relies on the expertise of the Parking Operations Manager on recommendations and changes to hours of operation, meter time limits, rates and other recommendations that may modify revenues and expenses. Similarly, Mr. Dryer relies on the Traffic Engineering expertise from the Assistant City Traffic Engineer on transportation engineering projects and designs, traffic operations, development review, and communication activities.

Based on the increased amount of budgetary and programmatic authority this position has taken on in the last year and the comparable positions discussed herein, I recommend the Parking Operations Manager in CG18, Range 15, be deleted and recreated as an Assistant Parking Utility Manager in Range 17.

The necessary resolution to implement this recommendation have been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/15	\$77,082	\$92,810	\$103,947
18/17	\$84,504	\$101,911	\$114,141

cc: David Dryer – City Traffic Engineer/Parking Manager  
Mike Lipski – HR Services Manager