

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 17 April 2013

SUBJECT: Engineer 3 – City Engineering (Wolfe)

At the request of the City Engineer, Rob Phillips and Assistant City Engineer, Mike Dailey, I have studied the position (#1070) of Engineer 3 (CG18, Range 10) currently occupied by James Wolfe. Mr. Phillips is recommending movement of Mr. Wolfe to Engineer 4 (CG18, Range 12) as part of the career progression outlined in the class specification for Engineer 1-4. After reviewing the position description (see attached), and conversations with Mr. Dailey and the incumbent, I agree that Mr. Wolfe should be moved to the level of Engineer 4 for the reasons outlined in this memo.

The class specification defines an Engineer 3 as

... **journey-level** professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by **the exercise of technical and professional judgment**, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work. [Emphasis added]

The class specification defines an Engineer 4 as

... **advanced-level** professional engineering and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of public works projects. Assignments are received from a higher-level engineer or supervisor and the work involves **the application of independent professional judgment** to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and **professional certification of the results**. The work is performed under the general direction and coordination of a higher-level professional engineer or supervisor and regularly involves the supervision of lower-level staff including professional engineers. [Emphasis added]

Examples of duties and responsibilities found at the Engineer 4 level include:

Determine the nature and scope of an assigned project and decide what aspects of the work will be assigned to lower level staff. Plan and schedule all aspects of the project and review status regularly with staff. Provide training to lower level staff. Sign off plans and specifications.

Attend public hearings and informational meetings with staff or independently. Deal with more complex engineering issues and provide advice and assistance to lower level staff relative to public presentations.

Coordinate projects with consulting engineers; private/public utilities; state, county and other governmental units; and other individuals and entities.

The Engineer 4 is expected to perform most tasks with professional expertise, independent responsibility for the completion of major projects, emphasis on project leadership and management, and is required to possess a valid certificate of registration as a Professional Engineer in the State of Wisconsin.

Mr. Wolfe started with the City in January 2007 as an Engineer 1. As part of the natural career progression in the Engineer series, in May 2008 he was reclassified as an Engineer 2 and, subsequently as an Engineer 3 in May 2009. Finally, Mr. Wolfe obtained his State of Wisconsin Professional Engineer (PE) certification in December 2012. Mr. Wolfe works in the Major Streets & Development section of the Engineering Division, and is one of three engineers in this section. Mr. Wolfe's primary focus is on Private Development Design and Major Street Reconstructs. During his tenure with the City, Mr. Wolfe began with small-scale, simple design and drafting projects for assessable properties and has taken on increasingly more difficult and complicated projects in recent years. Most prominently, Mr. Wolfe served as the lead project engineer for the challenging Williamson Street reconstruction in 2011. This particular project proved complex by requiring a large number of community meetings with various groups in the Williamson Street neighborhood, in addition to coordinating with the businesses that would be affected by the reconstruction. Mr. Wolfe adeptly managed these public meetings, allowing for open communication among the neighborhood's various constituents and subcommittees in order to address their concerns and consider new ideas. Additionally, the overall project management required Mr. Wolfe to determine the project design and schedules, to coordinate with other agencies for obtaining surveys and soil boring needs while creating a viable schedule, to manage the work of consultants, to coordinate with public and private utilities to ensure limited service interruptions, to coordinate and manage changing traffic patterns, and to shepherd the entire process through the various boards, commissions, and public meetings for approvals. This year, Mr. Wolfe is leading two major street reconstruction projects on the outer loop of the Capitol Square. Again, these projects will require a higher level of interagency coordination and assessment of local businesses and traffic needs. Additionally, he will co-manage another major street reconstruction for East Johnson slated in 2014. Lastly, Mr. Wolfe is the primary point person for the newest software systems used by Engineering, Inroads and Microstation. He leads the trainings for all permanent and hourly staff, and has created a users' guide for reference purposes. This is the first year these systems are being used mainly for design purposes, and as the system administrator, Mr. Wolfe is primarily responsible for setting the design standards for use by all staff in the transportation section.

This level of work is expected at the Engineer 4 level and consistent with the examples of duties and responsibilities found in that class specification. As such, and because he now possesses the required PE Certification, I recommend that Mr. Wolfe's position be recreated as an Engineer 4 and that he be reallocated to the new position. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/10	\$59,654	\$71,694	\$80,288
18/12	\$65,213	\$78,730	\$88,166

cc: Rob Phillips – City Engineer
 Mike Dailey – Assistant City Engineer
 James Wolfe – Engineer 3