

TO: Personnel Board

FROM: Susan J. Gafner, Human Resources

DATE: August 17, 2017

SUBJECT: Civil Technician 2-Traffic Engineering

City Traffic Engineer/Parking Manager David Dryer, along with Computer Mapping and GIS Coordinator, Eric Halvorson, have requested a study of the Civil Technician 2 positions #1235 and # 3843, in CG16, Range 14, currently occupied by Eric Poffenberger and Cory Stoughtenger. Cory began as a Civil Tech 1 in April of 2014 and then became a Civil Tech 2 the following October in 2015 and Eric started as a Civil Tech 2 in September of 2014. However, since 2014, the responsibilities of the positions have grown to include elements of the Engineering Program Specialist 1 work duties and other areas of responsibility outlined in this memo. Based on the position description (attached) that was submitted and interviews with the Computer Mapping and GIS Coordinator, Eric Halvorson and the incumbents, I recommend a reclassification of the incumbents from Civil Technician 2's to Engineering Program Specialist 1's in CG16, Range 17.

The Civil Technician 2 class specification (attached) identifies

...technical support work performed in a professional engineering and public works construction environment. The work involves performing field and office tasks such as: technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations; performing construction inspection activities; and performing other related field and office work. The work is performed under the direct supervision of higher level technical or professional staff.

The Engineering Program Specialist 1 class specification (attached) identifies

...responsible program coordination, project, and specialized field work in a professional engineering environment. The work involves direct responsibility for specialized programs, projects, and activities relating to the support of engineering staff and projects. Positions at this level perform technical and quasi-professional functions such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). Under the limited supervision of a professional engineer or manager positions at this level function independently in area(s) of responsibility. The work may involve leading other staff on a temporary or permanent basis.

A Program Specialist 1 level may have in-depth responsibility for at least one program in its entirety, with general responsibility for other programs.

For the past 2 years, Eric has been responsible for the Pavement Marking Inventory program; previously pavement markings were only tracked at select intersections, typically coinciding with where Traffic Engineering had installed traffic signals. He is responsible for training Traffic Engineering staff at all levels on the correct usage of the Pavement Marking Inventory datasets to maintain standards and a high level of accuracy. He is also tasked with the creation and development of new workflows, tools, and technical support, for staff at all levels in the Micro Station CADD environment for the Traffic Engineering Department. This responsibility also requires him to consult with outside agencies to ensure any alterations made can be adopted and do not interfere with other City Agency software. Eric produces, manipulates and publishes datasets to be used by City employees and private sector entities most commonly using FME for use in GT Viewer. Eric is a critical member of a team tasked with the coordination and dissemination of traffic count datasets between State, County and City agencies. This work includes participation in high level discussion and software configuration to ensure the groups

stated task. He also trains the Traffic Engineering employees in the process of reviewing and approving Traffic Control Right-of-Way permits in the Accela Automation environment. He also coordinates, reviews and approves private sector Development Site Plans to ensure they adhere to Traffic Engineering policies/standards and ordinances as stated in MGO 10.08.

Cory's position had also grown and expanded with additional duties over the past 2 years. The main program he has taken on includes modernizing Traffic Engineering asset management programs from several disjointed single purpose asset sets into a single unified set encompassing all of Traffic Engineering field assets. These assets range from traffic signs and posts to traffic signals and fiber optic cable. Adding to the complexity and skill level of this program, is the variety of formats in which the previous datasets were maintained; some in multiple electronic files, some on paper, or as-builts. All of these had to be deciphered and interpreted. Cory is responsible for reviewing the development of plans for Madison General Ordinance and Plan Commission Approved condition compliance. These responsibilities specifically include coordinating Traffic Engineering staff requirement/deposits at the highest levels (Assistant City Traffic Engineer, Traffic Engineering Operations Manager (T.E. 4), Traffic Engineering Electrical Manager (T.E. 4), and conveying those requirement/deposits to the applicants in a professional and timely manner. Cory also is responsible for implementing the City's goals of transparency and citizen engagement through the development of web based mapping. This requires coordination with the public, multiple City agencies and high level City staff including but not limited to IT, CE and MPO. He also maintains and publishes the Traffic Engineering Crash data and annual Crash report.

Because of Eric's primary responsibility for the Pavement Marking program, and Cory's responsibility for the Asset Management program, I recommend that both of the Civil Technician 2 positions currently in CG17, Range 14 be reclassified to Engineering Program Specialist 1's in CG16, Range 17, and the incumbents be reallocated to the new positions.

We have prepared the necessary Resolutions to implement these recommendations.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
16/14	\$53,581	\$60,312	\$67,550
16/17	\$56,142	\$64,391	\$72,118

cc: David Dryer- City Traffic Engineer/Parking Manager  
Eric Halvorson- Computer Mapping and GIS Coordinator  
Mike Lipski-Human Resources Services Manager