

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: December 8, 2021

SUBJECT: Parking Maintenance Supervisor – Parking Division

The Human Resources Department received a request from Parking Division Manager Sabrina Tolley on October 11, 2021 to study the 1.0 FTE position #1304 of Parking Maintenance Supervisor (CG 18, Range 6), which is currently vacant. Upon conducting interviews with Parking Operations Supervisor David Wills, Parking Asset GIS Coordinator Calla Little and Engineer 4 Bill Putnam, and reviewing the updated position description and classifications in the reporting structure, I recommend deleting the classification of Parking Maintenance Supervisor in CG18, Range 6 recreating the classification in CG18, Range 7, and recreating position #1304 into the new classification.

The Parking Maintenance Supervisor is responsible for supervising the maintenance and repair of parking revenue control equipment and related areas through 19 administrative, skilled, and semi-skilled employees, including Program Assistants, Parking Maintenance Workers 1 and 2, Parking Equipment Technicians 1, Parking Equipment Mechanics, Custodial Worker 2, and a Maintenance Electrician 1. Over the years, the Parking Division has seen a significant increase in technology within their equipment, including pay on foot and cashier stations, barrier gates, card access systems, and on-street electronic parking meter systems. To address the higher-level electrical duties of this equipment, the Division requested the recreation of an existing Parking Equipment Technician 2 (CG 16, Range 14) position to a Maintenance Electrician 1 (CG 16, Range 16) in 2017. This change in classification better aligns with the increasing demands of technology the Division has installed, but has also caused wage compression with its supervisor, the Parking Maintenance Supervisor, whereas the difference in starting pay is less than \$400 annually now.

In addition to this concern, the Parking Maintenance Supervisor is now responsible for supervising the maintenance and repair of major life-safety systems, such as emergency generators, security systems, video surveillance, and fire suppression and alarm control panels. These are necessary systems included at the newly renovated Wilson Street and South Livingston Garages, which also include living spaces above them. The Parking Maintenance Supervisor has taken on responsibility to plan for these systems during construction phases, to schedule systems maintenance and repair, and to audit the work performed by contractors. This position is also in charge of managing the annual remediation of concrete work within the garages to keep them safe. The position also works within the CityWorks work management software program to manage workload and it is anticipated the next incumbent will have greater responsibility within this software to use it to its fuller capacity with respect to project management. These new responsibilities require a broader array of project management skills not previously needed in this position.

These changes in work responsibility warrant an increased pay range. This position reports to the Parking Operations Supervisor, which is currently placed in CG 18, Range 9, and as such there is

limited capacity for movement. The Parking Operations Supervisor was previously in Range 8 (prior to a reclassification in 2014) and is responsible for the supervision of two professional level supervisors overseeing staff in Parking Maintenance and Parking Revenue sections. Due to this high-level responsibility, it would not be appropriate to place the Parking Maintenance Supervisor in Range 8 and therefore placement in Range 7 is most appropriate. Other public works classifications of a similar level in this range include the Public Works General Foreperson used in Streets, Parks, Engineering and Water Utility, and the Maintenance and Repair Coordinator used in the Streets. The Public Works General Foreperson class specification describes:

...responsible **varied** and/or **technical supervisory work** organizing, directing, monitoring, and evaluating public works maintenance activities. Work involves **direct responsibility for subordinate crews** and maintaining effective employee relations. Work often requires independent judgment and discretion in supervising staff and implementing assigned programs and services. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review. [emphasis added]

Whereas the Maintenance and Repair Coordinator describes:

...responsible **supervisory work** in directing assigned **skilled and semi-skilled workers** in shop and building maintenance activities, and de-centralized vehicle repair and maintenance. This class is characterized by independent judgment and discretion in scheduling and supervising employees. Reporting to a Public Works General Supervisor, work is reviewed for compliance with established procedures and standards. [emphasis added]

Due to the higher level of skilled staff and the increase in project management skills related to this position, and the salary restraint of its supervisor, I recommend deleting the classification of Parking Maintenance Supervisor in CG18, Range 6 recreating the classification in CG18, Range 7, and recreating position #1304 as a Parking Maintenance Supervisor in CG18, Range 7, all within the Parking Division operating budget. It is also recommended that the Parking Operations Supervisor and Parking Revenue Supervisor positions be studied in the near future due to their proximity in pay to position #1304.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
18/6	\$60,836	\$71,630	\$80,226
18/7	\$63,186	\$74,850	\$83,833

cc: Sabrina Tolley – Parking Division Manager
David Wills – Parking Operations Supervisor