

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: September 12, 2022

SUBJECT: Housing Maintenance Workers – CDA Housing Operations

The Human Resources (HR) Department received a request from Housing Operations Program Manager Larry Kilmer and Housing Operations Analyst Lisa Daniels on April 19, 2022 to study four 1.0 FTE positions (#1003, 1006, 1016, and 1032) of Housing Maintenance Worker (CG 16, Range 10), currently filled by Scott Schumacher, Brett Seiberlich, Kevin Schultz and Ian Hall, respectively. Upon reviewing the CDA Maintenance Career Ladder Program, their respective Career Ladder Accomplishments checklists, and conducting interviews with Lisa and the Housing Site Managers, Lauren Anderson, Janet Corcoran and Michelle Schwartz, I recommend the following for the reasons outlined below:

- All four positions be recreated as Maintenance Mechanic 1s in CG 16, Range 13;
- All four employees be reallocated to the new classification.

The former Housing Operations Program Manager, Deb Rakowski, worked with HR to create a Career Ladder program (see attached) to hire, train and promote Housing maintenance staff through the maintenance classification progression of Housing Maintenance Worker (CG 16, Range 10) to Maintenance Mechanic 1 (CG 16, Range 13) and finally to Maintenance Mechanic 2 (CG 16, Range 15). This Program was approved for implementation in December of 2020, however during the transition of management staff, the hiring of a new Housing Operations Program Manager and COVID, the implementation was never rolled out formally. The intent of the Program was to have a formal Training Agreement developed with HR to move employees through the classifications. In the case of these four positions, Training Agreements were not created, however the employees have completed the necessary training and have been performing the work for at least six months. Due to this, this study is being conducted separate from that Program, but under the same framework, through the position study process to allow for retroactive pay.

The Career Ladder Program identified numerous Performance Standards of the various maintenance disciplines for each progression level that employees were required to have knowledge of and/or skills in performing through on-the-job training before being allowed to move up to the next level. A review of their individual assessments shows all four employees have completed the Performance Standards for movement to Maintenance Mechanic 1 as documented by their respective Maintenance Coordinators.

Their completion of these Performance Standards has been confirmed by their respective Housing Site Managers, and therefore, I recommend recreating positions #1003, 1006, 1016, and 1032 to the Maintenance Mechanic 1 classification, and reallocating all of the employees to the new positions, all within the Housing Operations budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 5/1/2022

Classification	Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
Housing Maintenance Worker	16/10	\$52,319	\$58,560	\$65,588
Maintenance Mechanic 1	16/13	\$57,041	\$63,568	\$71,196
Maintenance Mechanic 2	16/15	\$59,997	\$67,883	\$76,029

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
Larry Kilmer – Housing Operations Program Manager
Lisa Daniels – Housing Operations Analyst
Lauren Anderson – Housing Site Manager
Janet Corcoran – Housing Site Manager
Michelle Schwartz - Housing Site Manager
Erin Hillson - Employee and Labor Relations Manager
Joe Seifert - Local 6000 representative