

TO: Personnel Board  
FROM: Emaan Abdel-Halim, HR Services Manager  
DATE: 7 September 2022  
SUBJECT: Public Works Foreperson 2 – Engineering

Interim Engineering Manager, Kathy Cryan submitted a request to Human Resources to reclassify the Public Works Foreperson position #1095, currently occupied by Stephen King. This request comes after the recent creation of a career progression series for the Public Works Foreperson 1-2 in CG 18, Ranges 5 & 6, respectively. Upon reviewing the updated position description, and through discussions with Cryan and King, I recommend the following:

- Delete position #1095 as a Public Works Foreperson;
- Recreate the position as a Public Works Foreperson 2 in CG 18, Range 6; and
- Reallocate the employee, S. King, to the new position.

The intention of the Streets, Engineering, and Parks Divisions is for employees to progress from Public Works Foreperson 1 to Public Works Foreperson 2 as an automatic career ladder progression and a function of developing proficiency in assigned duties and use of applicable technology and software, generally within two (2) years as a Public Works Foreperson 1. The expectation is with two years to develop proficiency and positional expertise, these positions would function at an advanced level of supervision with greater independence, discretion, and have gained proficiency in technological needs of the respective work units and therefore would be eligible for progression to the Public Works Foreperson 2.

The class specification for Public Works Foreperson 1 describes the work as:

**... responsible supervisory work in organizing, directing, monitoring, and evaluating public works maintenance work activities.** Work involves direct responsibility for subordinate crews, and maintaining effective employee relations. Work may **require 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]

Stephen King began working for the City of Madison Engineering Division in 2019 and promoted to the Public Works Foreperson 1 in 2020. His primary responsibilities include managing the facilities operations programs through the administration of the team's computerized maintenance management system (CMMS). This included the scheduling and staffing for the work unit, personnel administration, and purchasing/procurement activities. Over time, King has increased his knowledge in the facilities operations functions including technical proficiency of the CMMS software which manages a majority of the City's facilities maintenance, repair, and custodial needs. Now King serves in this role with greater independence, decision-making autonomy and discretion in supervising staff. As a result, the recommendation is to recreate position #1095 as a Public Works Foreperson 2 in CG18, Range 6 in the Engineering operating budget.

The necessary Resolution has been prepared to implement this recommendation.

Effective Date: 08/08/2022

Editor's Note:

Compensation Group/ Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+ 12% Longevity)
18/05	\$60,100.30	\$69,681.04	\$78,042.64
18/06	\$61,752.08	\$72,708.48	\$81,433.56

Cc: Kathy Cryan, Interim Engineering Manager  
Gregg McManners, Interim Human Resources Director  
Emaan Abdel-Halim, HR Services Manager