

To: Personnel Board

From: Emaan Abdel-Halim, HR Services Manager

Date: 7 October 2022

Subject: Public Works General Foreperson, Engineering Division

The Human Resources Department received a request on January 27, 2022, from the Engineering Division through former City Engineer Robert Phillips to recreate position #1067 of Engineering Program Specialist I in CG 16, Range 17 to a Public Works General Foreperson I in CG 18, Range 7. As part of the position study analysis, interviews were conducted with the Engineering's Deputy Division Manager Kathy Cryan; Principal Engineer 2, Janet Schmidt; Assistant City Engineer, Greg Fries; and Engineering Program Specialist I, Madeline Dumas. Based on the updated position description, from meetings with the aforementioned individuals, and for the reasons outlined in this memo, we recommend the following:

- Recreate position #1067 of Engineering Program Specialist I as Public Works General Foreperson in CG 18, Range 7 in the permanent salary detail of the Engineering operating budget; and
- Fill the new professional Public Works General Foreperson position through an internal competitive process. The employee will continue to underfill position #1067 as until the conclusion of the competitive process.

The Engineering Division manages the City's Stormwater Utility (SWU) to reduce flooding, improve the water quality of our lakes and waterways, and comply with federal and state regulatory requirements. This includes an Alternative Vegetation Management Program using native plantings to increase infiltration, improve water quality, and increase habitat for pollinators and other wildlife.

The Engineering Division currently relies on the expertise and programmatic oversight of an Engineering Program Specialist I (CG 16, R17) to manage the Storm Water Utility's Alternative Vegetation Management (AVM) Program. This program is responsible for managing 1,500 acres of property to meet the SWU's goals. The Engineering Program Specialist I position was created in 2018 to develop and implement the Alternative Vegetation Maintenance program incorporating best practices in restoration and on-going land management and maintenance. Previously maintenance of these lands was limited to periodic mowing by in-house crews and any restoration was performed by outside contractors. The AVM program has increased maintenance options to include manual removal of noxious weeds and invasive species, controlled burns, targeted herbicide applications, and optimally timed species-specific spot mowings. By increasing control strategy options and bringing restoration activities in-house, Engineering has been able to manage these lands in a more efficient and sustainable manner.

Now a review of the Engineering Program Specialist I classification specification states the work as:

. . . responsible for **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.** [emphasis added]

During the past 5 years, the Stormwater Utility’s alternative vegetation management programmatic needs for this position have significantly grown to involve direct responsibility for several large crews as well as two summer conservation interns. This work requires independent judgment and discretion for work planning, scheduling assignment, supervising and training staff. Additional staff support for the Storm Water Utility includes a permanent full-time Conservation Technician I to support the land management activities organized and directed by the Engineering Program Specialist I.

The City’s relationship with Operation Fresh Start has expanded under the programmatic direction of the Engineering Program Specialist I and now includes up to 4 – 7 crews per week (of 8-14 OFS and hourly staff) during the summer. Lastly, this position provides training to a diverse group of contractors, employees, interns, and volunteers on the best practices of land management and restoration, advises them on invasive species control techniques, chemical application and safety practices.

Now a review of the Public Works General Foreperson classification describes the work as:

...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].

The current Engineering Program Specialist I, Madeline Dumas was hired in 2018. Since then the greenway program for the Stormwater Utility has expanded evaluations and compliance reporting. The position often advises other City agencies such as Parks, Streets, Library and Fire on collaborative projects including: watershed plans, Integrated Pest Management reporting, Bee City USA, Mayor’s Monarch pledge, Pollinator agency reporting. Again the expanded programmatic greenway management work is supported by one permanent Conservation Technician (CG 16, R12) and up to 4 hourly interns, in addition to OFS crews; all working under Dumas’ direction. Additionally, coordinating work with Public Works General Foreperson, Ryan Schmidt; Dumas is able to plan out large scale mowing operations for the greenways. Given the significant changes in staff size, expanded scope of work including supervisory responsibility, and high level of independent judgement and discretion for the greenway program, it is more appropriate for the position to be classified at a professional supervisory level of the Public Works General Foreperson.

Based on the findings of this position study, I recommend that position #1067 Engineering Program Specialist I be recreated as a Public Works General Foreperson in CG18, Range 7. However, as the Personnel Rules prohibit reclassification from one compensation group to another, therefore the recreated position will be posted for internal competition to only employees of the Engineering Division.

The necessary resolution has been prepared to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)

16/17	\$ 63,318.84	\$ 73,063.90	\$ 81,831.62
18/07	\$ 64,137.58	\$ 75,977.46	\$ 85,094.88

cc: Jim Wolfe, City Engineer  
Kathy Cryan, Deputy Division Manager  
Greg Fries, Deputy City Engineer  
Janet Schmitt, Principal Engineer 2  
Gregg McManners, Interim HR Director  
Walt Jackson, Local 6000 representative