

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: March 14, 2011

SUBJECT: Stormwater Compliance Engineer

The 2011 Operating Budget for the Engineering Division includes a Stormwater Compliance Engineer, CG/Range of xx-xx. The Engineering Division has created a position description for the proposed position (attached) and asked Human Resources to classify the position within the City's Classification and Compensation systems. After speaking with Assistant City Engineer Mike Dailey and Principal Engineer Greg Fries regarding the position, I am recommending that this position be classified in the Engineering Division budget as an Engineer 2, in CG18, Range 8. The Engineering Division would have the option of underfilling the position as an Engineer 1, in Range 6, and moving the position to an Engineer 2 pursuant to the class specification for Engineer.

The class specification for an Engineer (attached) identifies career progression from an Engineer 1 to a 2 as a function of "...increased employee expertise and responsibility, independence of action, and experience in and knowledge of City systems and processes..." Movement from an Engineer 2 to a 3 is based on similar factors but an Engineer 3 also requires possession of a Certificate of Engineer in Training (EIT). Generally, Engineer positions are budgeted at the 2 level, and based on department needs/candidates, the position may be filled as an Engineer 1 or 2. If the position is filled as an Engineer 1, the department has the ability to move the person to an Engineer 2 via certification request when the department has determined that the employee has met the factors outlined above. Movement to an Engineer 3 or higher level is normally accomplished through the position study process with Personnel Board/BOE/Common Council review, or through competition, which is why the positions are generally only budgeted at the 2 level.

The proposed position will be performing traditional engineering work with primary responsibility for working on the City's storm water management and erosion control program, ensuring City systems are in compliance and also reviewing private construction plans to ensure compliance. In addition, the position will have responsibility for design of sanitary sewers and / or storm sewers, depending on workload. The position will work with 2 other engineers performing similar work. The intent is to have 2 engineers work a substantial portion in the field during the construction season (including the new position), while one position works in the office coordinating the work relative to the storm and sewer program. Because of increased scrutiny regarding erosion control, the Engineering Division requires this new position to ensure the City programs and plans are in compliance.

Based on the work assigned to the position, I conclude the classification of Engineer is appropriate. In addition, as mentioned above, the position should be created as an Engineer 2 and the Engineering Division will have the option of filling the position at a lower level if it chooses, based on the existing class specification.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

| Compensation Group/Range | 2011 Annual Minimum (Step 1) | 2011 Annual Maximum (Step 5) | 2011 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 18/06 | 48,225 | 56,781 | 63,596 |
| 18/08 | 52,309 | 62,073 | 69,524 |

cc: Rob Phillips-City Engineer
Mike Dailey-Assistant City Engineer
Greg Fries-Principal Engineer