

TO: Personnel Board

FROM: Sarah Olson, Human Resources Analyst 1

DATE: October 17, 2012

SUBJECT: Engineering Aide 2 – Traffic Engineering

City Traffic Engineer/Parking Manager David Dryer has requested a study of the Engineering Aide 2 position #1235, in CG16, Range 13, currently occupied by Phil Nehmer. Mr. Nehmer has been in this classification since January 24, 2010. He began as an Engineering Aide 1 when he joined the Traffic Engineering Division on June 18, 2007. However, since 2010, the responsibilities of the position have grown to include elements of Engineering Program Specialist 1 work duties and responsibility as outlined in this memo. Based on the position description (attached) that was submitted and interviews with Assistant City Traffic Engineer Dan McCormick, Traffic Engineering Development Specialist Eric Halvorson and the incumbent, I recommend a reclassification of the incumbent from an Engineering Aide 2 to an Engineering Program Specialist 1 in CG16, Range 17.

The Engineering Aide 2 class specification (attached) identifies

...skilled technical support work independently performing a variety of tasks such as: technical drafting of plans, maps, drawings and layouts; developing and/or using computer applications; making routine engineering computations, and performing other related field and office work. The work at this level differs from that at the Engineering Aide 1 level in terms of technical difficulty/complexity of assignments and independence of action. The work is performed under the general direction of higher level technical or professional staff and typically is reviewed upon completion.

The Engineering Program Specialist 1 class specification (attached) identifies

...responsible 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.

Phil coordinates the Crash Report Program. He inputs the crash report data into Accella to map out the location of most City accidents. Approximately 5,000 of 7,000 crashes are entered and tracked, 150 of those are bike incidents and 100 of them are pedestrian incidents. Phil works with the Police Department, Pedestrian & Bike Coordinator and the website the Police use to gather the facts and enter into Accella. Phil identifies the causes and puts together trends and presents the data in a report. The report goes to the Mayor, on the City website and is published as the "Top 10 Most Dangerous Intersections" which is featured in local news and newspapers. Often times, Phil is asked for his recommendations on problem areas and the causes. As an Engineering Aide 2, Phil was mainly responsible for entering the data into the Accella system

and extracting data upon request. However, over the last year or so, his understanding of the program has allowed him to actually analyze the crash data and make recommendations as to how to improve intersections that may need changing to avoid future crashes. This work is more consistent with the Engineering Program Specialist 1.

Phil also handles the bike path map and back in 2010, he entered the map into ArcGIS. The goal was to make it visually appealing and another main duty was to make sure enough printed copies were available to satisfy the needs of the Public. Now, Phil has greater responsibility for ensuring the map is accurate and easy to use. About 25,000 copies of the bike path map that Phil improved are printed and distributed to shops, Capitol area, UW area and visitor bureaus. Some are mailed out upon request. Phil works with the printing vendor to determine how many maps to print, works on the request for proposal process and works with Information Technology to produce the back of the map.

Most recently, Phil has worked with Trek on the B-Cycle program. This program permanently placed bike stations at various locations throughout the City of Madison. Trek would recommend a placement and then Phil would review and make counter recommendations if need be. Phil would also coordinate with an electrical engineer making sure they were in City compliance. Overall, Phil, in conjunction with the Traffic Engineer 4, successfully planted 30 locations of bike stations throughout the City. This type of analytic work is consistent with that expected of an Engineering Program Specialist 1.

For the last few months, Phil has been completing parking lot plan reviews. This involves interpreting ordinances and being that final sign-off on approving commercial driveways.

Given Phil’s in-depth responsibility for the Crash Program, as well as the direct responsibility for projects like the bike map and ongoing assignments such as parking lot plan reviews, it is my recommendation to place Phil into the Engineering Program Specialist 1 classification. Phil now has direct responsibility for programs, projects, and activities within Traffic Engineering, consistent with the Engineering Program Specialist 1 classification. The movement to the Engineering Program Specialist 2 level will depend on the incumbent taking on in-depth responsibility for the wide range of specialized programs described herein.

We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
16/13	45,915	51,169	57,304
16/17	50,968	58,812	65,858

cc: Dan McCormick-Assistant City Traffic Engineer
 Eric Halvorson-Traffic Engineering Development Specialist
 Phil Nehmer-Engineering Aide 2
 Greg Leifer-Employee and Labor Relations Manager