

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: October 15, 2012

SUBJECT: Engineering Operations Construction Unit - Engineering Division

After reviewing Human Resources' recommendation resulting from the study of the Engineering Division's Sewer Repair Leadworker classification, Engineering Operations Manager Kathy Cryan and Local 236 Representative Mike O'Brien requested a meeting to discuss the recommendation.

On September 27, 2012, Ms. Cryan and Mr. O'Brien expressed concern over the placement of the new classification, Engineering Operations Leadworker, in CG15, Range 10, and feel it would be more appropriate in CG15, Range 11. They believe the work is more complex than that of the Water Utility Operations Leadworkers in Water Utility. They discussed large scale projects, such as the Madison Police Department Training Center where they constructed a pond and are expanding a parking lot to include inspection and grading work. In addition to this information, they asked Human Resources to analyze the Library Maintenance Coordinator and the Construction Inspector 2, both in CG15, Range 11.

As noted in the original memo, our recommendation is to place the Engineering Operations Leadworker in the comparable range to the Water Utility Operations Leadworker. Because of the concerns raised in the previous paragraph, on October 12, 2012, Human Resources met with Water Utility Operations Manager Dan Rodefild and Public Works General Supervisor John Kaioula to compare the Water Utility Operations Leadworker classification. During this second meeting, we clarified that Water Utility Operations Leadworkers also work on parking lots, complete demolitions, inspect crew work, determine grading and depths for future plans, coordinate with utility companies and local businesses, acquire street permits, and have a great deal of contact with the public providing notifications. This is all work similar to what is expected of the new classification of Engineering Operations Leadworker.

A review of the Library Maintenance Coordinator class spec shows it is responsible and skilled leadership work in the planning and oversight of the Madison Public Library's Facilities Maintenance and Custodial Services Program. Incumbents are responsible for developing preventative maintenance plans, developing and recommending specifications and cost estimates for construction projects, preparing various records and reports, researching and recommending maintenance service contracts, and operating various computerized systems. This work appears to be more comprehensive overseeing a program to include development, research and technology. While the Engineering Operations Leadworker may be responsible for developing individual project plans and timelines, the Library Maintenance Coordinator has responsibility for developing an overall preventative maintenance program for Library equipment.

The final classification reviewed is Construction Inspector 2. This work involves public works engineering activities, including inspection, drafting, surveying and design. Construction

Inspectors perform support work to include: plan review, quantity computations, plotting cross-sections and profiles from survey notes, and checking survey plans. They calculate area and quantities, compile office and field data, create and maintain project records, and participate in review, evaluation, development and planning of the reconstruction, new plat, redevelopment, sidewalk and resurfacing repair and replacement program. In addition, a Construction Inspector 2 requires three years of experience at level 1, supplemented by vocational school or college course work or military training in civil engineering technology, engineering design or a closely related area. As noted in the previous memo, such training and experience requirements are higher than that expected of the Engineering Operations Leadworker. Overall, our analysis finds that this classification functions at a higher level than that of the Engineering Operations Leadworker.

After a second analysis, it is still recommended that placement of Engineering Operations Leadworker in CG 15, Range 10 is appropriate.

cc: Rob Phillips - City Engineer
Mike Dailey - Assistant City Engineer
Kathy Cryan - Engineering Operations Manager
Greg Leifer - Employee and Labor Relations Manager