

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: November 19, 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 retention 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 Rodefled 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.

Following this meeting, Ms. Cryan requested a meeting between Engineering, Water Utility and Human Resources to discuss leadworkers further. This meeting occurred on November 15, 2012 in Human Resources and included Ms. Cryan, Assistant City Engineer Mike Dailey, Public Works Forepersons Jim Martinson (Engineering) and Tom Rosemeyer (Water), Mr. Rodefled and Mr. Kaioula. Each department shared projects and tasks their leadworkers are responsible for accomplishing. The majority were very similar in nature. At the meeting, it appeared everyone was in consensus that the jobs have changed over the years, as is the case with most jobs, and are evolving in the same direction. No significant differences were raised regarding the two classifications. The result of this meeting further strengthens Human Resources' recommendation in terms of equal salary placement.

Also, as requested, we reviewed the classifications in Range 11 of the Local 236 contract in more detail to determine whether they were distinguishable from the new Leadworker classification.

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. On November 9, 2012, I spoke with Administrative Services Manager Mark Benno who supervises the Library Maintenance Coordinator. He further explained that the Coordinator is responsible for meeting with vendors, ensuring bids are accurate, identifying problems to resolve, and using web-based systems to manage boilers, chillers and HVAC, and online work orders at the nine various Library facilities throughout the City. He stated this position works relatively independently while overseeing employees in the following classifications: Maintenance Mechanic 1, CG15, Range 08, Facilities Maintenance Worker and Custodial Worker 3, CG15, Range 5A, and Custodial Worker 2, CG15, Range 3A. Some of these employees work on different shifts, which requires additional planning from the Coordinator in terms of work assignments. Overall, 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 maintenance program for Library facilities and 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, they prepare "as built" rough draft drawings of completed construction projects. On November 15, 2012, I spoke with Principal Engineer John Fahrney who supervises the Construction, Inspection and Survey unit. He stated the primary responsibility of the Construction Inspector 2 is inspecting contract work on public works projects and private development/redevelopment projects. An important function of this job is resolving conflicts between contractors and utilities. He explained this requires significant on-the spot judgment and problem-solving. Another area of responsibility is addressing property owner concerns regarding assessments. Construction Inspectors are listed as the point of contact for property owners with regard to this matter. Construction Inspector 2s provide leadership over Construction Inspector 1s and seasonal employees. In terms of training and experience requirements, 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.

As a result of this final 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