

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: February 11, 2013

SUBJECT: Engineer 3 – City Engineering (Schindel)

At the request of the City Engineer, Rob Phillips and Facilities and Sustainability Manager, Jeanne Hoffman, I have studied the position (#4109) of Engineer 3 (CG18, Range 10) currently occupied by Kay Schindel. Mr. Phillips is recommending movement of Mr. Schindel to Engineer 4 (CG18, Range 12) as part of the career progression outlined in the class specification for Engineer 1-4. After reviewing the position description (see attached), and conversations with Ms. Hoffman and the incumbent, I agree that Mr. Schindel should be moved to the level of Engineer 4 for the reasons outlined in this memo.

The class specification defines an Engineer 3 as

... **journey-level** professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by **the exercise of technical and professional judgment**, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work. [Emphasis added]

The class specification defines an Engineer 4 as

... **advanced-level** professional engineering and project supervision work performed in the office and/or field in connection with the planning, design, management and construction of a wide variety of public works projects. Assignments are received from a higher-level engineer or supervisor and the work involves **the application of independent professional judgment** to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower-level staff, and **professional certification of the results**. The work is performed under the general direction and coordination of a higher-level professional engineer or supervisor and regularly involves the supervision of lower-level staff including professional engineers. [Emphasis added]

Examples of duties and responsibilities found at the Engineer 4 level include:

Attend public hearings and informational meetings with staff or independently. Deal with more complex engineering issues and provide advice and assistance to lower level staff relative to public presentations.

Participate in the prioritization of projects and the preparation of estimates for the Capital Budget process.

Coordinate projects with consulting engineers; private/public utilities; state, county and other governmental units; and other individuals and entities.

Supervise the preparation of special assessments and various engineering and fiscal reports.

The Engineer 4 is expected to perform most tasks with professional expertise, independent responsibility for the completion of major projects, emphasis on project leadership and management, and is required to possess a valid certificate of registration as a Professional Engineer in the State of Wisconsin.

Mr. Schindel started with the City in April 2006 as an hourly Engineer. He became a permanent Engineer I in June 2007, and was subsequently reclassified as an Engineer 2 in June 2008, and Engineer 3 in October 2010 as part of the natural career progression in this series. Finally, Mr. Schindel obtained his State of Wisconsin Professional Engineer (PE) certification in January 2011. Mr. Schindel works in the Facilities section of the Engineering Division, and is one of two engineers in this section. Throughout his tenure with the City, Mr. Schindel has taken on increasingly more difficult and complicated projects. Additionally, since obtaining his PE certification, Mr. Schindel is solely responsible for reviewing and approving the very technical Heating, Ventilation, and Air Conditioning (HVAC) system designs for all City engineering projects. This includes not only the projects Mr. Schindel directly manages, but he all oversees the work of consultants working on various projects throughout the City. For example, one major project under his purview is the Fire Station #13 to be built on the City's east side. Mr. Schindel is intricately involved in the project's planning and design, construction bidding process, and onsite review of the actual building process to ensure construction compliance with actual design plans. During the design portion of this project, Mr. Schindel works with a consultant from an outside architecture design firm to determine the type of HVAC system to use, the schematic of design, the best equipment and/or supplies to use, equipment for maintenance needs, etc. One key component to his project management responsibilities is assessing the equipment's future maintenance needs as well as the accessibility and location of specified equipment for staff to maintain as required. Mr. Schindel's ultimate goal with every project is to create a low-cost, high-efficiency, accessible and maintainable HVAC system design. Upon project completion, Mr. Schindel begins the year long evaluation process to assess the cost and efficiency of the new system and adjusts as needed over the different season to ensure the systems' peak performance. Another project Mr. Schindel managed includes the complete overhaul of the IT server room at the City County Building. The remodeled HVAC system required oversight of the consultant's design work, managing the process, and implementing the project while all the servers remained operational for City use. Lastly, Mr. Schindel is the only Professional Engineer within the Facilities and Sustainability Design Section with the professional certification to approve all HVAC design projects for the entire City.

This level of work is expected at the Engineer 4 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend that Mr. Schindel's position be recreated as an Engineer 4 and that he be reallocated to the new position. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/10	\$59,654	\$71,694	\$80,288
18/12	\$65,213	\$78,730	\$88,166

cc: Rob Phillips – City Engineer  
Mike Dailey – Deputy City Engineer  
Jeanne Hoffman – Facilities and Sustainability Manager  
Kay Schindel – Engineer 3