

TO: Personnel Board
FROM: Sarah Olson, Human Resources
DATE: September 10, 2013
SUBJECT: Hydrogeologist Series

At the request of the City Engineer, Rob Phillips, and Assistant City Engineer, Mike Dailey, I have studied the Hydrogeologist related classifications currently housed within the Engineering Division. Presently, the Engineering Division has the following Hydrogeologist related classifications at the current compensation group and ranges:

Current:

- Hydrogeologist 1: CG 18/R08
- Hydrogeologist 2: CG 18/R12

These positions are supervised by a Principal Engineer 1 (CG18/R15). However, after discussions with Mike Dailey and the incumbent, I recommend creation of a new professional series of Hydrogeologist 1-4, in CG18, Ranges 6, 8, 10, and 12, to mirror other professional classification series, including the Engineer 1-4 and Architect 1-4, also found in Engineering. Updated class specs are attached. In addition, after reviewing the work of the incumbent, I recommend placing her at the newly created level of Hydrogeologist 3, in CG18, Range 10, for the reasons outlined in this memo.

The Hydrogeologist class series describes professional Hydrogeologist work performed within the Engineering Division and encompassing a wide array of work assignments including but not limited to: Managing the City's closed landfill reporting and permitting requirements, advising on the City's waste oil collection program, reviewing both private and public projects for environmental impacts or potential encountering of environmental contamination; to lead City Brownfield remediation projects, manage the permitting of quarries within the City limits, and assisting with City planning for solid waste disposal options including the potential use of biodigesters. Engineering has proposed the creation of a Hydrogeologist 3 and a Hydrogeologist 4 classification in order to provide career progression based on increased employee expertise and responsibility, independence of action, complexity of projects and experience with and knowledge of pertinent City programs and functions.

The recommendation is to move the Hydrogeologist 1 range down to 06 from 08 to be in line with the progression of similar professional positions within Engineering.

Proposed:

- Hydrogeologist 1: CG 18/R06
- Hydrogeologist 2: CG 18/R08
- Hydrogeologist 3: CG 18/R10
- Hydrogeologist 4: CG 18/R12

The Hydrogeologist 1 is designed to be entry level professional hydrogeological work. The Hydrogeologist 2 is designed to be intermediate-level with more technical assistance in the establishment and maintenance of landfill groundwater, leachate and gas sampling, as well as overseeing the annual landfill monitoring budget and performing Phase 1 and 2 environmental site assessments. The Hydrogeologist 3 performs all the work of a level 2 with increased expertise, and independent responsibility for major project components. This includes conducting periodic analysis of landfills including monitoring plan modification requests for Wisconsin DNR review, participation as a technical advisor in cleanup negotiations, attending public hearings and informational meetings to answer questions from the public, contractors, developers, and alders and to apply for and manage logistics of USEPA and WDNR grants. The Hydrogeologist 4 requires a Professional Certification and additional responsibilities would include preparing advanced hydrogeological plans and reports of City-owned landfills that would require a Professional Geologist stamp and to serve as an expert witness in courts of law. Because this series is consistent with other professional series in CG18, I agree with Engineering's recommendation to create the Hydrogeologist 1-4 as outlined above.

There is just one incumbent in the Hydrogeologist series, Brynn Bemis, who currently is a Hydrogeologist 1 in CG 18/R08. For a little over 2 years, Brynn has taken on greater responsibilities and assignments from the City Engineer and the Mayor's Office. Brynn secured a total of \$1,200,000 in grant funding for rehabilitating a Brownfield Development site and performing a study to identify Brownfield sites throughout the City. The Brownfield project is looking at empty space in the City and checking for contamination with the goal of turning the empty space into something someone can use and/or build on. Brynn has also picked up duties in what is referred to as "Phase 1" and "Phase 2" of property acquisition. When the City is part of a property purchase, Brynn looks at statistics of the site (i.e. environmental reports for property, maps, title searches) and looks at soil and groundwater samples for contamination before the City finalizes the purchase. In addition, last year, Brynn and the City of Madison Streets Recycling Coordinator, George Dreckmann were sent to Europe to study their use of solid waste and biodigesters. Currently, Brynn is working with a consultant on studying the cost, quality and the implementation of biodigesters. Essentially, biodigesters break down garbage into a methane that could potentially be used to fuel our Metro buses and Fleet vehicles. Brynn acts as technical and environmental advisement to the Mayor. For example, the City of Middleton is proposing to have an un-sewered development. Brynn has been assigned to look into the effects of this on the environment. Brynn also works closely with the DNR on landfill monitoring plan modification requests which looks to reduce how often one needs to monitor a closed landfill. She has attended numerous public information meetings on the environmental effects of City events such as the Warner Park fireworks. She lead the study on the effects of color fireworks on Warner Park and the surrounding area. Brynn also serves as technical advisor in cleanup negotiations, most notably, the current Madison Kipp clean-up. The City is involved due to the water wells are in close proximity to Madison Kipp. Brynn acts as primary contact on this cleanup.

A review of Brynn's duties reveals work consistent with the new Hydrogeologist 3 level and the incumbent currently possesses the minimum qualifications for this level. Based on this, I recommend that the current position, #1073, of Hydrogeologist 1 be recreated as a

Hydrogeologist 3 in CG18-10, and the incumbent Brynn Bemis bereallocated to the new position.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

| Compensation Group/Range | 2013 Annual Minimum (Step 1) | 2013 Annual Maximum (Step 5) | 2013 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 18/06 | \$50,665 | \$59,654 | \$66,820 |
| 18/08 | \$54,955 | \$65,213 | \$73,034 |
| 18/10 | \$59,654 | \$71,694 | \$80,288 |
| 18/12 | \$65,213 | \$78,730 | \$88,166 |

cc: Rob Phillips-City Engineer
Mike Dailey-Assistant City Engineer
Mike Lipski-HR Services Manager