

TO: Board of Estimates

FROM: Mike Lipski, HR Services Manager

DATE: February 17, 2014

SUBJECT: Parks General Supervisor

Parks Superintendent Kevin Briski is requesting a review of the vacant Cemetery Manager position (#1537, CG18, R07) due to the impending retirement of the incumbent. The Cemetery Manager currently oversees operations at the Forest Hill Cemetery, the only City-operated cemetery in Madison. In reviewing the organizational structure of the Parks Operations Unit, Mr. Briski has concluded that recreating the Cemetery Manager as a Parks Operations Supervisor (CG18, R08) would increase efficiencies throughout the City without affecting the level of service at the Cemetery. After reviewing the proposed position description, I agree that this fits the existing classification of Parks General Supervisor and recommend recreating the Cemetery Manager position as a Parks General Supervisor effective with the April 4, 2014 retirement of the incumbent.

Within Parks Operations, there are currently 2 Parks General Supervisors, who each have responsibility for ½ of the City, East and West. Each General Supervisor has a Parks Operations Leadworker who assists with the day-to-day oversight and assignment of work to the crews. The State Street Mall/Capitol Concourse area also has an Operations Leadworker overseeing that work, but reports to the Parks Facilities Maintenance Supervisor. This was supposed to be a temporary arrangement following the retirement of the former Public Works Foreperson approximately 3 years ago. Finally, the Cemetery Manager reports directly to the Parks Operations Manager, and has a Cemetery Operations Leadworker who oversees and assists with the day-to-day assignment of work to the cemetery staff.

Parks is now looking to reorganize within operations, changing from 2 to 3 areas of operations. There will continue to be a Parks East and West district, but a new Parks Central district will be created. The Mall/Concourse area will move under the Parks Operations Supervisor over Central Parks, which is a better fit than having that area report to facilities. In addition, the Cemetery will move under the Parks West district. This creates a balanced workload for all three districts, and all three Parks General Supervisors continue to have Operations Leadworkers to assist with the oversight of staff. The service at the Cemetery will not be significantly impacted as the Cemetery will continue to have an Operations Leadworker on-site. Although the Parks Central district will have the smallest geographic area of responsibility, the parks in that area (James Madison, Vilas, Olin, to name a few) get by far the most use, and the operations of the Mall/Concourse area are significant. In order to make this reorganization happen, the Cemetery Manager needs to be recreated into a new Parks General Supervisor position, to be filled through open competition.

As the Parks General Supervisor classification already exists in the City's classification scheme, recreation of the Cemetery Manager position to a Parks General Supervisor position within the Parks Division operating budget may be authorized directly by the Board of Estimates, according

to Mayoral APM 2-4. The necessary ordinance and resolution to implement this recommendation has been drafted.

Editor's Note:

| Compensation Group/Range | 2014 Annual Minimum (Step 1) | 2014 Annual Maximum (Step 5) | 2014 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 18/07 | \$53,201 | \$63,022 | \$70,590 |
| 18/08 | \$55,560 | \$65,931 | \$73,840 |

cc: Kevin Briski—Parks Superintendent
Eric Knepp—Assistant Parks Superintendent
Charlie Romines—Parks Operations Manager