

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 13 March 2014

SUBJECT: Electrician - Water Utility

Madison Water Utility has requested a study of the Electrician (#1785; CG71-04) in the Maintenance section, currently occupied by Mark Heiss. Upon reviewing the position and the future needs of the Water Utility, Operations Manager Dan Rodefled and Water Maintenance Supervisor JJ Larson, request that the Electrician be recreated as an Electrician Foreperson (CG71-05). Under the Wisconsin Act 63, to be effective April 1, 2014, the law requires that the Utility's electrical work be inspected and/or conducted by a Master Electrician. As such, moving forward the Utility will require this position to hold a State of Wisconsin Master Electrician license. Because the incumbent has recently attained his Master Electrician license from the State of Wisconsin, meeting the minimum qualifications for the Electrician Foreperson classification, this reclassification request was submitted. After reviewing the needs of the Water Utility, I agree that the current Electrician position should be recreated as an Electrician Foreperson and the incumbent should be reallocated to the new position.

A review of the class specification for Electrician (see attached) shows:

... **skilled journey level electrical work** in the maintenance, repair and installation of electrical facilities and systems to include pumping and control devices. This class is characterized by **considerable responsibility for the development and installation of control mechanisms**. Work is performed with a high degree of independence. Work may involve directing subordinate maintenance employees as assigned.... [Emphasis added]

A review of the class specification for Electrician Foreperson (see attached) shows the:

... **skilled lead work in planning, scheduling, directing, and evaluating electrical trades work and related activities**. This class is distinguished by responsibility for the overall operational activities of an electrical section. Under general supervision, the employee exercises **considerable judgment in meeting program objectives**. [Emphasis added]

Based on aforementioned changes in the state law, the Water Utility is required to have the supervision of the Master Electrician for all installation and maintenance of the electrical systems at over 40 Water Utility sites throughout the City. The fiscal implication for having to contract out this work to a qualified, state licensed Master Electrician would be tremendous and inefficient. Additionally, attempting to coordinate this work with the Master Electrician in City Engineering or Parks would be logistically impossible given the volume of City projects in those divisions. Ultimately, the needs of the Water Utility warrants filling this position with the required Master Electrician state license moving forward. The Water Utility's work responsibilities are consistent with those of City Engineering, and given the higher experience requirements as well as the fact this person will be leading and supervising work, it is appropriate to place this position into the Electrician Foreperson classification.

The incumbent, Mark Heiss, has worked with the Water Utility since 1987 as an Electrician. His work has consisted of installing, troubleshooting and maintaining the electrical projects for the Water Utility. This includes all the well houses, booster stations, maintenance facilities and office space. He also directed, trained and assisted with the work of subordinate staff. As the Water Utility continues to upgrade equipment and install new well houses, the electrical components of these projects will be the responsibility of Mr. Heiss. Additionally, Mr. Heiss has recently passed and obtained his State of Wisconsin Master Electrician license, thereby meeting the higher requirement of the position.

As such, I recommend the existing encumbered Electrician position be recreated as an Electrician Foreperson within the Water Utility budget, with the incumbent being reallocated to the Electrician Foreperson position in CG71-05, accordingly. The necessary 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
71/04	\$52,978	\$61,374	\$68,744
71/05	\$57,597	\$65,991	\$73,918

cc: Tom Heikkinen – General Manager, Water Utility
 Dan Rodefald – Water Operations Manager
 JJ Larson – Water Maintenance Supervisor
 Greg Leifer – Employee / Labor Relations Manager
 Mark Heiss – incumbent