

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 19 August 2014

SUBJECT: Traffic Operations Supervisor- Traffic Engineering

At the request of City Traffic Engineer/Parking Manager David Dryer and Lynn Christoph, Traffic Operations Manager, I conducted a position study of the Traffic Operations Supervisor classification (CG18-08) currently occupied by Phillip Nehmer in the Traffic Engineering Division. The request for this study was based on an increase in planning and design consultation work with Traffic Engineers, increased programmatic authority over the bicycle/pedestrian infrastructure and increased support provided to the Traffic Operations Manager. Upon reviewing the position description and meeting with Ms. Christoph and the incumbent, I recommend that the Traffic Operations Supervisor classification be recreated in Range 10, and the incumbent reallocated to the new position for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Traffic Operations Supervisor (see attached) which shows:

... responsible supervisory and administrative work in planning and directing the City's Signing and Pavement Marking programs and in acting as assistant to the Traffic Operations Manager. Work involves directing and supervising Sign and Marking staff; prioritizing and monitoring work projects; coordinating projects with other City departments, outside agencies, contractors, consultants, and vendors; and this position represents Traffic Engineering Field Operations in a variety of meetings and responds to citizen complaints. Work is performed with a high degree of independence under the general supervision of the Traffic Operations Manager.

The Traffic Engineering Field is led by the Traffic Operations Manager and has two Supervisors reporting, the Traffic Operations Supervisor and the Communications Operations Supervisor. The Traffic Operations Supervisor oversees two Leadworkers, Painters, Maintenance Workers and the seasonal staff.

In 2009, this classification was reclassified from a range 9 to a range 8 for the following reasons:

- Supervision of support services staff was transferred to the Manager
- Assistance to the Manager went down from 17% to 5% of total time
- Increased amount of time was spent on directing and supervising the daily operations of the Sign & Pavement Marking section.
- Comparison was made to the position of Parking Operations Supervisor, also part of the Traffic Engineering/Parking Department.

Since the position was filled in 2013, the Traffic Operations Supervisor spends 15% of the time directly supporting the Traffic Operations Manager as assistant. This includes covering for the Traffic Operations Manager during absences and also handling after hour emergencies. Mr. Nehmer is the first point of contact by 911. In an emergency, Mr. Nehmer must coordinate

staffing, determine road closures and coordinate with the Madison Police Department. Providing assistance to the Traffic Operations Manager includes approving time off by monitoring staffing levels, overtime needs and making decisions in emergency situations. There is also oversight of the Electrical staff that deal with the fiber optic networking, traffic signals, street lights and surveillance cameras in the Traffic Operations Manager's absence. The Traffic Operations Supervisor also covers for the Communications Supervisor if Ms. Christoph is out which involves responsibility for the supervision of the Communication Section, which maintain the 911 Center, public safety & public works radio systems.

Another component that has changed significantly in this classification is the role of the Traffic Operations Supervisor and the consultation with higher-level Traffic Engineers. Mr. Nehmer meets at proposed job sites to review plans, look for obstacles such as trees and sewer and evaluates the traffic patterns and then suggests alternatives with the Traffic Engineers. Previously, this position did not have a proactive role in the design and planning work with Traffic Engineers. This change has resulted in increased efficiency and reduced costs on Traffic Engineering projects so less time and money is spent on fixing any issues that arise from the placement and design of pavement markings, crosswalks, handicap ramps, speed bumps, flat raised islands, etc. The Traffic Operations Supervisor has direct contact with the City Traffic Engineer, Assistant City Traffic Engineer, senior staff engineers and engineering consultants on all major signing, marking and building projects.

In the past year, there has also been a major increase in the bicycle/pedestrian infrastructure and the Traffic Operations Supervisor has been tasked with assisting Engineers with planning for additional bike lanes, bike racks, repair stations and making budget recommendations. Mr. Nehmer has programmatic authority over this increasingly demanding program need in the City.

A current reclassification of the classification of Parking Operations Supervisor, also within the Traffic Engineering/Parking Division is being proposed to a range 9 due to the increased budgetary authority and assistance provided to the Parking Operations Manager. The Traffic and Parking Operations Supervisor positions are currently both in Range 8. Although these two positions share a few similarities, the Traffic Operations Supervisor has not only increased assistance to the Traffic Operations Manager and increased budgetary authority over the Bicycle/Pedestrian program as well as the Pavement & Marking Section, but also provides high level technical and specialized knowledge to aid the Traffic Engineer 4's in their decision making regarding all major signing, marking and building projects and has critical emergency response requirements. While both respond to after hour emergencies, the type of calls and the coordination it takes to respond to Traffic Engineering emergencies are of a higher degree than that found in the Parking Utility. An example call could include electrical issues, 911 calls that indicate barricades are needed, or flooding that causes major traffic flow problems. As noted above, the Traffic Operations Supervisor must coordinate a response to these time-sensitive emergency situations. I find the classification of Traffic Operations Supervisor is most in line with the decision making impact and technical knowledge needed at the Traffic Engineer 1 and Engineer 3 level in Range 10. The Traffic Operations Manager relies on the technical and specialized knowledge that the incumbent possesses to make Traffic Engineering operations run smoothly and efficiently.

Based on my review of the submitted materials, the interviews I conducted, and evaluation against other positions/classifications in the City, I recommend the reclassification of the Traffic Operations Supervisor in CGI8, Range 8, to a Range 10.

The necessary resolution to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
18/08	\$55,560	\$65,931	\$73,840
18/10	\$60,311	\$72,482	\$81,172

cc: David Dryer – City Traffic Engineer/Parking Manager  
Lynn Christoph –Traffic Operations Manager  
Mike Lipski – HR Services Manager