

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 14 August 2015

SUBJECT: Engineering Program Specialist I – Engineering Division

At the request of City Engineer Rob Phillips, and Eric Pederson, Mapping Section Manager, I conducted a position study of the Engineering Program Specialist I position (#3307; CG16-17) in the Engineering Division, currently occupied by Ms. Debbie Wipperfurth. The request for this position to be reclassified is based on the on in-depth responsibility for a wide range of specialized programs in which she is an expert. Based on conversations with Mr. Pederson and the incumbent; and upon reviewing the incumbent's current position, I recommend reclassifying Ms. Wipperfurth to an Engineering Program Specialist 2 in Compensation Group 16, Range 19.

A review of the classification specification for the Engineering Program Specialist I identifies the work as:

... **responsible program coordination, project, and specialized field work** in a professional engineering environment. The work involves **direct responsibility for specialized programs**, projects, and activities relating to the support of engineering staff and projects. Positions at this level perform **technical and quasi-professional functions** such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). **Under the limited supervision** of a professional engineer or manager positions at this level **function independently in area(s) of responsibility**. The work may involve leading other staff on a temporary or permanent basis.

A Program Specialist 1 level may have **in-depth responsibility for at least one program in its entirety, with general responsibility for other programs**. However, the movement to a Program Specialist 2 level depends on the incumbent taking on in-depth responsibility for a wide range of specialized programs in which they are experts. [emphasis added]

The class spec for the Engineering Program Specialist 2 defines the work as:

... **responsible program coordination/administration and project work** in a professional engineering environment. The work involves **direct responsibility for a wide range of specialized programs, projects, and activities relating to the support of engineering staff and projects**. Positions at this level **perform technical and quasi-professional functions** such as plan preparation and/or review, preparation of on-going and periodic studies and technical reports, **communication with contractors and the public, policy and plan interpretation**, and field inspection of projects and program activities. Under the general supervision of a professional engineer or manager, positions at this level **function independently, serve as experts in specialized areas, and recommend policy and/or procedure changes as appropriate**. Positions at this level also **coordinate responses and represent the department to the Public and other departments, and work directly with multiple sections within a department**. The work may involve leading other staff on a temporary or permanent basis.

Movement to a Program Specialist 2 level is not automatic and depends on the incumbent taking on **in-depth responsibility for a wide range of specialized programs in which they are experts**. [emphasis added]

Ms. Wipperfurth started working for the City in 1997 as an hourly Engineering Assistant in the Mapping section. She attained permanent employment in 1999 as a Civil Technician 1, and followed the natural career progression to a Civil Technician 2 in 2001. In 2007, Ms. Wipperfurth was reclassified to an Engineering Program Specialist I as she began taking on more programmatic responsibilities. Since then, she has expanded her program responsibilities and operates independently as an expert for her main program areas.

Ms. Wipperfurth's first program of responsibility is the Common Landbase database which is typically referred to as the Official Map in MGO. The Engineering Division managed mapping system is the framework which holds all the up-to-date mapping information. Official Map updates are made based on an extensive list of legal recorded documents gathered from various sources. Engineering Mapping reviews all new subdivisions, land divisions, conditional use permits, parking lot plans, applications for building permits and applications for new public land in general. When these processes are approved and constructed, Ms. Wipperfurth must complete all Official Map updates based on the various recorded legal documents (new subdivisions, land divisions by Certified Survey Map, easements, leases, agreements, right-of-way procurement documents, conditional use permits, parking lot plans, etc.) The resultant Official Map land base is the framework that is then used by all other City agencies to overlay their respectively maintained GIS data sets. By City ordinance, the Engineering Division is charged with the maintenance of the official map, which is used to guide all various types of private development. Ms. Wipperfurth is responsible for continuous maintenance and updates to this database to ensure all data is accurate, up-to-date and includes any recent changes from completed developments. This is a daily process that requires a high level of technical skill in gathering information from multiple sources, verifying the accuracy of the data, and inputting into the system that is the primary mapping system for the Engineering Division as well as all other City agencies.

The addition of the Bike Paths in 2008 is a new program responsibility to Ms. Wipperfurth's workload. She created and maintains the data and information for mapping all the City's bike paths as they are developed and constructed. In 2009, the Bike Path program prompted the creation of a Snow Removal program. Now with the mapping of the City bike paths, Engineering can also develop a system for snow removal of these bike paths. The Snow Removal program incorporates not only the bike paths, but also medians and crosswalks. In addition, this program spurred a collaborative snow removal effort between Engineering, Streets and Parks in order to minimize duplication of work and create a more efficient use of time and equipment.

The third main program under Ms. Wipperfurth's responsibility is the OWN database management, which maps all ownership parcels and block lines. This system is designed to link information from the Assessor's Office to parcels, which subsequently links to Google and Bing maps. This creates more up to date mapping information for the aerial and street view functions of these third party maps. Again, Ms. Wipperfurth maintains the accuracy and updates of all this information which entails a collaborative effort with the Assessor's office and external Dane County Planning for parcel mapping and GIS data. The City of Madison is the only city in the county that does its own mapping.

Another main program area is the Sanitary and Storm Drainage mapping programs. These programs require continuous updates based on new construction by private developers and city Public Works projects. These mapping revisions are created based on surveys, pipe televising, and "as-built" plans once the projects are completed. Ms. Wipperfurth ensures accurate layouts of the

utilities' assets, which enable the utilities to maintain the assets efficiently and effectively. Current neighborhood developments now are required by policy to provide private sanitary and storm drainage maps up-to-date to enhance the robustness of the data.

The Pavement program also falls within Ms. Wipperfurth's work responsibilities. This program is designed to assess the ratings of all the streets and curbs throughout the city on an annual basis. Every street and curb is physically assessed every year by an Engineer and rated on a 1-10 scale. This data is inputted into the mapping systems and used to determine where pavement projects will be needed in coming years. This data is also gathered in a similar manner for all of the city's bike paths as well; which Ms. Wipperfurth tracks and updates accordingly. Coinciding with this program is the creation of the State Construction Report every year. Ms. Wipperfurth gathers information from all of these data points and assists in producing this report annually.

Overall, Ms. Wipperfurth clearly meets the requirements for advancement to the Engineering Program Specialist 2 level by maintaining direct responsibility for a wide variety of specialized programs which require a high level of technical and quasi-professional skills and serves as an expert to these programs. For the reasons outlined in this memo, I am therefore recommending that the position of Engineering Program Specialist 1 be deleted and recreated as an Engineering Program Specialist 2 in CG 16, Range 19 within the Engineering budget, and reallocating the incumbent, Ms. Wipperfurth to the new position. The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/17	\$54,374	\$62,742	\$70,271
16/19	\$58,294	\$68,014	\$76,175

cc: Rob Phillips – City Engineer
Mike Dailey – Assistant City Engineer
Mike Lipski – HR Services Manager
Greg Leifer-Employee and Labor Relations Manager
Debbie Wipperfurth – Incumbent