

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: November 16, 2016

SUBJECT: Parks Worker

The adopted 2017 budget for the Parks Division includes 5 new 0.75 FTE positions tentatively identified as "Parks Worker." This is a new classification that does not currently exist. After reviewing the proposed position description and talking with Parks Assistant Superintendent Charlie Romines and Parks Operations Manager Lisa Laschinger, I recommend creation of a new classification of Parks Worker in CG16, Range 4, and that the 5 positions identified in the Parks Division Operating Budget be reallocated to this new classification for the reasons outlined in this memo.

For years, the Parks Division has hired a large amount of seasonal laborer positions working April-October mowing park land and generally taking care of the parks. The posting lists the following responsibilities:

Employees maintain park shelters by performing janitorial duties; clean and stock supplies; remove garbage; dig, lift, shovel, and carry and haul heavy equipment and tools to perform duties; perform a variety of landscape and building maintenance tasks; mow grass; string trim; rake; paint; perform tree maintenance; and perform other related duties in and around City parks. General Parks work opportunities also may include Forest Hill Cemetery, State Street/Mall Concourse, Construction for playground maintenance.

In recent years with additional snow removal obligations and less time to devote to ice rinks, Parks has hired seasonal laborer positions in the winter months to assist with ice rink maintenance. The posting for these positions lists the following responsibilities:

Maintain outdoor ice rinks by removing snow and flooding the rinks with water. Tools and equipment used will include: shovels, push snow blowers, riding snow blowers and brooms, and hoses for flooding.

Clean shelters and restrooms using basic janitorial tools and cleaners.

Transport equipment by driving one-ton trucks pulling trailers.

Perform other duties as assigned.

These positions are hourly in nature, do not offer benefits, except for limited sick leave, and currently pay \$13.72/hr.

Due to growing snow removal and ice maintenance obligations, the Parks Division has evaluated its work load and determined that creating permanent, year-round positions to perform work that seasonals perform could be cost effective. Parks currently has a classification of Parks Maintenance Worker in CG16, Range 9. However, the work of a Parks Maintenance Worker is greater than what would be expected of these new positions. The Parks Maintenance Worker

performs maintenance activities on parks facilities and equipment. While the new position will be expected to perform basic maintenance on tools and equipment, and perform some sanding and painting of signs and picnic tables/benches, the higher level tasks of painting walls and playground equipment and more significant repair work would be reserved to the Parks Maintenance Worker. In addition, the Parks Maintenance Worker position is required to possess a Commercial Driver's License (CDL), something this new position would not be required to possess. Finally, while both the Parks Maintenance Worker and the new position will be mowing and maintaining parks, the equipment that each position will be expected to use is different. The Parks Maintenance Worker will be expected to operate all types of mowers, including tractor-mounted mowers, whereas the new position will not be expected to operate tractor-mounted mowers.

Because higher-level maintenance activities is less of an emphasis with the new position, I recommend creating the classification of Parks Worker to describe the work. In determining where this position should be placed within CG16, I recommend placement in Range 4. Currently in CG16, the classification of Custodial Worker 1 (and Parking Cashier) is in Range 2, and the Custodial Worker 2 is in Range 7. Between Range 2 and 7, there are currently no classifications, which makes comparison difficult. However, the differences between a Custodial Worker 1 and 2 are instructive. As noted in 2010, when the Custodial Worker 1 was recreated (legislative files #17546 and #17547), "The new classification of Custodial Worker 1 will perform routine cleaning tasks, such as sweeping, mopping, emptying trash, and changing light bulbs." The work is described as routine and unskilled. The Custodial Worker 2, on the other hand, is considered routine manual unskilled and semi-skilled work. The Custodial Worker 2 is using specialized cleaning equipment to shampoo carpets, buff, wax, and refinish floors, and also is expected to "Perform routine assignments in connection with the operation of a low-pressure boiler, other heating systems, air conditioning and water systems, fire alarms, security, and other building equipment." The Custodial Worker 2 is also expected to mow lawns, shovel snow, trim and plant shrubs and bushes, and other manual tasks.

Range 7 also contains 2 other classifications, the Police Property Clerk 1 and the Monona Terrace Command Center Operator. The Police Property Clerk 1 has responsibility for tracking, inventorying, and maintaining all property collected by police in the course of an investigation. It is responsible for maintaining an appropriate chain of custody regarding the property, and includes dealing with sensitive property such as drugs and even body parts. The Monona Terrace Command Center Operator is described as follows:

The work includes monitoring and operating computerized building safety and security systems, executing the Monona Terrace emergency response plan procedures, oversight of the building's shipping and receiving areas, and performing customer service and computer operation functions. Employees in this class are required to work with limited supervision on various shifts, follow established procedures, act calmly and appropriately in emergencies, pay close attention to detail, and provide direction to contracted security staff.

Both of these positions have a high level of decisional impact in that if the wrong decision is made, a police investigation may be compromised or security at the Monona Terrace Community Convention Center may be impacted.

In reviewing the proposed Parks Worker, I find that the level of decisional impact is much less than that of the Police Property Clerk 1 and the Monona Terrace Command Center Operator. The Parks Worker will be working in public parks performing general laborer tasks. They will generally have a leadworker on shift available by radio if any issues or concerns arise during the course of their work. As it relates to the Custodial Worker 2, there is similarity in the types of tasks. However, the Custodial Worker 2, with the responsibility for working on various building heating, cooling, fire, and other systems, has more technical knowledge that is required. The Custodial Worker 2 requires at least one year of experience performing custodial tasks, whereas the Parks Worker will require only “600 hours and eligibility for rehire as a City of Madison Parks seasonal laborer or six months of equivalent public works, landscaping, or construction experience including varied manual tasks.” Based on all this, I find that the work of the Parks Worker is closer in line with the Custodial Worker 1 than the positions in Range 7. However, because the Parks Worker is working with mowers and other equipment, placing the Parks Worker 2 ranges above the Custodial Worker 1, in Range 4, is appropriate.

The starting salary in Range 4 is \$39,531.18, with a step 5 salary of \$43,720.56. Prorated at 0.75 FTE, the salary range is \$29,648.39-\$32,790.42. A current Parks seasonal laborer is restricted to working 1180 hours in a calendar year, so at \$13.72/hr. has a maximum earning potential of \$16,189.60, without benefits. These new permanent positions clearly offer a significantly higher wage, with benefits including retirement and health insurance. This salary also compares favorably with other similar positions in the area. It is important to note that when reviewing similar classifications in the area, it is difficult to find anyone who is hiring permanent positions to perform work in parks that do not require a CDL. The one example I found was St. Paul, which has a Parks Worker II that does not require a CDL and performs similar work to the proposed Parks Worker with a full-time salary range of \$30,888-\$37,232. Otherwise, even when comparing to positions that require a CDL, the proposed salary range is competitive. Green Bay’s salary range for Parks Maintenance Worker is \$42,224-\$44,450, and requires a CDL. Dubuque has a Maintenance Worker classification that requires a CDL and also includes leadwork responsibility and pays \$43,826-\$49,130. Finally, Cedar Rapids has the classification of Parks Vegetation Management Operator, which also requires a CDL and has a salary range of \$42,016-\$51,958. These salaries are also more consistent with our higher level of Parks Maintenance Worker, a more equivalent classification.

Based on the above, I recommend creating the new classification of Parks Worker in CG16, Range 4. We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)*	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
16/04	\$39,531	\$43,721	\$48,967

*These salaries are subject to a 1.00% wage increase as of December 4, 2016.

cc: Eric Knepp—Parks Superintendent
 Charlie Romines—Assistant Parks Superintendent
 Lisa Laschinger—Parks Operations Manager
 Greg Leifer—Employee and Labor Relations Manager