

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: April 12, 2017

SUBJECT: Water Quality Aide

Water Utility General Manager Tom Heikkinen and Water Quality Manager Joe Grande have requested a review of the current classification of Water Quality Aide in CG16, Range 9. Currently only one level of Water Quality Aide exists. However, Mr. Grande is requesting the creation of a career progression to allow for development. Such a progression is necessary because in the next 5+ years, the Water Quality section will see a significant increase in the number of private wells being monitored as a result of surrounding jurisdictions becoming part of the City of Madison. After discussions with Mr. Grande and a review of the proposals, I make the following recommendations for the reasons outlined in this memo:

- Delete the existing classification of Water Quality Aide in CG16, R9;
- Create new classifications of Water Quality Sampler 1, 2, and 3 in CG16, R9, 11, and 13 respectively;
- Delete position #1850 of Water Quality Aide and recreate it as a Water Quality Sampler 3 in CG16, R13, and reallocate the incumbent, Kevin Miller, to the new position;
- Delete position #1774 of Water Quality Aide and recreate it as a Water Quality Sampler 1 in CG16, R9, and, if filled, reallocate the incumbent to the new position.

The Water Quality section within the Water Utility has 2 positions of Water Quality Aide, 3 Cross Connect Control Inspectors (CG16, R16) and an Engineering Aide 1. The Water Quality Aides are responsible for taking water samples throughout the City to ensure there is no contamination of the water distribution system. However, the work of the Aides is changing. Over the next 5-10 years, the City of Madison will be annexing parts or all of the towns of Blooming Grove, Madison, Burke, and Middleton. This will bring a number of new households under the jurisdiction of the Water Utility. The annexations are complicated by the fact that many of these households have private wells as the main water source. The Water Quality section will be responsible for monitoring the water quality for these private wells. In order to prepare orders for corrective action and certify compliance with the State Well Code, a certification is required.

Because of the impending changes in this section, Mr. Grande is requesting that the Water Quality Aide classification be reviewed and considered for a career ladder progression. While well work is part of the current class specification for the Water Quality Aide, it is not a significant portion of the position description and the Well Driller/Pump Installer license is not a requirement. The proposed career progression would remove well work from the entry level. The entry level would focus on collecting and testing samples, making up approximately 80% of the position. Advancement to a 2 would require training on wells such that the incumbent would be able to inspect and collect samples. This would be approximately 20% of the position. At the highest level, well work would make up 40% of the position and the incumbent would be required to be licensed.

After reviewing the position descriptions for the proposed career progression, I agree with the need for a career ladder. First, I recommend retitling the positions as a Water Quality Sampler instead of Water Quality Aide. This more accurately reflects the nature of the work, and State DNR forms even refer to the sampler position at the Water Utility. With this title change, I recommend creating the classifications of Water Quality Sampler 1, 2, and 3, to be placed in CG16, Range 9, 11, and 13 respectively. The Water Quality Sampler 1 in Range 9 is equivalent to where the current classification of Water Quality Aide is today. As mentioned earlier, while well work is part of the existing class specification, it is not a significant part of the job and the certification is not required. Therefore, removing this work from the level of Water Quality Sampler 1 does not affect the current placement in range 9. It remains comparable to the Waterworks Maintenance Worker, also in Range 9.

Adding increased independence and some amount of well work at the 2 level justifies placement in Range 11. This would be equivalent to an Engineering Aide 1, which incorporates field and office technical work. It is expected that after approximately 2 years of experience, an incumbent would move to the Water Quality Sampler 2 level.

The Water Quality Sampler 3 position would be a specialized position with greater emphasis on the well work. This position would require the State of Wisconsin Well Driller or Well Pumper license, and the continuing education requirements that go along with the license. Approximately 40% of this position's time would be spend on well work, including preparing orders for corrective action and certifying compliance with the State well code, which requires the license. As of right now, the Utility only sees the need for one position at this higher level. However, as well work increases in the future, creation of this classification provides flexibility down the road if more positions are needed. Placement of this position in Range 13 recognizes the certification and higher degree of technical knowledge expected of this position. This is an equivalent level to the Field Service Representative 3 at the Water Utility, which performs the full range of water meter installations. While the position does not require a certification, it does require a great degree of technical knowledge in dealing with all types of water meters. This is similar to the Water Quality Sampler 3 being expected to be familiar with all areas of work as it relates to water sampling.

As noted earlier, the Water Utility currently has an incumbent in the Water Quality Aide position, Kevin Miller. Mr. Miller has worked for the Utility since 2010, and has been in a permanent position since 2014. He also possesses the Well certification. As such, based on his experience and certification, he meets the minimum qualifications for a Water Quality Sampler 3. Therefore, we recommend that his position be recreated as a Water Quality Sampler 3 and he be reallocated to the new position. In addition, there is a current vacancy at the Utility that is being filled. We recommend that the position be recreated as a Water Quality Sampler 2 to be underfilled as a 1, and if filled when this resolution passes, the incumbent be reallocated to the classification of Water Quality Sampler 1.

We have prepared the necessary Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
16/09	\$45,806	\$51,169	\$57,309
16/11	\$48,449	\$54,028	\$60,511
16/13	\$51,169	\$57,023	\$63,866

cc: Tom Heikkinen—Water Utility General Manager
Joe Grande—Water Quality Manager
Greg Leifer—Employee and Labor Relations Manager