

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 17 May 2017

SUBJECT: Principal Engineer I (J. Fahrney) – Engineering Division

At the request of City Engineer, Rob Phillips, and Deputy City Engineer, Michael Dailey, a position study was conducted for the Principal Engineer I position (#1078, CG18, Range 15) in the Construction section of the Engineering Division; currently occupied by Mr. John Fahrney. After meeting with Mr. Dailey, as well as the incumbent; and upon review of the current position description, I recommend the following for the reasons outlined in this memo.

- Recreate position #1078 from a Principal Engineer I in CG18, Range 15 into a Principal Engineer 2 classification in CG 18, Range 16; in the Engineering Division operating budget
- Reallocate the incumbent, J. Fahrney, into the new position.

Mr. Fahrney began working for the City of Madison in 1990 as an Engineer I. By 1996, he had progressed through the Engineer series to Engineer 4. In 2001, Mr. Fahrney competed for and promoted into his current position of Principal Engineer I for the Engineering Construction section. Currently, he leads the section which consists of the following positions: one (1) Engineer 4, one (1) Sidewalk Program Supervisor, two (2) Surveyor 2s, one (1) Engineer 2, seven (7) Construction Inspector 2s, six (6) Construction Inspector 1s, and one (1) Program Assistant I. This staffing level reflects an increase of three permanent positions in the Construction Section within the last 5 years. As Principal Engineer of the Construction section, Mr. Fahrney oversees the bidding, inspection and administration of Public Works projects as well as all permitting related to the City Right of Way. Over the last 3 to 5 years, Mr. Fahrney has progressively increased his duties and responsibilities as related to the Public Works projects; which not only have increased in size, but also with regards to inter-/intra-agency coordination as well.

First, a review of the classification specification for the Principal Engineer I describes the work as:

... responsible **supervisory, administrative, and professional engineering work** within the Engineering Division. Incumbents have responsibility for: 1) the **planning, design, and administration of public works projects and contracts**; 2) **field inspection, surveying, and construction administration** of Engineering Division public works construction projects; 3) design of landfill modifications and issues related to ground water quality; or 4) other comparable units. Work involves the **regular coordination of major projects and activities** that cross Engineering Division, division/department and/or governmental lines. The work is performed under the direction of the City Engineer, Assistant City Engineer, and/or Principal Engineer 2, is **characterized by independent judgment and major program and project responsibilities**, and is reviewed through periodic conferences and reports. [emphasis added]

Then the distinction at the Principal Engineer 2 level in the classification specification indicates:

... work at this level is characterized by **the increased size and complexity of the projects** managed; the **increased level of coordination and engineering expertise** required; the substantial amount of internal design supervision involved; and the frequency with which the

position(s) represent the City Engineer in a variety of governmental, public, and/or legislative forums and activities. [emphasis added]

Mr. Fahrney’s main program areas for the Construction section include the sidewalk program, the resurfacing program, construction inspection, and the Right-of-Way permitting process. Through three subordinate supervisors, Mr. Fahrney manages the inspection and repair of all the City sidewalks, the bidding process for all of the City’s Public Works projects (including Water Utility, Parks, and Traffic Engineering projects), and the inspection of all the construction work related to these projects. As mentioned above, the staffing levels of the section have increased to add two (2) more field positions of Construction Inspector, as well as one (1) professional position of Engineer 2. Three years ago, Mr. Fahrney played a key role in the implementation and configuration of the online bidding software, BidExpress. Additionally in 2016, the Construction section incorporated the City’s Accela software program to streamline and manage the Right-of-Way permitting process. Mr. Fahrney is responsible for approving any change orders on all Public Works project contracts and presents to the Board of Public Works as required (given the dollar amount of the change). Lastly, Mr. Fahrney is responsible for maintaining the City of Madison Standards Specification for Public Works Construction book and updating it on an annual basis based in part on any new state or DNR requirements. With the implementation of new software into the Construction section, and the greater complexity of construction projects (and the related permits and change orders), Mr. Fahrney’s level of responsibility has increased with the multifaceted coordination of various internal and external stakeholders on wide number of projects at any given time. On average, the Construction section manages anywhere from 60 to 100 projects in a given year.

Given this position review, I’ve found the nature and level of work is consistent with the expectations of a Principal Engineer 2. Additionally, this reclassification would create alignment and consistency with all the Engineering Section managers. Therefore, the recommendation is to recreate the Principal Engineer 1 position #1078 in CG 18, Range 15, within the Engineering Division operating budget, as a Principal Engineer 2 in CG 18, Range 16 and reallocate the incumbent to the new position.

The necessary resolutions to implement these recommendations have been drafted.

Editor’s Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/15	\$82,128	\$98,885	\$110,751
18/16	\$86,078	\$103,733	\$116,181

cc: Rob Phillips – City Engineer
Michael Dailey – Deputy City Engineer
John Fahrney – Incumbent, Engineering
Mike Lipski – HR Services Manager