TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 9 August 2017

SUBJECT: Forestry Operations Supervisor – Parks Division

At the request of Parks Superintendent, Eric Knepp, and Parks Assistant Superintendent, Charlie Romines, a position study was conducted for the Forestry Operations Supervisor position (#1495, CG18, Range 7). Parks Management is requesting that this position study consider the classification of Forestry Operations Supervisor to be comparable to the Parks General Supervisors (CG18, Range 8) due to the increased supervisory function and significant new duties as a result of the City's ongoing response to Emerald Ash Borer (EAB). For the reasons listed in this memo, I am recommending the following actions:

- Recreate the classification of Forestry Operations Supervisor in Compensation Group 18, Range 8;
- Recreate position #1495 in the new salary range of the permanent salary detail of the Parks operating budget

Since 2014, the City of Madison Parks Division has taken a proactive role in combating the effects of EAB on the City's parks and trees. This initiative has not only increased the staffing levels in the Forestry operations section of Parks, but is expected to continue for several more years with significant duties related to EAB treatment and tree replanting. With the addition of eight (8) new positions in this section, the Forestry Operations Supervisor now oversees and manages the work of 28 permanent staff, including two professional level Tree Trimmer Forepersons, CG18, Range 5. The field staff generally consists of Arborists who are in CG16, Ranges 10 and 12. The Forestry Operations Supervisor also now is responsible for and has oversight over large contracts with nurseries to grow the trees for replanting efforts due to the EAB tree removal operations. Lastly, the primary responsibility of this position is to manage and supervise all Forestry field operations, as well as to coordinate the health care management program for the Forestry Section.

Here is a review of the class spec for the Forestry Operations Supervisor:

> … **responsible professional, technical, and supervisory work in directing the field operations of the Parks Forestry Section**. The work involves **supervising the activities** of a large staff of permanent and seasonal staff through subordinate supervisors as well as the direct supervision of administrative staff and forestry specialists engaged in the following work: inspections for compliance of Department of Public Works Construction Specifications, updating street tree inventory, code enforcement, hazard tree inspections and street tree planting; and additional seasonal staff engaged in inspecting contractors for compliance of Department of Public Works Construction Specifications. Work includes **development and implementation of in-service training programs** and **development and coordination of projects related to plant health care and urban forest maintenance operations**. The position also directs and monitors tree protection requirements for construction activities impacting trees in the right-of-way; provides public information services; develops and coordinates hazardous materials management activities; and **planning, outlining and coordinating for short and long-term/coordinated projects** and section activities. Under the general supervision of the City Forester, this position is responsible for **exercising independent judgment and discretion** in scheduling and monitoring daily work; managing the forestry field office; overseeing hiring of seasonal staff, and related personnel and labor relations activities. In addition, this position also

> serves as the City Forester in his/her absence and then reports to the Parks Operations Manager. [emphasis added]

In comparison, the Parks General Supervisors classification specification describes the work as:

> … **responsible supervisory work involving responsibility for the maintenance of park facilities, grounds, athletic fields and facilities** on the City's east, [central,] or west sides. The work involves **organizing, planning and implementing daily work assignments and longer-term work projects** through lower level supervisors, operational leadworkers, leadworkers and crew leaders. The work is performed under the general supervision of the Parks Operations Manager with **independent judgment used to determine work methods and procedures** and review through reports, observation and periodic discussions. Employees in this classification will be expected to perform Manager on Duty responsibilities as assigned during non-work hours. [emphasis added]

The Parks Division is divided into east, central, and west, and each section has a Parks General Supervisor who oversees field operations through Public Works Forepersons and/or various leadworkers. The Public Works Foreperson is in the same CG and Range as the Tree Trimmer Foreperson. This position study analysis has determined that the classifications of Forestry Operations Supervisor and the Parks General Supervisor have very similar scopes of responsibilities, supervision of a fairly large staff with both technical and professional positions, and requires exercising independent judgment and discretion for the planning of work activities related to the field operations and maintenance work in the respective Parks sections. Given these similarities and in an effort to maintain agency equity, I recommend recreating the classification of Forestry Operations Supervisor in the same compensation group and range (CG 18, Range 8) as the Parks General Supervisors and recreating position #1495 as a Forestry Operations Supervisor in the new range.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum (+12% longevity)
18/07	$58,684	$69,517	$77,859
18/08	$61,286	$72,726	$81,453

cc: Eric Knepp – Superintendent, Parks
Charlie Romines – Assistant Superintendent, Parks
Lisa Laschinger—Parks Operations Manager
Marla Eddy – City Forester, Parks
Mike Lipski – HR Services Manager