

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: February 22, 2019

SUBJECT: Custodial Worker 2 Engineering

City Engineer Rob Phillips and Deputy Division Manager Kathy Cryan are requesting that current vacant position of Custodial Worker 2 (#670, CG16, R07) be recreated as a Facility Maintenance Worker (CG16, R09) to perform work at the newly-renovated Madison Municipal Building (MMB). Recently, the Engineering Division has seen a number of vacancies amongst its custodial staff, including those who service the MMB. Because of turnover in the Custodial Worker positions, Ms. Cryan is seeking a solution that will allow for more consistent custodial work at the MMB, as well as a position that can perform higher-level tasks during the day. As a result, she is requesting that a Custodial Worker position be turned into a Facility Maintenance Worker. This way she can provide custodial coverage during the day, but also have a position that can perform higher-level maintenance activities, such as hanging artwork, repairing locks and doors, maintaining fixtures, painting, etc. This will allow Engineering to more efficiently care for the newly-renovated building but not have to use higher level positions to perform tasks at the MMB that are beyond the scope of a Custodial Worker. The proposed position matches the classification of Facility Maintenance Worker in CG16, R09, so I recommend recreating the Custodial Worker 2 position as a Facility Maintenance Worker. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2019 Annual Minimum (Step 1) | 2019 Annual Maximum (Step 5) | 2019 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 16/07 | \$45,930 | \$51,534 | \$57,718 |
| 16/09 | \$48,723 | \$54,427 | \$60,958 |

cc: Rob Phillips—City Engineer
 Kathy Cryan—Deputy Division Manager
 Greg Leifer—Employee and Labor Relations Manager