

TO: Finance Committee
FROM: Victoria Larson
DATE: July 16, 2021
SUBJECT: Facility Maintenance Worker

City Engineer Rob Phillips and Deputy Division Manager Kathy Cryan are requesting that positions 4842 and 4843 be placed in the classification of Facility Maintenance Worker (CG 16, R9). These positions were approved in the 2021 capital budget process as two full time equivalent, limited term employment (LTE) positions to support the Green Power job training program. The proposal is to utilize these positions to create a three-step, four-year duration training program. After review, and for the reasons outlined below, I recommend that these positions be classified as Facility Maintenance Workers to be filled by an internal promotion process, which will allow current hourly Solar Trainees to compete for these positions.

The Engineering Department began the Green Power program in 2016 by hiring hourly Solar Trainees to work from Spring to Fall each year. Class sizes have varied from two to four trainees per year. In 2021 the program expanded to year round and added training in LED lighting installations. Employees in the Helper classification (CG71, R00) participate in both classroom and hands on solar and LED lighting installation training to help the City work towards meeting its 100% renewable energy goal by 2030.

In 2020 Engineering began discussing with Human Resources the possibility of creating a Public Works employment pipeline. The City's solar needs continue to grow as we push for more sustainable buildings. Also even with the Equitable Hiring Tool implementation and other creative hiring methods we are finding it difficult to diversify certain positions in the trades, with the significant exception being Trainee programs. Engineering has seen great success in their GreenPower Trainee program and wants to develop a method to retain these trainees and better prepare them for City specific jobs. These proposed Facility Maintenance Worker positions will assist with this career path creation. Individuals hired as Solar Trainees will be able to compete for these positions which will be underfilled. As part of this three-step, four-year duration training program, they will begin in the Custodial Worker 1 classification (CG 16, R2.) As individuals progress in their training and experience they will move to the next level of this trainee program which is a Custodial Worker 2 (CG16, R7) and finally end as Facility Maintenance Workers (CG 16, R9.) As they progress through these steps, program participants will be qualified to apply for progressively more challenging maintenance jobs throughout the City.

In order to meet the City's growing sustainable energy demands and to assist with diversifying trades based jobs at the City of Madison, I recommend that positions 4842 and 4843 be placed in the Facility Maintenance Worker classification (CG16, R9). This structure will enhance the City's solar energy work while providing a career pathway in the City for those interested in a career in the trades. Attached is a position description of this role. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2021 Annual Minimum (Step 1) | 2021 Annual Maximum (Step 5) | 2021 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 16/2 | \$42,065.66 | \$46,048.08 | \$51,573.86 |
| 16/7 | \$47,422.70 | \$53,209.26 | \$59,594.34 |
| 16/9 | \$50,306.36 | \$56,195.62 | \$62,938.98 |

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