

City of Raleigh

INTEROFFICE MEMORANDUM

Budget Note 12

* This note requires Council action.

June 2, 2014

MEMO TO: Ruffin Hall
City Manager

FROM: John Carman
Public Utilities Director

SUBJECT: Budget Note 12 - Public Utilities Employee and Leadership Development Project

The City of Raleigh Public Utilities Department (CORPUD) developed a Strategic Plan that identified eight areas for development and/or improvement using Effective Utility Management attributes that provide a concise indication of where effectively managed utilities focus and what they strive to achieve.

Employee and Leadership Development (E&LD) is one of the areas identified and major work has been performed since the department defined and shared these attributes with City Council on February 19, 2013. The Department's consultant, Brown and Caldwell, presented their recommendations to City Council on March 20, 2014.

The recommendations included the creation of career ladders for 85% of the Department's workforce. The City as a whole is planning to review its pay, compensation and performance standard program in the future, therefore the Public Utilities E&LD program was asked to place a hold on implementing final recommendations until the broader City process was complete. In the interim, the City Manager's Office, Human Resources Department and Office of Budget and Management agreed to support and recommend immediate implementation of several components of the E&LD project in FY15 in order to maintain momentum for positive change within the Public Utilities Department.

One of these components was a market based evaluation of positions/job descriptions using the market salary survey data generated by Segal Consulting, in conjunction and cooperation with Human Resources, to identify those positions/job descriptions which might not be competitive with comparable market salary survey data. Positions deemed to have pay levels or pay ranges based on current job summaries not competitive with the applicable market survey data were reviewed using current adjustment policies and procedures.

Some positions did not receive sufficient data in order to be included in this phase of the project. Additional survey information will be gathered for these positions and will be included in the next phase of the project along with the January 2015 redesign of the CORPUD Management Team, reducing the number of managers and expanding their span of control.

Attached is a listing of the positions recommended for pay grade and/or title reclassifications as well as the new classifications. Funding was included in the departmental budget submission as part of the strategic plan implementation in a salary reserve account; therefore, no budgetary changes are necessary. Staff requests that Council approve the list of attached position classification changes.

Current			Proposed FY 15	
Job Title	Job Code	Current Pay Grade	Proposed Title	Proposed Pay Grade
Asst Wtr & Swr Superintendent	4358	37	Unchanged	38
Asst Utility Support Superintendent	4362	34	Unchanged	35
Civil Engineer	1016	35	Project Engineer I	36
Code Enforcement Insp/Util	4309	32	Unchanged	33
Computer Systems Specialist	0405	31	Senior Computer System Specialist	32
Departmental Fiscal Manager	2007	40	PU Department Fiscal Manager	41
Engineering Inspections Mgr	1008	36	Unchanged	38
Engineering Technician	1011	32	PU Engineering Technician	33
Equipment Operator I	4011	25	PU Equipment Operator I	26
Equipment Operator II	4012	26	PU Equipment Operator II	27
Equipment Operator III	4013	27	PU Equipment Operator III	28
Industrial Pretreatment Coordinator	4319	34	Unchanged	35
Inventory Supervisor	0230	28	PU Inventory Supervisor	30
Laboratory Analyst	4305	30	Unchanged	31
Lead Utilities Tech	4364	27	Unchanged	29
Lead Water Meter Mechanic	4360	27	Unchanged	28
Meters Services Supervisor	0114	32	Utility Supervisor III	34
Plants Safety Coordinator	4308	34	Utility Safety Coordinator	35
PU Quality Assurance Manager	0521	38	Unchanged	39
Public Information Manager	3265	37	Communication Administrator	38
Public Utilities Admin Superintendent	4344	41	Unchanged	43
Senior Staff Support Specialist	0004	25	Customer Service Representative	26
Service Specialist	4002	23	PU Service Specialist	24
Sr Computer Systems Specialist	0409	32	PU Computer Systems Specialist	33
Sr Systems Administrator	0332	37	PU Sr. Systems Administrator	39
Staff Analyst	0416	36	Assistant Utilities System Administrator*	38
Staff Analyst	0416	36	PU Quality Assurance Manager*	39
Training Coordinator	0075	34	Unchanged	35
Treatment Plant Operator	4302	TA	Unchanged	TA + 5%

Current			Proposed FY 15	
Job Title	Job Code	Current Pay Grade	Proposed Title	Proposed Pay Grade
UB Systems Administrator	0173	35	PU Sr. Systems Administrator	39
Utilities Supervisor I	4351	29	Unchanged	31
Utilities Supervisor II	4352	31	Unchanged	33
Utilities Supervisor III	4356	32	Unchanged	34
Utilities Technician	4365	26	Unchanged	28
Utility Field Operations Super	4373	32	Utility Supervisor III	34
Utility Safety Coordinator	4315	34	Unchanged	35
Water Conservation Specialist	4311	30	Unchanged	32
Water Meter Mechanic	4361	26	Unchanged	27
Water Quality Technician	4366	27	Unchanged	28
* Staff Analyst positions will be reclassified to two different job classifications - Assistant Utilities System Administrator and PU Quality Assurance Manager; based on job summaries and consultant recommendations.				