


HUMAN RESOURCES DEPARTMENT

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MEMORANDUM

TO: Human Resources and Public Safety Committee

FROM: James Zwerlein 
Human Resources Director

RE: 2023 Positions Ordinance Amendment

DATE: July 14, 2023

The attached Positions Ordinance amendment will effectuate the reduction of one-half (1/2) FTE Project Engineer position from DPW Administration/Engineering and the addition of one (1) FTE Project Engineer position to Public Works Inspection/Survey; the reclassification of one (1) FTE position Engineering Technician III to Engineering Technician II; and the retitling of Public Works Inspector to Engineering Technician II. The effective date for these transactions would be upon approval by the Common Council with the estimated salary cost of approximately \$36k annually. It should be noted that the bulk of the cost for the net increase of one-half (1/2) FTE Project Engineer is expected to be charged to developers for project review or to infrastructure projects.

DPW ADMINISTRATION/ENGINEERING DEPARTMENT

OLD TITLE: Project Engineer (0.5 FTE)
Salary Grade: 6
Annual Rate: \$48,404.72
2023 Salary Impact: - \$48,404.72

NEW TITLE: N/A
Salary Grade: N/A
New Annual Rate: \$0

OLD TITLE: Engineering Technician III
Pay Range: 128
Annual Rate: \$82,555.20
2023 Salary Impact: -\$6,260.80

NEW TITLE: Engineering Technician II
Pay Range: 126
New Annual Rate: \$76,294.40



PUBLIC WORKS INSPECTION/SURVEY DIVISION

OLD TITLE: None	NEW TITLE: Project Engineer
Salary Grade: 6	Salary Grade: 6
Annual Rate: \$0	New Annual Rate: \$96,809.44
2023 Salary Impact: \$96,809.44	

OLD TITLE: Public Works Inspector	NEW TITLE: Engineering Technician II
Pay Range: 126	Pay Range: 126
Annual Rate: \$82,496.88	New Annual Rate: \$76,294.40
2023 Salary Impact: -\$6,202.48	

Retirements and resignations within the Engineering Division, and Public Works Inspection/Survey Division have presented an opportunity to revisit and evaluate the organizational design of the management of these work areas to ensure the staff structure is optimized for effectiveness and costs are allocated to the appropriate division.

For decades, the City has performed development review with engineering staff, occasionally supplemented by engineering consulting firms. This has been a challenge to complete the review in a timely manner and keep the development process moving forward. Outsourcing the work to consultants has never been cost-effective, required additional management in the development review process, and is now becoming a greater challenge as consultants also face work force challenges, resulting in many consultants unable to meet the City's schedule for review or unable to provide experienced inspection staff. Staff recommends a net increase of one half of an engineering position and change in the roles and responsibilities for engineers and engineering technicians to complete development review in a timelier manner and to more accurately allocate costs to the appropriate division.

Last year, the City promoted an engineer who was previously serving as an Engineering Technician III in the public works inspection role. The positions ordinance inadvertently listed this position in Engineering, despite the work they perform is exclusively in line with that of the Public Works Inspection division. It makes sense to allocate this project engineer to that division, increasing the FTE for Public Works Inspection by one. This engineer provides oversight to the work and inspectors in the field. Lastly, to maximize efficiency, staff recommends reclassifying the current Engineering Technician III position to an Engineering Technician II position to reflect actual needs and costs in this function.

We believe this model provide for more timely development in the community and better delivery of public infrastructure services to the public with little to no budget implications since the bulk of the increase will be offset by developer fees or assigned to project costs.

2023 Positions Ordinance Amendment:

DPW Administration/Engineering:

Delete one-half (0.50) FTE position of Project Engineer.

Delete one (1.00) FTE position of Engineering Technician III.

Add one (1.00) FTE position of Engineering Technician II.

Public Works Inspection/Survey:

Add one (1.00) FTE position of Project Engineer.

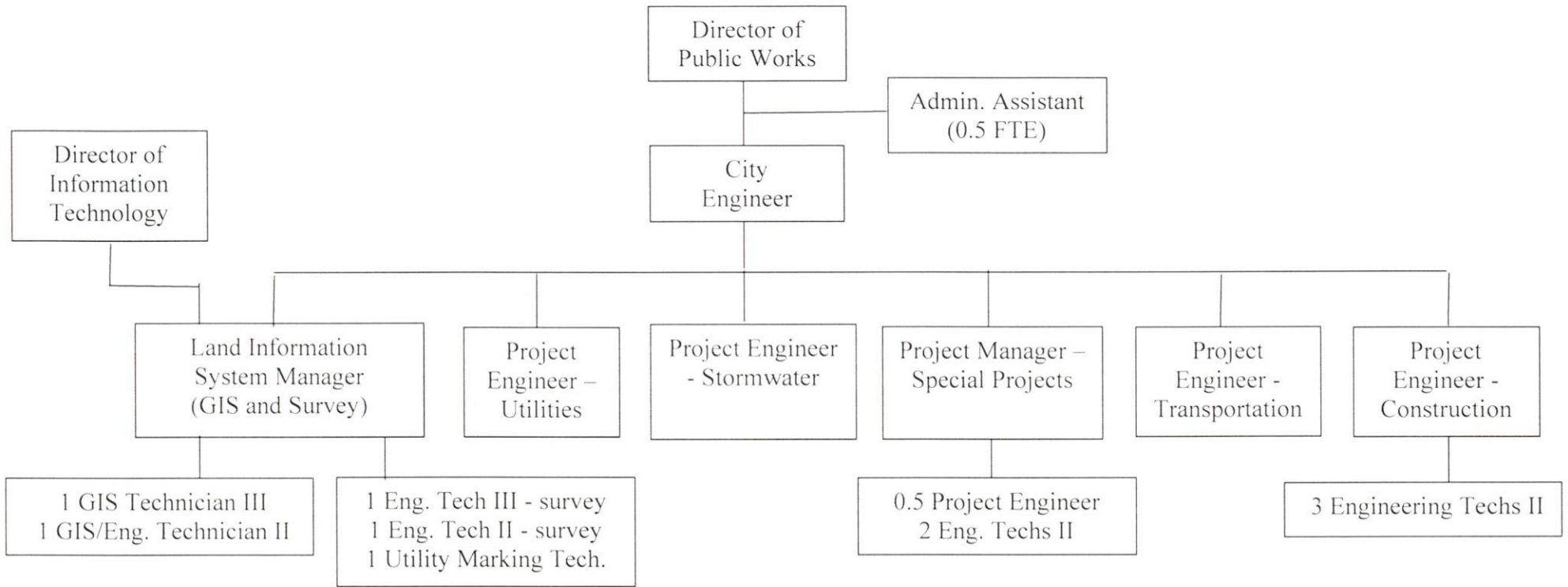
Delete one (1.00) FTE position of Public Works Inspector.

Add one (1.00) FTE position of Engineering Technician II.

Should you have any questions in advance of Wednesday's meeting, please contact me, at your convenience. Thanks.

Attachments.

Organizational Chart for Engineering Division



Notes:

Land Information System Manager reports formally to IT Director, but on a work assignment basis to City Engineer.
 GIS Techs are part of IT as well, but may perform engineering functions.
 Engineering Techs and Utility Marking Tech are part of Engineering or Public Works Inspection/Survey.