

**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, April 9, 2018, 7:00 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Maintenance Analysis**
- 5) Budget Review**
 - a. Community Services**
 - b. General Fund**
- 6) Any Other Matters**
- 7) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

Staff Report

Date: March 27, 2018
Subject: Maintenance Analysis – Position Changes
From: Kristen Bosker, Human Resources Specialist
Meeting Date: April 9, 2018

Recommendation

It is recommended the City Council approve the closure of 29 existing maintenance classifications and the addition of 12 newly created maintenance classifications. These positions are in either the Wyoming City Employees Union or the Wyoming Administrative and Supervisory Association.

Sustainability Criteria

Environmental Quality – Approval of these changes does not significantly impact environmental quality.

Social Quality – Approval of the proposed changes ensures the City of Wyoming is able to attract and retain skilled individuals in maintenance positions and that it is able to do so at rates that reflect the market and that are equitable internally.

Economic Strength – Approval of the proposed changes will position the City to employ maintenance staff with the skills, educational background, experience, and licenses that are needed by the organization today and into the future. The approval of these changes will also allow the City to operate with greater flexibility and efficiency.

Discussion

Significant changes have occurred throughout the City over the past several decades and the existing job descriptions do not accurately reflect current maintenance positions. While position titles and job descriptions have remained fairly static, positions have evolved through the implementation of new technology, operational modifications, federal and state licensing requirements, and the restructuring of departments.

Recognizing the need for change, a committee was formed to review existing job titles and job descriptions for all maintenance positions within the areas of public services, traffic, utility plants, community services, public safety, and housing. Following the completion of the skill assessment questionnaire in 2016, the committee broke into a subcommittee to complete the job description study and development, and wage survey.

The committees were comprised of representatives who are employed in, supervise and manage, or directly interact with maintenance positions within the City. Collectively,

this group of employees exemplifies a variety of experience and depth of knowledge related to the City's maintenance operations. The insight each committee member provided was instrumental to the overall process.

Goals identified throughout this process include:

1. Provide a flexible organizational structure that is representative of our organization and the needs of the City.
2. To create job descriptions that accurately represent the needs of various departments.
3. Maintain the integrity of the Dual Trained Employee (DTE) program.
4. Provide market appropriate and competitive wages.

As a result of this study, the committee recommends eliminating redundancy in the various positions and has developed job descriptions that accurately reflect the needs of the City. The committee is therefore recommending the closure of 29 existing classifications, addition of 12 newly created positions, and revising three current positions for a total of 15 maintenance positions, as summarized below.

| New Positions | Bargaining Unit |
|-----------------------------------|--|
| Maintenance Technician 1 | General City Employees Union |
| Maintenance Technician 2 | General City Employees Union |
| Maintenance Technician 3 | General City Employees Union |
| Building Maintenance Technician | General City Employees Union |
| Parks and Facilities Technician 2 | General City Employees Union |
| Parks and Facilities Technician 3 | General City Employees Union |
| Traffic Maintenance Electrician | General City Employees Union |
| Utility Maintenance Electrician | General City Employees Union |
| Public Services Crew Leader | General City Employees Union |
| Traffic Safety Foreman | Administrative and Supervisory Association |
| Utility Maintenance Foreman | Administrative and Supervisory Association |
| Public Services Supervisor | Administrative and Supervisory Association |
| *Housing Maintenance Supervisor | Administrative and Supervisory Association |
| *Parks and Facilities Supervisor | Administrative and Supervisory Association |
| *Utility Maintenance Manager | Administrative and Supervisory Association |

| Positions to be closed | Bargaining Unit |
|----------------------------------|------------------------------|
| Building Maintenance Coordinator | General City Employees Union |
| Building Maintenance Worker I | General City Employees Union |
| Building Maintenance Worker II | General City Employees Union |
| Building Maintenance Worker III | General City Employees Union |
| Crew Leader | General City Employees Union |
| Custodian | General City Employees Union |
| Equipment Operator 1 | General City Employees Union |
| Instrument Technician | General City Employees Union |
| Maintenance Helper | General City Employees Union |
| Maintenance I | General City Employees Union |
| Maintenance II | General City Employees Union |

| | |
|--------------------------------------|--|
| Maintenance Worker II | General City Employees Union |
| Parks and Facilities Technician I | General City Employees Union |
| Parks and Facilities Technician II | General City Employees Union |
| Parks and Facilities Technician III | General City Employees Union |
| Senior Crew Leader | General City Employees Union |
| Traffic Maintenance I | General City Employees Union |
| Traffic Maintenance II | General City Employees Union |
| Traffic Maintenance Technician I | General City Employees Union |
| Traffic Maintenance Technician II | General City Employees Union |
| Traffic Maintenance Technician III | General City Employees Union |
| Utility Plant Maintenance I | General City Employees Union |
| Utility Plant Maintenance II | General City Employees Union |
| Utility Plant Maintenance III | General City Employees Union |
| Contracts and Procurement Supervisor | Administrative and Supervisory Association |
| Facilities Coordinator | Administrative and Supervisory Association |
| Public Works Supervisor | Administrative and Supervisory Association |
| Shop Foreman | Administrative and Supervisory Association |
| Utility Maintenance Supervisor | Administrative and Supervisory Association |
| *Housing Maintenance Supervisor | Administrative and Supervisory Association |
| *Parks and Facilities Supervisor | Administrative and Supervisory Association |
| *Utility Maintenance Manager | Administrative and Supervisory Association |

**This is not a new job classification but it has been reviewed and updated during the course of the analysis. It will appear on both the lists.*

There are approximately 78 employees within the City who are in a maintenance position. Transition to new positions will occur through departmental need analysis and attrition. As positions become vacant, they will be removed from the Classification and Salary Schedule. Currently, five General City and two Administrative and Supervisory positions are vacant and will be removed immediately.

To determine appropriate market wages, a comprehensive wage survey was completed for this project. This consisted of an email survey, review of data from the Michigan Municipal League (MML), 2017 information from The Employers Association (TEA), American Water Works Association (AWWA), Bureau of Labor and Statistics (BLS), internal comparables, and open positions from Indeed, Payscale, and Glassdoor. It is important to note that job titles alone may not reflect the duties and knowledge required of the position. Job descriptions, duties, skill levels, among other things, must be considered when comparing positions and wages

Due to the change in job descriptions, there is not a direct correlation between the old positions and the new positions. Knowledge, skill level, ability, education, and licensing requirements played a crucial role in determining wage levels for each position.

Budget Impact

The budgetary impact for fiscal year 2018-2019 is approximately \$111,087.27 as outlined below.

Summary of Maintenance Analysis Changes – By Department

| Departments | Cost |
|--------------------|---------------------|
| Housing Estimate | \$0.00 |
| Parks Estimate | \$5,881.58 |
| Sewer Estimate | \$10,626.43 |
| Water Estimate | \$13,641.66 |
| Traffic Estimate | \$6,264.65 |
| PW Estimate | \$58,138.25 |
| PW OT Estimate | \$16,534.70 |
| Total | \$111,087.27 |