



HUMAN RESOURCES DEPARTMENT

City of Burlington

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To: Board of Finance

From: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

Date: March 3, 2014

Re: Department of Public Works – Increase One Union, Non-Exempt Regular Part-Time Parking Attendant from 24 hours per week to 32 hours per week

As detailed in the attached memo, the Assistant Director of Public Works-Equipment Services has requested an increase to one (1) Union, Non-Exempt Regular Part-Time Parking Attendant position from 24 hours per week to 32 hours per week to address ongoing overtime wages to cover a Friday shift at the Marketplace Garage.

The position, which will report to the Parking Foreman at the Department of Public Works, as shown on the attached existing and proposed organization charts, and without a change to the job description, was classified and scored using the Willis Classification System. The existing classification is an AFSCME non-exempt grade 6 with a corresponding salary range \$27,748 to \$32,895 from the FY14 AFSCME Willis salary table.

Particular to this position, the difference in funding for FY14 will be captured from the attrition of two (2) positions not filled due to automation with continued net savings in the FY15 budget. There will be an increase to the salary appropriations for FY14 and a decrease to the overtime appropriations for FY14.

We respectfully recommend your approval of the Assistant Director of Public Works-Equipment Services request to increase to one (1) Union, Non-Exempt Regular Part-Time Parking Attendant from 24 hours per week to 32 hours per week.

This position will become effective following City Council approval and signature of the Mayor.

Thank you.

Chapin Spencer
Director of Public Works

Patrick Buteau
Assistant Director DPW
Parking & Fleet Services



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pbuteau@burlingtonvt.gov

MEMORANDUM

To: Board of Finance & City Council
From: Patrick Buteau, Asst. Director of Public Works
Date: February 23, 2014
Subject: Increase 24 hour Parking Attendant to 32 hour position

A handwritten signature in black ink, appearing to be "PB", written over the "From:" line of the memorandum.

In the course of installing the automated lanes in the downtown garages, the Department has through attrition not filled one 40 hour position and one 24 hour position due to the automation. We have just moved an existing 24 hour employee based on seniority into a vacated 32 hour position giving the employee on more day per week of work. This employees 24 hour position is now open to be filled. With all of the accumulated sick and vacation time by the current parking attendants, we find ourselves one shift short every week in covering a Friday 9am – 5pm shift at the Marketplace Garage and typically have to fill it on an overtime basis.

With 90 individual shifts per week to be filled a huge amount of overtime is being paid to fill in when regularly scheduled attendants take time off.

Staff is requesting adding this difficult to fill Friday shift to the existing 24 hour vacant shift making the position a 32 hour position. Funding for the rest of this fiscal year will come from those positions not filled through attrition and the net savings in personnel will be reflected in the fiscal year 2015 budget.

Please see attached staffing levels before and after this request.

**Current
Parking Attendant Staffing Levels**

Number Employees	# hours per week	Total hours per week
12	40	480
5	32	160
5	24	120
22		760

**Requested
Parking Attendant Staffing Levels**

Number Employees	# hours per week	Total hours per week
11	40	440
6	32	192
3	24	72
20		704

(red, green, amber)
 hearing/listening

warehouses/offices
 climbing

carrying (specify)
 pounds

clear speech
 touching
 dexterity
 hand
 finger

ability to mount and
dismount forklift/truck
 pushing/pulling

driving (local/over
the road)

reading - basic
 reading - complex
 writing - basic
 writing - complex

math skills - basic
 math skills - complex
 clerical

analysis/comprehension
 judgement/decision
making

shift work
 works alone
 works with others
 verbal contact w/others
 face-to-face contact
 inside

outside
 extreme heat
 extreme cold
 noise
 mechanical equipment
 electrical equipment

pressurized equipment
 moving objects
 high places
 fumes/odors
 hazardous materials
 dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Revised July 2012)

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Department of Public Works
 Division of Equipment Services
 City of Burlington
 January 2014

Patrick Buteau
 Assistant Director of
 Equipment Services
 Grade 23

Claude Raineault
 Fleet Manager
 Grade 19

William Burns
 Traffic Foreman
 Grade 17

David Garen
 Traffic Signal Technician
 Grade 19

Brad Cummings
 Parking Foreman
 Grade 17

Larry Tucker
 Parking Working
 Foreman
 Grade 15

Jed Randall
 Equipment
 Maintenance
 Technician
 Grade 16

Paul Haynes
 Equipment
 Maintenance
 Technician
 Grade 16

Brian Blow
 Equipment
 Maintenance
 Technician
 Grade 16

David Redmond
 Equipment
 Maintenance
 Technician
 Grade 16

Dave Hammond
 Equipment
 Maintenance
 Technician
 Grade 16

Craig Fink
 Equipment
 Maintenance
 Technician
 Grade 16

Jerry Tatro
 Welder
 Grade 16

Nathan Lavery
 Inventory Control
 Specialist
 Grade 14

Dan Hill
 Traffic Working
 Foreman
 Grade 16

Don Lefebvre
 Traffic Maintenance
 Worker
 Grade 14

VACANT
 Traffic Maintenance
 Worker
 Grade 14

David Barbeau
 Traffic Maintenance
 Worker
 Grade 14

9 Seasonal Traffic
 Maintenance
 Workers

36 Crossing Guards

Steven Harrois
 Traffic Signal Technician
 Grade 16

Damion Gilbert
 Parking Maintenance
 Worker
 Grade 10

Pam Goff
 Parking Maintenance
 Worker
 Grade 10

Aaron Ward
 Parking Maintenance
 Worker
 Grade 10

Robert Devost
 Parking Operations Shift
 Leader
 Grade 12

John Boehm
 Parking Attendant
 Grade 6 RPT32

Howard Johnson
 Parking Attendant
 Grade 6 RPT32

Mark Halvorsen
 Parking Attendant
 Grade 6 RFT

James Bonna
 Parking Attendant
 Grade 6 RPT24

Michael Weiss
 Parking Attendant
 Grade 6 RFT

VACANT
 Parking Attendant
 Grade 6 RFT

Charles Cornish
 Parking Attendant
 Grade 6 RFT

Stephanie J Hillman
 Parking Attendant
 Grade 6 RFT

Richard Lyons
 Parking Attendant
 Grade 6 RPT24

Steve Cormier
 Parking Attendant
 Grade 6 RPT32

Josh Bridgman
 Parking Attendant
 Grade 6 RFT

Louisa Floystad
 Parking Attendant
 Grade 6 RPT32

Stanley L Jennings
 Parking Attendant
 Grade 6 RFT

John Perry
 Parking Attendant
 Grade 6 RFT

Christopher Farnsworth
 Parking Attendant
 Grade 6 RFT

Deanna Burritt
 Parking Attendant
 Grade 6 RFT

Susan Gail Glennon
 Parking Attendant
 Grade 6 RFT

John Keene
 Parking Attendant
 Grade 6 RPT32

Richard Roberts
 Parking Attendant
 Grade 6 RPT24

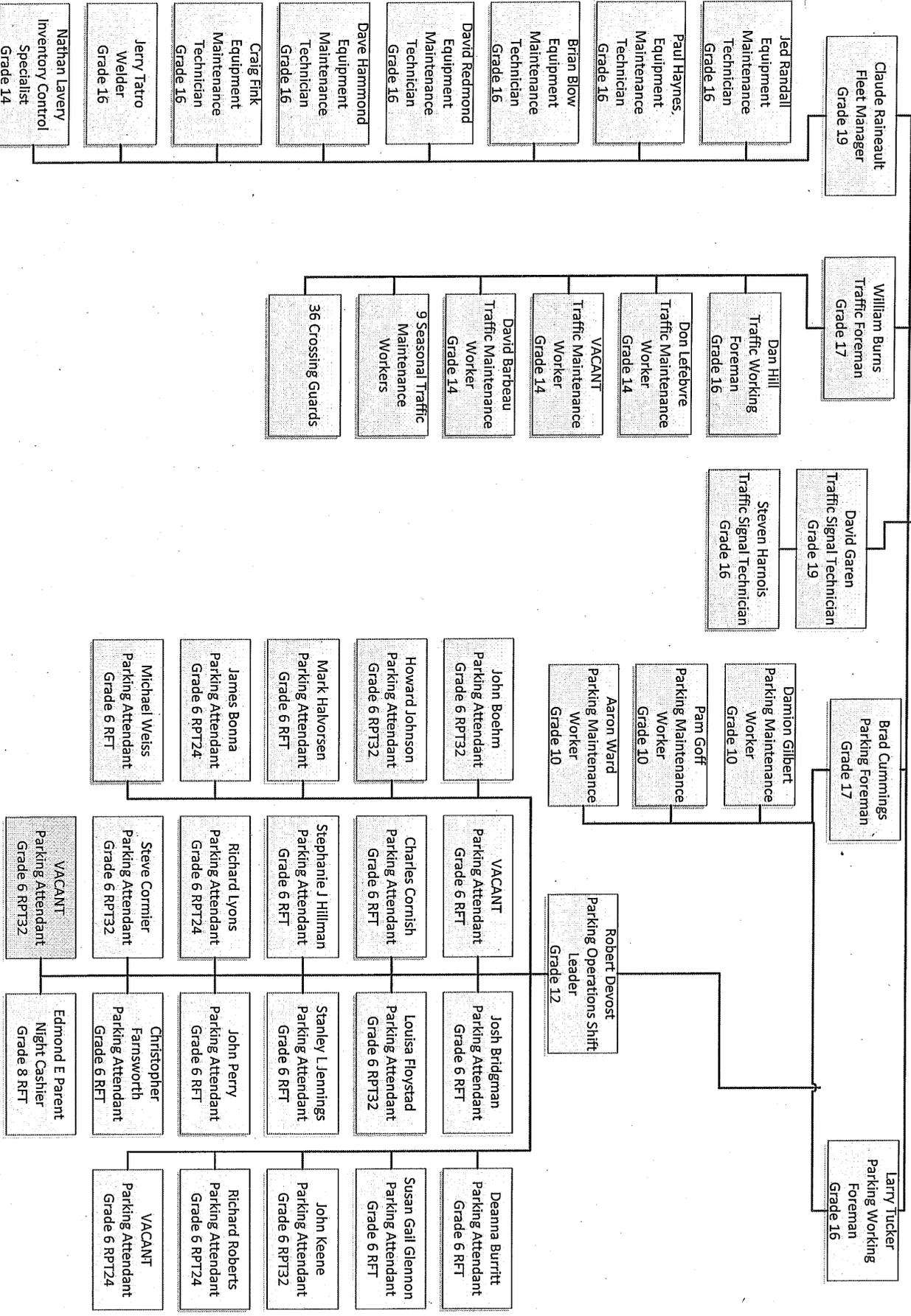
VACANT
 Parking Attendant
 Grade 6 RPT24

VACANT
 Parking Attendant
 Grade 6 RPT24

Edmond E Parent
 Night Cashier
 Grade 8 RFT

Department of Public Works
 Division of Equipment Services
 City of Burlington
 PROPOSED MARCH 2014

Patrick Bureau
 Assistant Director of
 Equipment Services
 Grade 23



AFSCME

TABLE 32 for FY 14

Grade	Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	27748.48	28263.13	28777.54	29292.43	29807.08	30321.97	30836.61	31093.82	31351.26	31608.71	31865.91	32138.81	32380.56	32638.00	32895.45
	533.6247	543.5218	553.4143	563.3160	573.2131	583.1147	593.0118	597.9581	602.9089	607.8597	612.8060	618.0540	622.7031	627.6539	632.6048
	13.3406	13.5880	13.8354	14.0829	14.3303	14.5779	14.8253	14.9490	15.0727	15.1965	15.3201	15.4513	15.5676	15.6913	15.8151

Regular Wage, does not include overtime

Cost per 24 hrs per wk	
Step 1	320.1748
Step 15	379.5629

Cost per 32 hrs per wk	
Step 1	426.8998
Step 15	506.0838

Resolution Relating to

INCREASE HOURS FOR ONE REGULAR PART-TIME PARKING ATTENDANT POSITION FROM 24 HOURS PER WEEK TO 32 HOURS PER WEEK AT THE DEPARTMENT OF PUBLIC WORKS

RESOLUTION _____

Sponsor(s): Councilors Bushor, Shannon, Aubin, Knodell: Bd. of Finance: **Pending Bd. of Finance Approval on 3/10/14**

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fourteen

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, the Assistant Director of Public Works-Equipment Services has recommended an
2 increase from 24 hours per week to 32 hours per week for one Regular Part-Time Parking Attendant
3 position at the Department of Public Works; and

4 WHEREAS, these services are needed to address the staffing demands of the City Parking
5 Facilities; and

6 WHEREAS, currently the Department of Public Works is paying overtime to have this shift
7 covered, therefore, while regular wages would increase, overtime wages would decrease; and

8 WHEREAS, this position will be funded through the Department’s FY14 savings due to
9 automation; and

10 WHEREAS, the Human Resources Director used the Willis Classification System to determine a
11 recommended pay scale for this position; and

12 WHEREAS, the Board of Finance reviewed the position and approved it at its March 10, 2014
13 meeting;

14 NOW, THEREFORE, BE IT RESOLVED that the increase in hours of a single non-exempt,
15 AFSCME Parking Attendant position from 24 to 32 hours for the Department of Public Works is
16 approved and shall continue at an AFSCME Salary Grade 6 within the Fiscal Year 2014 AFSCME Salary
17 Table. The increase in hours shall take effect following City Council approval and signature of the
18 Mayor.