



HUMAN RESOURCES DEPARTMENT

City of Burlington

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Vermont Relay: 7-1-1 or 800-253-0191

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.

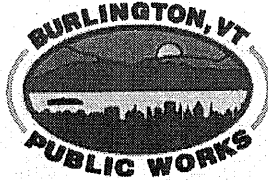
We respectfully recommend your approval of the Assistant Director of Public Works-Equipment Services request to increase to one (1) Union, Non-Exempt Regular Part-Time Parking Attendant from 24 hours per week to 32 hours per week.

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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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

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

City of Burlington Job Description

Position Title: Parking Attendant
Department: Public Works
Reports to: Assistant Parking Manager
Pay Grade: 6 **Job Code:** 229
Exempt/Non-Exempt: Non-Exempt **Union:** AFSCME

General Purpose: This position collects fees and processes transactions using fee computers for customers exiting parking facilities. In addition this position coordinates simple customer matters, while referring more complex billing and ticket fee issues to Shift Leaders, Assistant manager or Manager respectively.

Essential Job Functions:

- Process transactions and collect fees from customers in a courteous and respectful manner using automated fee computers for exiting vehicles.
- Settle routine customer payment issues and refer all other payment claim matters to supervisors.
- Carry out vehicle inventories when working the last shift prior to closing at any facility when needed.
- Have knowledge of and sell special discount parking packages from attendant booth.
- Refill ticket spitters with tickets as needed.
- Clear spitter jams and adjusts internal clocks as needed.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent.
- Ability to perform basic mathematical calculations.
- Punctuality and the ability to be on-site as scheduled.
- Ability to remain in booth and/or on-site for entire shift.
- Must conduct themselves in a professional and courteous manner at all times.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

☒ seeing ☐ ability to move distances ☐ lifting (specify)
☐ color perception within and between ☐ pounds

<input type="checkbox"/> (red, green, amber) <input type="checkbox"/> hearing/listening	<input type="checkbox"/> warehouses/offices <input type="checkbox"/> climbing	<input type="checkbox"/> carrying (specify) <input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech <input checked="" type="checkbox"/> touching <input checked="" type="checkbox"/> dexterity <input checked="" type="checkbox"/> hand <input checked="" type="checkbox"/> finger	<input type="checkbox"/> ability to mount and dismount forklift/truck <input type="checkbox"/> pushing/pulling	<input type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> reading - basic <input type="checkbox"/> reading - complex <input checked="" type="checkbox"/> writing - basic <input type="checkbox"/> writing - complex	<input checked="" type="checkbox"/> math skills - basic <input type="checkbox"/> math skills - complex <input checked="" type="checkbox"/> clerical	<input type="checkbox"/> analysis/comprehension <input type="checkbox"/> judgement/decision making
<input checked="" type="checkbox"/> shift work <input checked="" type="checkbox"/> works alone <input type="checkbox"/> works with others <input checked="" type="checkbox"/> verbal contact w/others <input checked="" type="checkbox"/> face-to-face contact <input checked="" type="checkbox"/> inside	<input type="checkbox"/> outside <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input checked="" type="checkbox"/> noise <input type="checkbox"/> mechanical equipment <input type="checkbox"/> electrical equipment	<input type="checkbox"/> pressurized equipment <input type="checkbox"/> moving objects <input type="checkbox"/> high places <input checked="" type="checkbox"/> fumes/odors <input type="checkbox"/> hazardous materials <input checked="" type="checkbox"/> 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 16

Jed Randall
Equipment
Maintenance
Technician
Grade 16

Dan Hill
Traffic Working
Foreman
Grade 16

Steven Harrois
Traffic Signal Technician
Grade 16

Damion Gilbert
Parking Maintenance
Worker
Grade 10

Paul Haynes
Equipment
Maintenance
Technician
Grade 16

Don Lefebvre
Traffic Maintenance
Worker
Grade 14

Pam Goff
Parking Maintenance
Worker
Grade 10

Robert Devost
Parking Operations Shift
Leader
Grade 12

Brian Blow
Equipment
Maintenance
Technician
Grade 16

VACANT
Traffic Maintenance
Worker
Grade 14

David Redmond
Equipment
Maintenance
Technician
Grade 16

David Barbeau
Traffic Maintenance
Worker
Grade 14

John Boehm
Parking Attendant
Grade 6 RPT32

VACANT
Parking Attendant
Grade 6 RFT

Josh Bridgman
Parking Attendant
Grade 6 RFT

Deanna Burritt
Parking Attendant
Grade 6 RFT

Dave Hammond
Equipment
Maintenance
Technician
Grade 16

9 Seasonal Traffic
Maintenance
Workers

Howard Johnson
Parking Attendant
Grade 6 RPT32

Charles Cornish
Parking Attendant
Grade 6 RFT

Louisa Floydstad
Parking Attendant
Grade 6 RPT32

Susan Gail Glennon
Parking Attendant
Grade 6 RFT

Craig Fink
Equipment
Maintenance
Technician
Grade 16

36 Crossing Guards

Mark Halvorsen
Parking Attendant
Grade 6 RFT

Stephanie J Hillman
Parking Attendant
Grade 6 RFT

Stanley L Jennings
Parking Attendant
Grade 6 RFT

John Keene
Parking Attendant
Grade 6 RPT32

Jerry Tatro
Welder
Grade 16

James Bonna
Parking Attendant
Grade 6 RPT24

Richard Lyons
Parking Attendant
Grade 6 RPT24

John Perry
Parking Attendant
Grade 6 RFT

Richard Roberts
Parking Attendant
Grade 6 RPT24

Nathan Lavery
Inventory Control
Specialist
Grade 14

Michael Weiss
Parking Attendant
Grade 6 RFT

Steve Cormier
Parking Attendant
Grade 6 RPT32

Christopher
Farnsworth
Parking Attendant
Grade 6 RFT

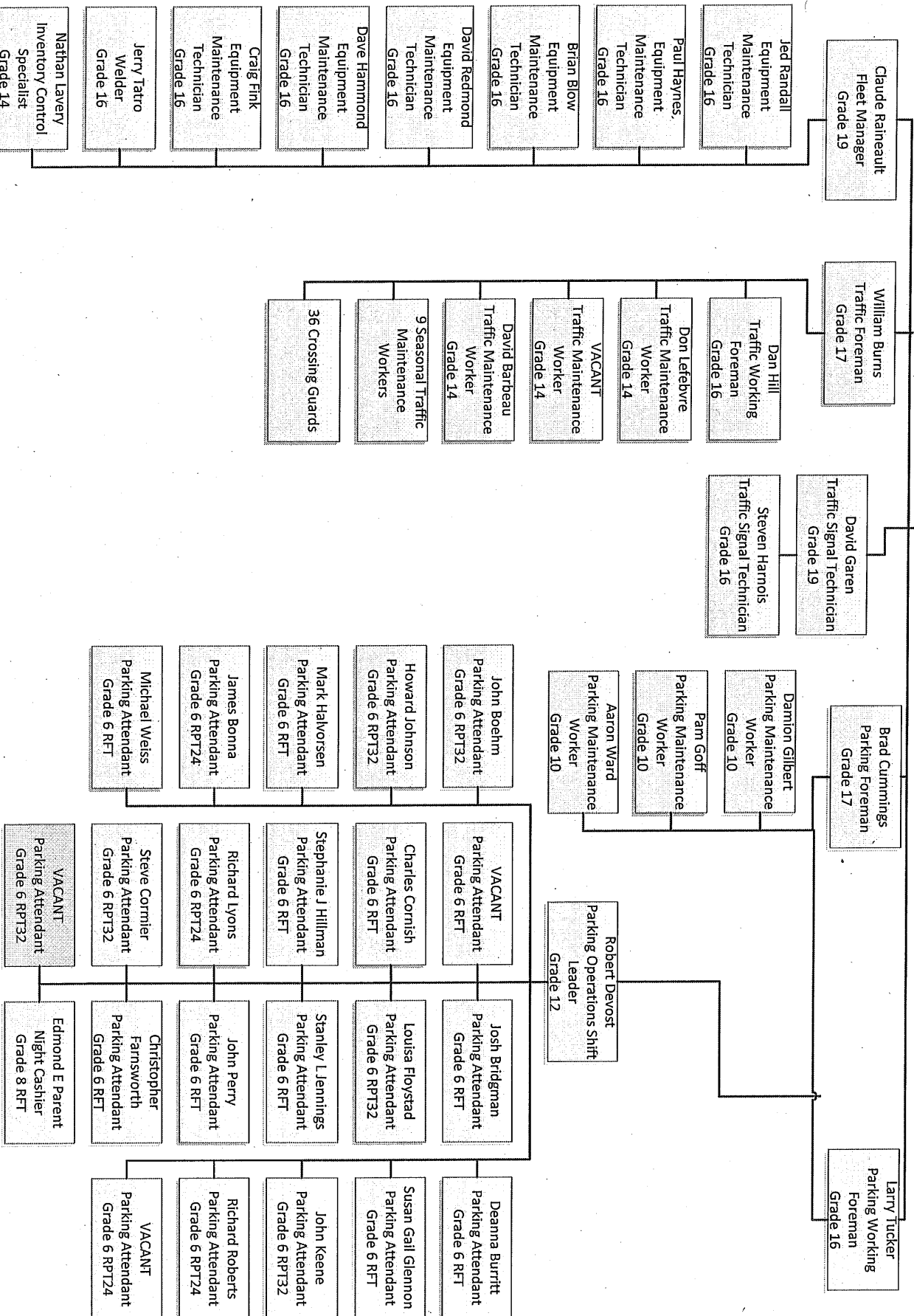
VACANT
Parking Attendant
Grade 6 RPT24

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.