



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicholas DeSiato
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: January 28, 2025

Department of Public Works-Operations Division

Current	Recommended
Finance and Administration Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment Rate: \$104,997 (One Position)	Operations Administration Manager PR 1QX (\$132,713 - \$185,792) (One Position)

Background

The Department of Public Works (DPW) Operations Division Director Danielle Rodriguez has requested to reclassify one position of Finance and Administration Manager in Pay Range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$104,997 to Operations Administration Manager in Pay Range 1QX (\$132,713 - \$185,792). This change will create the same organizational structure that currently exists in DPW-Water Works and DPW-Infrastructure Services. A new job description was provided and staff met with Director Rodriguez and the Operations Human Resources Administrator Makisha Porter.

Responsibilities and Requirements

This position will act as the Assistant Operations Division Director in all capacities and will oversee up to 850, and at times 1100, employees; provide overarching guidance and leadership to five Section Managers, the Operations Services Manager, the Operations Human Resources Administrator, and the Communications Systems Manager; and provide planning, analysis, development, implementation and monitoring of strategic plans, policies and procedures for consistent and quality application throughout the Operations Division. Duties and responsibilities include:

- 20% Collaborates with the Operations Division Director in the planning, management and administration of the division.
- 15% Evaluates division needs and formulates short and long-range goals to meet the overarching philosophy set by the Operations Division Director. Leads professional development plans and goals for division leaders and managers.
- 15% Coordinates administrative, human resources and financial functions across the Operations Division.
- 15% Administers and oversees the Operations and Transportation Fund operating and capital budgets, contracting, and grant activities.

- 10% Represents the Operations Division before various committees, boards and commissions. Serves as a liaison with other city departments, DPW divisions and outside agencies as needed. Responds as necessary to snow and ice operations and emergency situations to provide leadership, coordination of communications, and to make appropriate decisions to control and expedite service.
- 5% Oversees and coordinates with Section Managers to develop meaningful KPIs (Key Performance Indicators). Manages the Operations Division MAPP reporting and the development of the presentation in advance of scheduled dates.
- 5% Provides direct supervision of Operations Administration Section staff. Provides direction and oversees progress.
- 5% Performs duties of the Operations Division Director in his/her absence.
- 5% Responds to inquiries from citizens, elected officials and other city departments.
- 5% Maintains professional affiliations/outreach to network and build relationships in government and industry groups. Performs other duties as assigned.

Changes to Responsibilities


With the changes to duties and responsibilities this position will now perform the function of Assistant Operations Division Director comparable to the current roles of the Infrastructure Administration Manager and the Water Works Administration Manager which are in pay range 1QX (\$132,713 - \$185,792).

This position will direct training and development of operations management, and direct strategic planning and projects for the entire division. Responsibilities will include managing larger technical projects, implementing culture change for staff and management, and formulating SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals for the success of the organization. Section Managers and administration staff will now report directly to this position.


Based upon these changes in responsibilities this position will effectively perform the function of an Assistant Operations Division Director. We therefore recommend reclassifying one position of Finance and Administration Manager in pay range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$104,997 to Operations Administration Manager in Pay Range 1QX (\$132,713 - \$185,792).

Action Required – Effective Pay Period 6, 2025

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 

 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 

 Harper Donahue IV, Employee Relations Director