

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 28 February 2023

SUBJECT: Transit Capital Program Manager and Project Manager, Metro Transit

The 2023 Adopted Operating Budget for the Metro Transit includes funding for two positions related to Metro capital improvement projects. At the request of the Metro Transit General Manager, Justin Stuehrenberg, Human Resources reviewed the proposed position descriptions to create the new classifications and determine the proper salary range. As a result, two new classification specifications are being created as Transit Capital Program Manager and Transit Capital Project Manager to serve Metro Transit's planning and development of major Metro Transit capital projects, including two BRT lines and various other improvements throughout the city. Upon review of the proposed position description, in consultation with Justin, and for the reasons outlined in this memo; I recommend the following:

- Create the new classification of Transit Capital Program Manager in CG44, Range 15 in the salary schedule;
- Create the new classification of Transit Capital Project Manager in CG44, Range 12 in the salary schedule; and
- Create positions designated as New Positions in the 2023 Metro Transit operating budget as a Transit Capital Program Manager and a Transit Capital Project Manager in CG44, Range 15 and 12, respectively.

Currently, Metro Transit does not have sufficient bandwidth to take on these new projects and City of Madison Engineering Division is beyond capacity for these specialized and critical projects. The 2023 adopted operating budget passed with approval for the creation of 1.0 FTE Capital Program Manager; and 1.0 FTE Capital Project Manager to provide support in developing major capital projects including future phases of BRT, bus stops, and other capital expenditures intended to reduce Metro's operating budget.

Similar classifications such as Principal Planner and Principal Engineer I are responsible for major citywide development activities, leading staff and implementing large-scale projects. First, a review of the classifications specification for the Principal Engineer I describes the work as:

... **prioritizing and budgeting projects; supervising** assigned office and/or field staff; **letting** and **administering contracts; coordinating activities** with other Engineering Division units, City departments, private developers/contractors, and the public; and maintaining professional standards. [emphasis added]

Next, a review of the classifications specification for the Principal Planner describes the work as:

...**responsible supervisory and administrative work** in the **development, implementation, and direction of major work programs** within the Planning Division. This work is characterized by **responsibility for supervising all of the activities and functions** of the Comprehensive Planning and Regional Cooperation Section, Neighborhood Planning, Preservation and Placemaking Section, the City Design and Plan Implementation

Section, or the Transportation Policy and Planning Section. This work, under the direction of the Planning Division Director, is **characterized by considerable independent responsibility**. [emphasis added]

BRT is comparable program and system wide overhaul project that requires major capital infrastructure improvements. As with many of Metro's capital projects, these are funded by the Federal Transit Administration (FTA), which requires specific compliance to very particular rules. It is critical that these capital projects be led by Metro in order to ensure compliance FTA funding requirements. The Transit Capital Program Manager will lead a team of project managers in executing projects, while also managing major projects themselves. Such project will include Bus Rapid Transit (BRT), transit centers, bus lanes, bus bulbs and floating stops, specialized signals, railroad crossing exemptions, and other similar projects. As the Program Manager, this position will be responsible for conceptual project planning, vendor selection, budgeting, outreach, design oversight, and construction oversight. The Program Manager will also conducts high level negotiations and effectively partners with local jurisdictions, agencies, utilities, contractors, consultants and community groups for assigned projects; negotiates solutions to major conceptual issues involving policy and change of directions while effectively leading and influencing internal and external decision makers and stakeholders.

The second proposed new position will work under the direction of the Transit Capital Program Manager. This Capital Project Manager will manage major projects such as transit centers, bus lanes, specialized signals and stops. Additional responsibilities will include conceptual project planning, vendor selection, budgeting, outreach, design oversight, and construction oversight. The position will also plan, direct, and manage the activities for local route supporting infrastructure, programs and functional areas; provides for planning, alternatives analysis, environmental analysis, third party agreements, conceptual, preliminary, and final engineering; coordinates activities with other departments, divisions and outside agencies; and provides highly responsible and complex administration support.

Next, a review of the classifications specification for the Engineer 4 describes the work as:

... **advanced-level professional engineering and project supervision** work performed in the office and/or field in connection with the **planning, design, management and construction of a wide variety of public works projects**. Assignments are received from a higher-level engineer or supervisor and the work involves the application **of independent professional judgment to define the project; determine the best methods of addressing the situation(s)**, including the assignment of project components to lower-level staff, and professional certification of the results. [emphasis added]

A similar structure currently exists in the Department of Transportation, with a Principal Planner, an Engineer 4 and a Planner 4 performing highly responsible, specialized work in managing and implementing the City's transportation plan. Creating these two new Metro positions with a comparable structure is logical, as all these positions will work closely together in creating the new public transportation and transit landscape for the City of Madison. While DOT staff work on a broader set of transportation goals, these Metro positions will focus on the specific infrastructure needs for building BRT by the end of next year.

Therefore, I recommend the new classification of Transit Capital Program Manager be created in CG44, Range 15 and Transit Capital Project Manager in CG 44, Range 12 in the 2023 Metro Transit's operating

budget. Further demonstrating appropriate placement for the new positions and classifications in CG 44, consistent with ordinance provision which states all professional Metro Transit positions are placed in Compensation Group 44. Finally, I recommend the new positions (#TBD) be created in the new classifications for an open and competitive recruitment processes.

The necessary resolutions to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
44/12	\$ 81,046	\$ 97,848	\$ 109,590
44/15	\$ 93,358	\$ 112,405	\$ 125,893

cc: Justin Stuehrenberg – Metro Transit General Manager
 Erin Hillson – HR Director
 Victoria Larson – Interim Employee and Labor Relations Manager