

Classification Change Worksheet

I. Purpose

The purpose of this form is to solicit information which will be used to determine whether a proposed classification change will be recommended for inclusion in the budget.

II. Position

a. Current Classification Title: LTE - Architect 2

b. Current Compensation Group and Range: CG18, Range 08

c. Agency-Department and Division: Department of Public Works - Engineering Division

d. Is this position represented? Yes No

If "Yes," what bargaining unit is the position in? _____

e. Incumbent Name(s) or Vacant: Vacant

f. Identify the proposed changes in duties and responsibilities which warrant a review of the classification level:

This is a new position.

g. How long have the proposed changed duties and responsibilities been associated with this position?

This is a new position.

h. Describe why it is necessary to assign this work to this position (i.e., indicate why other positions cannot perform the work):

The renovation and remodeling of the Central Library is a significant project for the City of Madison and Facilities Management to coordinate. Currently, Facilities Management only has two architect and two mechanical engineers and current staff has many other projects that they are designing and managing, so this LTE position is needed to assist with the management of this large project.

- i. Indicate what impact assigning the new work to this position will have on other programs, operations, and/or positions in your agency/work unit:

Having additional staff to assist with the management of the Central Library renovation project will mean a better managed project - less likelihood of design errors, better construction administration, and better project management service for the Library.

III. Impact

The service/fiscal implications of **NOT** assigning this work are:

There is a great potential for errors during the management of the Central Library renovation project - this includes: design errors not being found and resolved, which will cost the project later, increased likelihood of more change orders during construction, additional staff time on the part of Facilities Management and Library staff - that could also increase overtime costs.

IV. Classification Information

- a. The proposed class (if one currently exists) is: Architect 2
- b. The proposed compensation group and range is: CG18, Range 08
- c. Are you proposing a new position to be created that does not currently exist? Yes No

If "Yes," please make sure you are submitting a proposed position description.

(Note: Please contact Human Resources if you need assistance determining this information.)

- d. The cost is justified because:

For all the above reasons.

V. Funding Plan

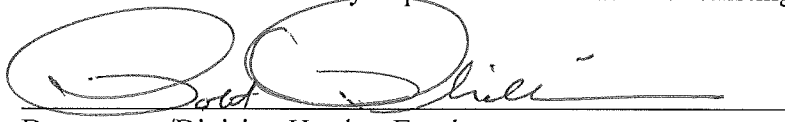
Specifically, how do you plan to fund this proposal for the remainder of this fiscal year and on a year-to-year basis?

Using Capital funding in the Central Library capital budget.

VI. Additional Information to be Considered

VII. Contact Person/Telephone Number: Jeanne Hoffman, 608-266-4091

As the Department/Division Head, I propose that this change in classification be included in our operating budget. I recognize that this action will be considered within the hierarchy of available financial resources and may require the reallocation of existing funds.



Department/Division Head or Employee

5/28/10

Date

If this request is being submitted by an employee after a request to a supervisor was either denied or not acted upon within 30 days, please indicate the date this action was first discussed with the supervisor or the date the request was denied.

Date Discussed with Supervisor/Date Request Denied

- Please attach a copy of the position description which the incumbent has been working under as well as an updated position description which accurately reflects the position's current duties and responsibilities.
- The information on this worksheet will be reviewed by the Human Resource Department and the Comptroller's Office to determine whether the assignment of additional duties is appropriate in the context of overall organizational needs, whether appropriate funding is available, and if a reclass study is warranted.