

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 3 July 2017

SUBJECT: Architect 4 – Engineering Division

The City Engineer, Mr. Rob Phillips; Deputy City Engineer, Mr. Michael Dailey; and the Facilities and Sustainability Manager, Ms. Jeanne Hoffman have submitted a request to create a new classification of Principal Architect in the Facilities Management section of the Engineering Division. Upon review of the proposed position description, and after meetings with Mr. Dailey and Ms. Hoffman, I recommend the following for the reasons outlined in this memo.

- Create the classification of Principal Architect in CG 18, Range 15.
- Recreate position #4309 from an Architect 4 in CG18, Range 12 into a Principal Architect in the Engineering Division operating budget; with the incumbent remaining in the position as an Architect 4 until the completion of the competitive process.
- Post the new position internally to the Engineering Division.

The Engineering Division is proposing the creation of a new classification of Principal Architect to accommodate the growth of the Facilities and Sustainability Section. In 2007, this section was comprised of the Facilities and Sustainability Manager (CG18, Range 16), and two other employees in the Architect classification. Since 2011, the section has added a total of seven (7) permanent, full-time employees including two Construction Managers (CG18, Range 10), two more Architects (CG18, Range 10-12), and three Engineers (CG18, Range 8-10).

Based on the growth of major construction projects of City facilities, these positions were added to accommodate the volume of new municipal building constructions and redevelopment of existing City structures. Beginning with the 2013 reconstruction of the Central Library, City staff have become significantly more involved in construction projects involving City structures. The projects range in complexity from underground parking garages to police and fire stations and the current rehabilitation of the historic Madison Municipal Building. In recent years, the Engineering Division has received numerous additional requests for internal design work from other city agencies such as police, fire and the library. The rationale for sourcing these projects in-house is based on the success of the Central Library project, the community desire for more public facilities, and the high quality of work produced by the City staff in this section. In 2017 alone, the Facilities and Sustainability section is charged with \$180-200 million in capital projects. Not only are the numbers of projects increasing, but so is the complexity as related to greater design review for energy efficiency and LEED certification.

City Engineering is proposing the creation of a new classification of Principal Architect, and one 1.0 FTE position, to serve as a secondary manager in the Facilities and Sustainability section. With the unprecedented growth of capital projects, there is need to have an additional manager to assist with project assignments, contract administration of designated projects, establish budgets, and

prioritize/coordinate construction activities through lower level staff. This new position will also serve as a primary point of contact for interagency coordination and vendor/contractors on the assigned major construction projects. Lastly, this position will manage work flows and protocols to maintain consistency on how information in managed and shared with key stakeholders.

This proposed structure for the Facilities and Sustainability section would create alignment with the Engineering sections of the division. With the current Facilities and Sustainability Manager (CG18, Range 16) in a similar role as the Principal Engineer 2s in the same comp group and range; the proposed new classification would be consistent with a Principal Engineer I (CG18, Range 15). This structure allows the respective section managers to focus on the budget priorities, long term planning, and staff oversight; while the secondary managers can maintain focus on project coordination and staff assignments of the respective projects in their sections. The work of a Principal Engineer I and the proposed Principal Architect are classified as responsible for the planning, design and administration of the routine and complex public works construction projects and contracts. Where the Principal Engineers focus on streets, sidewalks, bike paths, sewers, and other related projects; the Principal Architect will focus primarily on City buildings and facilities projects. Finally, both classifications require State certification as either a Professional Engineer (Principal Engineer) or Professional Architect (Principal Architect).

Given this classification review, I've determined the nature and level of work of the Principal Architect is consistent with the expectations of a Principal Engineer I. Therefore, I recommend creation of the classification of Principal Architect in CG18, R15, consistent with the Principal Engineer I in the same CG and Range. Also, I recommend recreating an Architect 4 position (#4309) in CG 18, Range 12, within the Engineering Division operating budget, as a Principal Architect in CG 18, Range 15 and post internally for promotion within in the Engineering Division. As noted above, the incumbent will continue to underfill the Principal Architect as an Architect 4 until the completion of the competitive process.

The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/12	\$72,726	\$87,800	\$98,335
18/15	\$83,771	\$100,863	\$112,967

cc: Rob Phillips – City Engineer  
 Michael Dailey – Deputy City Engineer  
 Jeanne Hoffman – Facilities and Sustainability Manager, Engineering  
 Mike Lipski – HR Services Manager