

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 13 January 2016

SUBJECT: Public Works Development Manager – Engineering Division

At the request of City Engineer, Rob Phillips, and Deputy City Engineer, Michael Dailey, I conducted a position study for the newly created position of Public Works (PW) Development Manager 1-2 (#XXXX; CG18-XX) in the Engineering Division budget. The proposal for the new classification is a result of the recently vacated Engineer 4 (CG 18, Range 12) position, and has given the Engineering Division an opportunity to balance the work flow for Private Developer contracts. The former incumbent solely managed all private development related contracts and served as the liaison for up to 60 developers at any given time. The Engineering Division has determined that this structure became unmanageable given the volume of developer contracts with the City, which is anticipated to increase; and thus prompted the reallocation of these duties into two separate, cross trained positions. This new proposed classifications of Public Works Development Manager 1-2 is recommended to be placed in Comp Group 18, Range 10 and 12, respectively for reasons outlined in this memo.

The main responsibility of the Public Works Development Manager is to oversee the private contractors' development agreements. This requires meeting with private developers to explain the contract process with the City, respond to their questions, and coordinate with other internal City departments as necessary. Additionally, these positions will require the creation of developer schedules, writing development agreements, tracking and renewing surety as required, and closing out the contracts upon completion. This work maintains ongoing contract administration, by assisting developers as needed to ensure all the contract terms are met. Within the last five years, the value of developer contracts has more than doubled the budgeted amount. This volume is estimated to be approximately \$250,000 in 2015 and is expected to continue increasing in the coming years. Given the current and future growth of private development contracts with the City of Madison, these positions are necessary to manage the diverse developer relationships doing business with City Engineering. While this work was previously performed by an Engineer 4 (CG18, Range 12), a certified Principal Engineer (PE), the duties of this new position do not require the incumbent to be a certified PE.

Therefore for comparison purposes, a review of the classification specification for the Engineer 3 (CG 18, Range 10) identifies the work as:

... journey-level **professional** engineering work performed in the office and/or field in connection with the design, **management**, and construction of a **wide variety of public works** projects. **Assignments are received from an Engineer 4 or higher-level engineer** or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the **exercise of technical and professional judgment**, the broader application of professional engineering expertise, and **proficiency in the operational and procedural aspects of the work**. [emphasis added]

A review of the proposed class spec for PW Development Manager I indicates the work as:

... journey-level **professional** engineering and /or **project supervision work** performed in the office and/or field in connection with the **planning, scheduling, design management and**

**Developer contract management** of a wide variety of privately constructed 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 **drafting and administration of Developer Agreements**. The work is performed under the general direction and coordination of a Principal Engineer and occasionally involves the supervision of other staff. [emphasis added]

The proposed classification series at the 1 level will require oversight by the Principal Engineer 2, specifically with the contract reviews and the developers' schedule meetings. The PW Development Manager 1 will also have more direction and supervision by the Principal Engineer 2 for managing the administration development reviews and associated follow ups, as well as drafting of project agreements.

Additionally, a review of the PW Development Manager 2 class spec indicates:

... **advanced-level professional engineering and / or project supervision work** performed in the office and/or field in connection with the **planning, scheduling, design management, permitting, sub-dividing of land, and Developer contract management** of a wide variety of privately constructed 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 **drafting and administration of Developer Agreements** or legal documents related to the project. The work is performed under the general direction and coordination of a Principal Engineer or Section Head, and **regularly involves the supervision of other staff**. [emphasis added]

As the incumbents become more proficient (roughly one year) with the details of developer contracts and schedules, the employee would then advance to the 2 level and have minimal oversight by the Principal Engineer 2. Additionally, the level 2 position would also maintain a leadership role, with regular supervision of lower level staff, coordination with other internal agencies, and serving as Engineering's advocate for improvements to the Accela software as needed. The PW Development Manager 2 would operate independently and lead the entire process from intake to final signoff; only requiring supervisory input for unusual or more difficult circumstances.

Lastly, for comparison to the PW Development Manager 2, a review of the class spec for an Engineer 4 (CG 18, Range 12):

...**advanced-level professional engineering and project supervision 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**. ... **regularly involves the supervision of lower-level staff including professional engineers**. [emphasis added]

This new classification series has similar project management responsibilities, with professional independent judgment as those of the Engineer 3 and 4 classifications, respectively; but does not require the certification of a Principal Engineer. Therefore, I am recommending that the classification of PW Development Manager 1 be placed in CG 18, Range 10 and PW Development Manager 2 be placed into CG 18, Range 12, within the Engineering Division budget. The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/10	\$63,061	\$75,788	\$84,883
18/12	\$68,938	\$83,227	\$93,214

cc: Rob Phillips – City Engineer  
Michael Dailey – Deputy City Engineer  
Chris Petykowski – Principal Engineer 2  
Mike Lipski – HR Services Manager