

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: January 12, 2012

SUBJECT: Architect 2 LTE- Engineering Division (Cooper)

At the request of the City Engineer, Rob Phillips, I have studied the position (#4309) of Architect 2 LTE (CG18, Range 08) currently occupied by Bryan Cooper. Mr. Phillips is recommending movement of Mr. Cooper to an Architect 3-LTE. The Personnel Rules are unclear as to whether a limited term position would go through a reclassification process similar to a permanent position, or whether it is more appropriate to create a new LTE position at the higher level and fill that position through internal competition. In this case, I recommend the latter. Normally, a position that is reclassified to a higher level would have the incumbent placed at the next highest salary range, with normal salary progression as defined by Ordinance. However, LTE positions are not entitled to salary advancement per ordinance so creating a new position to be filled through competition would allow for the department/division to place the selected candidate at an appropriate step within the salary schedule. After reviewing the updated position description (see attached), and conversations with Facilities and Sustainability Manager Jeanne Hoffman, and the incumbent, I recommend creation of an Architect 3 LTE position to be filled through internal competition, with the underlying Architect 2 LTE assignment ending upon filling of the new position for the reasons outlined in this memo.

The class specification (attached) for the Architect 1-3 defines movement between the levels as follows:

This series is structured to provide for career progression from Architect 1 to 2 and 2 to 3 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City buildings, systems, and processes associated with architectural work and public building construction work.

In the Examples of duties and responsibilities section, the additional duties found at the Architect 3 level include

Prepare or coordinate the preparation of designs, plans and specifications for a wide variety of City building construction and remodeling projects.

Prepare project and construction cost estimates and approve contractor payment. Prepare final assessments.

Perform special architectural studies including construction materials studies and tests.

Review consultant-prepared plans and specification for compliance with City, State, and Federal regulations, standards, policies and building codes.

The training/experience requirements for an Architect 3 include at least 1 year equivalent to an Architect 2 with the City of Madison.

Mr. Cooper was hired as an Architect 2 LTE in November, 2010, for the purpose of overseeing the design and construction of the Central Library remodeling project. The City has not

undertaken a project of this magnitude for a number of years and at the time of hire, it was unclear exactly what duties and responsibilities would be required. An Architect 2 LTE position was created as the Engineering Division knew it needed a professional architect with experience. Since Mr. Cooper started, he has overseen, in addition to the Central Library work, the design and move of the existing library into 3 different temporary spaces. He has also been responsible for overseeing the City's relationship with the Architectural/Engineering contractor, Energy modeling/commissioning agent, and Construction Consultant, in addition to other consultants working on the project. Mr. Cooper is the City's contact with the various contractors and he has worked with each to move the planning through the various City agencies, Common Council Committees, and the Library Board and Foundation. Mr. Cooper has worked with various City Agencies to ensure the contractors are following City policies and procedures, including the Department of Civil Rights. Ongoing responsibilities include monitoring of the overall budget for the project, oversight of the remodeling project once it is underway, and continued interface with the various consultants on the project. These duties and responsibilities clearly meet the duties and responsibilities of an Architect 3.

Based on the above, I recommend that the new position of Architect 3-LTE be created in the Engineering Division budget, to be posted internally. The existing Architect 2 LTE position will end upon filling the Architect 3 LTE. We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/08	\$53,878	\$63,935	\$71,604
18/10	\$58,485	\$70,288	\$78,728

cc: Rob Phillips-City Engineer
 Jeanne Hoffman-Facility and Sustainability Manager
 Bryan Cooper-Architect 2 LTE