

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 14 February 2018

SUBJECT: Sustainability Program Coordinator – Engineering Division

The 2018 Adopted Operating Budget for the Engineering Division includes funding for a new position, which is described as follows:

Creating an Environmental Sustainability Project Lead funded by the Capital Project Fund through the Sustainability program. This position will support the work of the Sustainable Madison Committee to implement the City's 100% renewable energy goal. This position was added to the operating budget by Amendment #10 adopted by the Finance Committee.

The City Engineer, Mr. Rob Phillips; and Deputy City Engineer, Ms. Kathy Cryan have requested that HR review the proposed position description to determine where this new position should be placed in the City's classification and compensation plans. Upon review of the position description, and after meetings with Ms. Cryan and the Facilities and Sustainability Manager, Ms. Jeanne Hoffman; I recommend the following for the reasons outlined in this memo.

- Create the classification of Sustainability Program Coordinator in CG 18, Range 10;
- Recreate position #4702 into a Sustainability Program Coordinator in the Engineering Division operating budget.

As noted above, this position was approved to support the work of the Sustainable Madison Committee's focus of implementing the City's 100% renewable energy goal. Once the City's 100% Renewable Energy Zero Net Carbon plan is adopted later this year, the position will oversee the implementation of the plan through collaborative efforts with both internal and external community stakeholders. Because the focus of the position is on implementation of the sustainability efforts, and coordinating those efforts throughout the City, I recommend that a new classification of Sustainability Program Coordinator be created.

The next step is to determine the appropriate compensation group and salary range for the new classification. First, a review of the proposed classification specification for the Sustainability Program Coordinator describes the work as:

...responsible, professional outreach/education/policy work that will advocate sustainability concepts throughout the city of Madison. This position will **serve as a catalyst** to produce a culture change **for the community that integrates sustainability and environmental value.** The incumbent will **coordinate with City staff and strategic community partners to develop sustainability initiatives** and assess their cost effectiveness, technical feasibility and implementation methods. As the sustainability program coordinator, this position will **apply the equity lens to identify and address barriers to the success of the sustainability initiatives.** [emphasis added]

The responsibilities designated for the Sustainability Program Coordinator position stems from a joint effort of the Sustainable Madison Committee and the Committee on the Environment.

Through a facilitated process, these groups shared the vision that this position would not only highlight the City's internal efforts toward renewable energy; but also to build strategic partners within the community to expand existing sustainability programs. Additional initiatives will be determined once the 100% Renewable Energy Zero Net Carbon plan is finalized and adopted. This position will focus on developing a communication and outreach strategy to educate the community, businesses, developers and other key stakeholders on sustainability initiatives available for community implementation and expansion. Lastly, the Sustainability Program Coordinator would report to and work closely with the Facilities and Sustainability Manager (CG 18, Range 16) on coordinating trainings and presentations, grant writing and developing financial resources to further implement energy efficiency and renewable energy projects.

In evaluating the work of this proposed new classification, there are a couple of comparable positions in the City which oversee citywide initiatives which entails targeted outreach and education about the specific initiative, as well as building relationships with key stakeholders. These similar positions include the Neighborhood Resource Coordinator and the Food and Alcohol Policy Administrator, both in CG 18, Range 10. A review of these comparable classification specifications highlights the similarities to the Sustainability Program Coordinator position.

The Neighborhood Resource Coordinator classification specification describes the work as:

...**responsible professional work** involving the Mayor, the Common Council, Neighborhood Guidance Team (NGT), the Community Development Division (CDD), the Public Health Madison and Dane County (PHMDC), other City of Madison departments and divisions, and others necessary to **support the efforts of the Neighborhood Resource Teams (NRTs), neighborhoods and community stakeholders**. The focus of this position is to **serve as team leader** for the NGT, and to **coordinate** the City's NRT-related **efforts to strengthen challenged neighborhoods**. ... This position, in coordination with others, will work to improve the quality of life and well-being in higher poverty/higher risk areas within the City of Madison, and **increase the awareness of**, and neighborhood resident group **access to, public and private resources and services that will help those groups address these goals**. The position will report to the Mayor, and work in close coordination with the Community Development Division Director. [emphasis added]

The Food and Alcohol Policy Administrator defines that work as:

...**responsible professional work involving food and alcohol policy initiatives** for the City of Madison by providing **leadership and strategic direction** to policymakers and stakeholders regarding policy development, coordination, implementation, and analysis. The position focuses **on providing equitable access** to healthy, affordable, culturally appropriate food to all communities and **developing policies that positively impact the health and well-being of all residents** of the City and beyond. Responsibilities include leading the city's efforts in food and alcohol policy, programs, and initiatives by **engaging key stakeholders**, including elected officials, senior management, and key organizations; directing the work of key policy committees and/or councils; **implementing policies, programs, and initiatives** relating to food and alcohol on behalf of the City by administering policy changes, managing contracts and projects, and leading initiatives; ... [emphasis added]

Similar work is also found in the Pedestrian Bicycle Administrator classification which is also before the Personnel Board at this time, and which is also being recommended for placement in CG18, Range10. All these comparable positions work with key community stakeholder to communicate citywide initiative and/or policies; engage partners in expanding the programmatic goals; and serve as a leader to coordinate and direct their respective work.

As a result of the similar nature of the work, I am recommending the creation of the new classification of Sustainability Program Coordinator in CG 18, Range 10. In addition, I recommend that the new position, #4702, be recreated in the new classification in the Engineering Division operating budget.

The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/10	\$67,192	\$80,752	\$90,442

- cc: Rob Phillips – City Engineer
- Kathy Cryan – Deputy City Engineer, Operations, Mapping and Personnel
- Jeanne Hoffman – Facilities and Sustainability Manager
- Mike Lipski – HR Services Manager