

TO: Board of Estimates

FROM: Mike Lipski
Compensation and Benefits Manager

DATE: June 1, 2010

RE: Architect 2-Engineering

The Engineering Division has requested creation of a Limited Term position of Architect 2 within the Engineering Division budget to work on the Central Library remodel/reconstruction project. This position would be funded out of the capital budget for the Library project and is anticipated to last up to 3 years, or the duration of the Central Library project, whichever is sooner. Within the City, architects perform professional architectural work in association with the design and construction of City buildings and remodeling projects. Currently the Engineering Division has a City Architect (CG18-16) one Architect 2 (CG18, Range 08) and 2 Mechanical Engineers performing this work. However, with the size and scope of the Central Library project, a position dedicated to this project is necessary, and workload makes it impossible to free up one of the existing positions to do this work. A position description (see attached) has been submitted and after reviewing the PD and discussing the position with Facilities and Sustainability Manager Jeanne Hoffman, I recommend creation of a 1.0 FTE Limited Term position of Architect 2 (CG18-08) to be added to the Engineering Division budget.

The current architect/engineering staff reporting to the Facilities and Sustainability Manager already have many projects that are ongoing and require their review and attention. The Central Library project is going to be significant in size and scope so having a new position dedicated to this project should minimize the risk of design/construction errors that could cost the City millions of dollars later to fix. In addition, this position will assist in construction administration and project management for the project.

I have reviewed the proposed position description and conclude that the work fits within the Architect 2 classification. An Architect 1 and 2 are both expected to perform professional architectural design and construction inspection work. However, the Architect 2 is expected to perform this work with greater independence and expertise. In addition, the Architect 2 is distinguished from a 1 by the requirement to present information to public bodies and at other informational meetings. This will be an important part of the Central Library project. The position description specifically identifies responsibility to "Attend public hearings, neighborhood meetings, various City board meetings to provide project related reports and information." The Architect 3 level is not appropriate for this position as an Architect 3 is expected to work on a "wide variety of City building construction and remodeling projects" according to the class specification. This new position is only expected to work mainly on the Central Library project and as such, I recommend creation of the Limited Term position at the Architect 2 level.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2010 Annual Minimum (Step 1)*	2010 Annual Maximum (Step 5)	2010 Annual Maximum +12% longevity
18/06	48,225	56,781	63,596
18/08	52,309	62,073	69,524
18/10	56,781	68,241	76,440

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time.

cc: Rob Phillips-City Engineer
Jeanne Hoffman-Facilities and Sustainability Manager