

TO: Personnel Board

FROM: Harper Donahue, Human Resources Analyst

DATE: February 22, 2013

SUBJECT: Engineering Architect Series/City Architect – Position Study

At the request of the City Engineer, Rob Phillips, I have studied the Architect related classifications currently housed within the Facilities and Sustainability section of the Engineering Division. Presently, the Engineering Division has the following Architect related classifications:

- Architect 1: CG18/R06
- Architect 2: CG18/R08
- Architect 3: CG18/R10
- City Architect: CG18/R16

These positions are all supervised by the Facilities and Sustainability Manager (CG18/R16), a classification created in 2007 and filled by Jeanne Hoffman. In response to the creation, design and growth of Engineering's Facilities and Sustainability section, there is a desire to establish a more equitable structure, which better reflects actual duties and responsibilities being performed. To address this issue, Engineering management has proposed the creation of an Architect 4 classification (CG18/R12), and the deletion of the City Architect classification (CG18/R16).

I have met with Michael Dailey, Assistant City Engineer (CG18/R17), Jeanne Hoffman, and James Whitney, the current City Architect (CG18/R16), and based on these meetings, a review of Mr. Whitney's current position description (attached) several comparable classifications, and the City of Madison Personnel Rules, I recommend the following:

- The creation of a new classification of Architect 4, with placement in CG 18, Range 12;
- The reallocation of the current City Architect (CG18/R16), James Whitney, in position #642 to the new position with his current salary frozen (red circled) per the Personnel Rules; and
- The deletion of the City Architect Classification (CG18/R16).

In 2002, Mr. Whitney was hired as the City Architect. Originally, this position was housed within the Building Inspection Unit and initial duties included providing direct supervision to one other, lower level, architect and the Facilities Services Manager.

The City Architect class spec (attached) identifies:

"...responsible supervisory and professional architectural work involving the performance and /or oversight of a full range of architectural services (e.g., design, project evaluation, programming, schematics, construction cost estimating, preparing working drawings and specifications, contract bidding and construction administration, etc.) for new City building projects and remodeling projects. The work also includes design, review and planning for the City's space needs, developing policies regarding building construction and efficient building operation, supervising a staff of employees, performing budget development and monitoring activities, and providing advice and assistance to other City agencies in the areas of expertise. The work is performed independently under the general supervision of the Facilities and Sustainability Manager in the Engineering Division."

Specific responsibilities included:

- *“Direct the design of City building construction projects. Perform and/or coordinate all related activities including design, programming, schematics, contract bidding and construction administration. Make final program and project decisions. Manage projects under construction including negotiation of changes to contracts (time, money, etc.), authorization of payments, interpretation of construction contracts and specifications, and solving problems encountered during construction.*
- *Present projects to City Boards, Commissions, etc. Serve as the City’s representative and manage the contract administration of construction projects designed by architectural and engineering consultants. Develop Requests for Proposals, solicit proposals, and negotiate contracts for services, and effectively recommend the hiring of architectural consultants. Review and approve plans and specifications for projects designed by architectural consultants.*
- *Serve as the City’s architectural resource. Assist and advise other City agencies in matters pertaining to building construction and/or remodeling projects, building problem evaluation and remedy, and City-wide initiatives relating to such things as energy conservation and handicapped accessibility. Serve as an expert witness when the City is involved in litigation relative to building construction. Assist in the evaluation of large City projects, represent the City in inter-governmental meetings, and make presentations to other units of government.*
- *Develop policies and guidelines regarding building construction and efficient building design including green building energy conservation and monitoring. Assist other agencies in the development of policies and procedures and/or the correction of design and construction problems. Develop and design retrofits to minimize consumption of energy.*
- *Supervise supervisory and technical personnel. Give policy direction; assign projects and on-going work activities; review and evaluate performance; review disciplinary problems and determine or assist in determining resolution; hire, train, and discipline personnel; and develop long and short term goals and objectives.”*

Early in 2007, the City’s two architect positions were relocated to the Engineering Division. Shortly after this move, the Facilities and Sustainability section was created and Ms. Hoffman was hired as the Facilities and Sustainability Manager. Also, at this time, the two architects were moved to this section. Upon placement in the Facilities and Sustainability Section in Engineering, Whitney reported directly to Hoffman, and Hoffman absorbed primary responsibility for the bulk of Whitney’s supervisory responsibilities, including those listed above. However, she may delegate certain responsibilities to her staff.

Five years after its creation, the Facilities and Sustainability Section of the Engineering Division consists of the Facilities and Sustainability Manger (CG18/R16), 3 Engineers (1 hourly and 2 at the Engineer 3 level, CG18/R10), 3 Architects (The City Architect, CG18/R16, and 2 at the level of Architect 3, CG18/R16 Level), and 1 Program Specialist I (CG16/R17). The current structure of the Facilities and Sustainability section has not required the use of a City Architect at a CG18/R16 level since early 2007, as the Facilities and Sustainability Manager has assumed primary responsibility for the duties outlined earlier in this memo.

To better reflect Engineering’s current structure, and current City needs, the creation a new classification of Architect 4 is recommended, with placement in CG 18, Range 12 that identifies:

“...advanced-level professional architectural and supervision work performed in the office and/or field in connection with the design, construction, and observation of a wide variety of new buildings and building additions, repairs, alterations, and remodeling. Assignments are received from the Facilities and Sustainability Manager and the City Engineer and the work involves the application of independent professional judgment to define the projects; determine the best methods of addressing the situations(s), including the assignment of project components to lower-level staff, and certification of the results. The work is performed under the general direction and coordination of the Facilities and Sustainability Manager and the City Engineer and regularly involves the supervision of lower-level staff including professional Architects.”

This new classification will be incorporated as part of the Architect 1-4 series, with the highest level reserved for department needs, and requires registration as a Professional Architect with the State of Wisconsin. This structure provides consistency with the Engineer 1-4 series found in Engineering. In that series, increased responsibility and independence of action are found at each increasing level, with the Engineer 4 requiring licensure as a Professional Engineer. The professional Engineers are supervised by Principal Engineers 1 or 2 (CG18/R15 or 16) who have broad responsibility for an overall Engineering program, similar to the level of the Facilities and Sustainability Manager. This is also consistent with other professional classification series such as Planner 1-4, MIS 1-4, Landscape Architect 1-4, etc. A review of the incumbent’s position description reveals work at the Architect 4 level, and the incumbent currently possesses the necessary license to be an Architect 4 under the new classification scheme. According to the City of Madison Personnel Rules, if a position is reallocated to a lower level with an incumbent, provided the incumbent continues to meet the minimum qualifications of the new position, the incumbent should be reallocated to the new position, and the salary is red-circled. Based on this, I recommend that the City Architect position in the Engineering Division budget be deleted and recreated as an Architect 4 in CG18, Range 12, and the incumbent reallocated to the new position.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum longevity +12%
18/06	\$50,655	\$59,657	\$66,820
18/08	\$54,955	\$65,213	\$73,034
18/10	\$59,654	\$71,694	\$80,288
18/12	\$65,213	\$78,730	\$88,166
18/16	\$78,730	\$94,878	\$106,262

cc: Robert F. Philips – City Engineer
 Mike Dailey – Deputy City Engineer
 Jeanne Hoffman – Facilities and Sustainability Manager
 James Whitney – City Architect
 Mike Lipski – HR Services Manager