

To: Personnel Board

From: Gail Glasser

Subject: Position Study, Architect 2

Date: August 9, 2010

At the request of the City Architect we conducted a study of the Architect 2 position (position #3260, held by J. Zwart) in the Engineering Division.

The Architect 1—3 classification series provides for advancement as an employee gains work experience, is assigned more complex projects and works with more independence. The staff Architect, the subject of this study, reports to the City Architect, and the two positions, part of the Facilities Management Section of the Engineering Division, have responsibility for City architecture services both for new construction and for ongoing capital projects.

City Architect Jim Whitney reports that requirements for architectural services for the City have dramatically increased. Where previously the City would have been building one or two new buildings each ten years, the past eight years have seen triple that number. Numbers of capital improvement projects have increased, as have project costs. Dollar values, formerly in the \$100,000 range, have now, as for recent library branch remodeling projects assigned to this position, been in the \$3 million to \$4 million dollar range. Libraries, police stations, fire stations and park shelters all require architectural services for new sites and for improvements.

The Architect 3 class is characterized by journey-level architectural and engineering work, rather than the intermediate level required of the Architect 2. The incumbent in the Architect 2 position assumed that role in 2006 as the result of a position study. Since that time the work load has increased, with more and larger projects, and since approximately December, 2009, the employee has worked with more independence on assigned projects, coordinating all aspects of design and construction, so that the higher classification is appropriate for the greater responsibilities assigned to the employee.

We therefore recommend reclassification to the Architect 3 class and reallocation of the incumbent to the higher level.

The necessary resolution has been prepared to implement this recommendation.

cc: James Whitney, City Architect  
 Jeanne Hoffman, Facilities and Sustainability Manager  
 Rob Phillips, City Engineer

Editor's Note:

Compensation Group/Range	2010 Annual Minimum (Step 1)	2010 Annual Maximum (Step 5)	2010 Annual Maximum (St 5 with Longevity)
18/08	\$52,309	\$62,073	\$69,524
18/10	\$56,781	\$68,241	\$76,440