

TO: Personnel Board

FROM: Mike Lipski
Compensation and Benefits Manager

DATE: January 21, 2010

RE: Landscape Architect-Parks Division

The Parks Division has requested creation of an additional position of Landscape Architect within the Parks Division budget, funded by capital projects the position will be working on. Landscape Architects are responsible for the planning, development and construction of City parks, park lands, and facilities. Currently the Parks Division has 2 individuals classified as Landscape Architect 4 (CG18, Range 12) and would like to create a third position to assist with a large backlog of work and ongoing projects. A position description (see attached) has been submitted and after reviewing the PD and discussing the position with Parks Planning and Development Manager Kay Rutledge, I recommend creation of a position of Landscape Architect 3 to be added to the Parks Division budget. However, the intent is that the position will be underfilled as a Landscape Architect 1 (CG18, Range 06) and then progress as outlined in the class specification (see attached).

The Parks Division has a policy requiring each park in the system to have a master plan approved by the Parks Administration, Parks Planning and Development, and the Parks Commission. The Landscape Architects are responsible for this master planning, as can be seen by the 20% responsibility in the proposed position description. Currently many parks in the system do not have an approved master plan. Additionally, the Landscape Architects are responsible for the design and construction of capital improvement projects relating to the Parks Division's annual Capital Improvement Program (CIP). This responsibility encompasses 60% of the position description. However, while the Parks Division has generated income through Park impact fees, the 2 current Landscape Architects are unable to effectively spend the fees and implement construction projects due to workload. A third position would allow the Parks Division to implement more projects and spend its money more effectively, as well as meeting its obligations relating to master planning and annual Common Council approval of the Parks CIP.

I have reviewed the proposed position description and conclude that the work fits within the Landscape Architect classification. The class specification for Landscape Architect provides for advancement from a 1 to a 2 and then to a 3

based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City parks planning and development, and administrative processes associated with landscape architectural work and public works construction work.

The Training and Experience section indicates that advancement to the 2 level generally occurs after a year, and then to the 3 level a year after that. Based on this, I recommend creation of a Landscape Architect 3 position in the Parks Division budget. However, this position should be

underfilled at the Landscape Architect 1 level. By creating the position at the Landscape Architect 3 level, the Parks Division can then advance the employee as appropriate based on the criteria outlined above without having to go through the formal study process.

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

cc: Kevin Briski-Parks Division Superintendent
Kay Rutledge-Parks Planning and Development Manager