

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 5 June 2019

SUBJECT: Real Estate Agent series – Economic Development Division

Economic Development Division Director Matt Mikolajewski and the Real Estate Supervisor Matt Wachter are requesting to retitle the Real Estate Agents series within the Office of Real Estate Services. This request does not have any compensation changes and the classifications will remain in CG 18, Ranges 6-12 respectively. I recommend the following for the reasons outlined in this memo:

- Delete the classifications of Real Estate Agent 1-4, and create new classifications of Real Estate Specialist 1-4, in the same compensation groups and ranges.
- Recreate position #4632 into the new classification (at the budgeted level) of Real Estate Specialist 2; and reallocate the incumbent, Andrew Miller, to the new position as an underfill as Real Estate Specialist 1.
- Recreate positions #692 and #3611 into the new classification of Real Estate Specialist 2, and reallocate the incumbents, Heidi Radlinger and Lance Vest, respectively into the new positions.
- Recreate positions #695 and #698 into the new classification of Real Estate Specialist 3, and reallocate the incumbents, Heidi Fischer and Christine Koval, respectively to the new positions.
- Recreate position #700 into the new classification of Real Estate Specialist 4, and reallocate the incumbent, Jennifer Frese, into the new position.

The Economic Development Division's Office of Real Estate Services completes the necessary real estate work and financial negotiations needed for public projects such as street reconstruction), and private projects such as downtown office developments. Under the direction of the Real Estate Supervisor, this unit has 6 Real Estate Agents who work to acquire all the real estate needs for the various City agencies. This year the staff is working on 500 projects ranging from street right of way expansions and land acquisitions to creating affordable housing, large complex ownership structures, and multi-year projects. In addition, their duties includes providing relocation services for those displaced by City acquisitions, expediting redevelopment activities, leasing and managing city owned properties until future development, selling surplus properties as needed, and other related permitting and appraisal activities to protect City lands.

The title of Real Estate Agent does not sufficiently capture the complex responsibilities of these positions. Historically when recruiting for these positions, we have received a large number of applications from real estate agents whose experience primarily focuses on buying and selling commercial and/or residential properties. These applicants do not possess the critical skills needed for the other various duties such as negotiating complex ownership agreements like the Pinney Library condominium, expediting easements and encroachments for redevelopment

activities, and working with various internal City agencies and/or external neighborhood committees. Therefore, the title of Real Estate Specialist more accurately represents the scope of the work the positions perform, and is more commonly found in the public sector to describe this work.

Based on the recommendations from the hiring managers, I propose the classification series of Real Estate Agent I-4 be retitled to Real Estate Specialist I-4, and the incumbents are reallocated to the new positions as indicated above. The necessary resolution to implement these recommendations has been drafted.

cc: Matt Mikolajewski – Economic Development Director
Matt Wachter – Real Estate Supervisor
Nan Fey - Interim DPCED Director
Michael Lipski – Human Resources Services Manager