

TO: Brad Wirtz-Human Resources Director

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: February 24, 2010

SUBJECT: Creation of CDA Executive Director classification

I have been asked to review a proposed new permanent position of CDA Executive Director, which would be located in the Department of Planning & Community & Economic Development. The classification currently exists in MGO 3.53(1)(t), which specifically exempts this position from the civil service system, including the City of Madison Personnel Rules. Therefore, the creation of this position does not need to go through the Personnel Board. However, appropriate review of the position by Council is essential. I have reviewed the proposed position description for this position (see attached) and based on this and discussion with individuals associated with the Community Development Authority and the Mayor's office, I recommend placement of a new permanent position of CDA Executive Director in Compensation Group 21, Range 18. This would be a contracted position with a reporting relationship to the Director of Planning & Community & Economic Development as well as the Mayor and the CDA.

Currently, there are 5 divisions within the Department of Planning & Community & Economic Development (DPCED): the Planning Division, Building Inspection, Economic Development, Community Development, and Housing Operations. In addition, a separate body exists, the Community Development Authority (CDA), which oversees development opportunities throughout the City. This Authority is not a City agency, although many of the Divisions within DPCED provide services for the CDA. In fact, the Director of DPCED has been assigned responsibility to serve as Executive Director of the CDA.

Recently, the Director of DPCED position became vacant. Upon reviewing the duties and responsibilities of that position, it was concluded that the position, in serving as CDA Executive Director, did not have time to perform the full range of duties and responsibilities inherent in the Director position. In addition, the CDA has requested a full-time, permanent position to oversee its operational activities and report back to the CDA. This request actually started in the 2009 budget with the creation of the CDA Redevelopment Project Manager, a position that was never filled. This position was to serve as a project manager over CDA redevelopment projects, such as the upcoming Truax project.

After further consideration of its operational needs, the CDA has concluded that a full-time Executive Director would better serve the needs of the CDA. This position would be responsible for creating strategic plans for the CDA, interfacing with outside groups regarding CDA projects, and overseeing CDA operational and financial activities. This would include housing activities that currently fall under the Housing Operations Division within DPCED. In fact, part of the financial responsibility of the CDA Executive Director would be to direct, lead and oversee the submission of State and Federal loan grant applications, including WHEDA low income housing tax credits. Because this position would oversee the Housing Operations, it is appropriate to

have the Housing Operations Division placed under the CDA Executive Director's authority. So instead of Housing Operations being a separate division within DPCED, the CDA would become a new division within DPCED and Housing Operations would become a part of the new CDA Division. The CDA Executive Director would be similar to other employees in Compensation Group 21 in that the position would be a contract position, serve as an Appointing Authority, and have a reporting relationship to the Mayor. However, the CDA would be the body who actually appoints the Executive Director, consistent with state statutes regulating the operations of a CDA.

In order to accomplish this recommendation, Housing Operations would be placed under the authority of the CDA Executive Director. Currently, Augustin Olvera is the Housing Operations Division Director and his employment contract does not expire until January, 2012. It is the City's intent to allow Mr. Olvera to serve the remainder of his contract as appointing authority for Housing Operations and Mr. Olvera has agreed to place himself under the authority of the CDA Executive Director for the purpose of performance review and discipline. Upon expiration of Mr. Olvera's contract, it is anticipated that the Housing Operations Division Director classification will be abolished in Compensation Group 21 and a new permanent civil service position will be created in Compensation Group 18 to manage the Housing Operations, similar to the Assistant City Engineer and Assistant City Traffic Engineer classifications.

The new CDA Executive Director position is appropriately placed in Compensation Group 21 because it will be leading a division and will have a reporting relationship through the Director of DPCED to the Mayor. The CDA Executive Director will also become the appointing authority over Housing Operations upon expiration of Mr. Olvera's contract, consistent with other positions in Compensation Group 21. I recommend placement of this position in range 18 of CG21, which is a range higher than the current Housing Operations Division Director position, but the same range that contains the other Division Directors within DPCED, including Planning, Building Inspection, Community Development, and Economic Development. This placement provides parity with all the Divisions in DPCED.

Attachment

cc: Janet Piraino
Ray Harmon
Gregg Shimanski-CDA