

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: November 13, 2013

SUBJECT: Architect 3- Engineering Division (Cooper)

At the request of the City Engineer, Rob Phillips, I have studied the position (#4309) of Architect 3 (CG18, Range 10) currently occupied by Bryan Cooper. Mr. Phillips is recommending movement of Mr. Cooper to an Architect 4. After reviewing the updated position description (see attached), and conversations with Assistant City Engineer, Mike Dailey, and the incumbent, I recommend reclassification of Mr. Cooper from a Architect 3 to a Architect 4 (CG18, Range 12), for reasons outlined in this memo.

The class specification (attached) for the Architect 1-4 defines movement between the levels as follows:

This series is structured to provide for career progression from Architect 1 to 2, 2 to 3 and 3 to 4 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City buildings, systems, and processes associated with architectural work and public building construction work. Progression to the Architect 4 level is normally contingent upon budgeted vacancies and accomplished by competition or a position study.

In the examples of duties and responsibilities section, the additional duties found at the Architect 4 level include

Perform and/or coordinate all related activities including programming, schematics, design, plans, preparing working drawings and specifications, construction cost estimating, contract bidding, project evaluation and construction administration.

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. Make final program and project decisions.

Present projects to public, owners, City Boards, Commissions, etc.

Supervise lower level architects. When appropriate, provide policy direction, assign projects and on-going work activities. Review and evaluate performance. Provide seal or stamp to projects that are prepared by persons under direct control.

The training/experience requirements for an Architect 4 include at least 1 year equivalent to an Architect 3 with the City of Madison. Finally, the Architect 4 must be registered as a Professional Architect with the State of Wisconsin.

Mr. Cooper was hired as an Architect 2 LTE in November, 2010, for the purpose of overseeing the design and construction of the Central Library \$30 million dollar remodeling project. In February 2012, Mr. Cooper was reclassified to an Architect 3 LTE based on the duties and

responsibilities that he had undertaken that included responsibility for the oversight of the City's relationship with the Architectural/Engineering contractor, Energy modeling/commissioning agent and Construction Consultant. He also worked closely with other City agencies, Common Council Committees, and the Library Board and Foundation. Mr. Cooper was also monitoring the overall budget for the project. In May, 2012, the LTE was converted to permanent status.

The highly visible Central Library was successfully completed this year under Bryan's leadership. Bryan demonstrated the ability to perform all work expected of an Architect 3, with increased professional expertise, independent responsibility for the completion of major projects and an emphasis on project leadership and management, including leadership and supervision of Contractors and staff as needed. Bryan's work experience and professional certification as a registered Professional Architect with the State of Wisconsin, is valuable to the Facilities and Sustainability Design Section of the Engineering Division as they work towards achieving their 2014 goals of designing the Madison Municipal Building Renovation; providing high quality project management services to City agencies that are implementing a remodeling or new construction project; and ensuring that new facilities are designed to lower energy use, conserve water, use renewable sources of energy and provide a good quality indoor air environment. Currently, Bryan is working on Central Library Finals and most recently started managing the construction of Fire Station #13. In addition, Bryan, in conjunction with the Facilities & Sustainability section, is standardizing portions of the Standard Specifications Guide. This will provide guidance and consistency within projects for use by the Engineering Division.

During his tenure, Bryan has taken on responsibility for performing or coordinating all related architectural activities for major projects. Bryan is involved in RFPs and the review of plans submitted by architectural contractors—all work consistent with the level of Architect 4. Bryan's construction management experience with the Central Library remodel is easily transferable to other building construction/remodel projects such as his newest project, the Fire Station #13. While Engineering has another Architect 4, because of the volume of anticipated projects in the future, including the aforementioned MMB reconstruction and Fire Station 13, Engineering has determined that the need for 2 Architect 4s is justified.

Based on the above, I recommend the reclassification of Mr. Cooper from Architect 3 (CG18, Range 10) to Architect 4 (CG18, Range 12). We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/10	\$59,654	\$71,694	\$80,288
18/12	\$65,213	\$78,730	\$88,166

cc: Rob Phillips-City Engineer
 Mike Dailey-Assistant City Engineer
 Mike Lipski-HR Services Manager