

TO: Personnel Board
FROM: Victoria Larson
DATE: June 15, 2020
SUBJECT: Principal Architect 2

City Engineer Rob Phillips and Engineering's Deputy Division Manager Kathy Cryan are requesting the creation of a new classification of Principal Architect 2 in CG 18, R 16 to pick up work that had previously been performed by the City's Facilities and Sustainability Manager (CG18, R16). They have also requested the reclassification of Bryan Cooper, position #4309, who is currently classified as a Principal Architect in CG 18, R 15, to the new classification. After review, and for the reasons outlined below, I recommend that the classification of Principal Architect 2 be created in the requested CG and Range, position 4309 be recreated as a Principal Architect 2, and B. Cooper be reallocated to the new position. In addition, I recommend that the Principal Architect classification be retitled to Principal Architect 1 in CG18, R15.

In July of 2019, Jeanne Hoffman retired from the position of Facilities and Sustainability Manger (CG 18, R 16.). In addition to supervising the Facilities section, which includes a group of Architects and Engineers, this position led the City's sustainability efforts, which included a new position in 2018 of Sustainability Program Coordinator. During 2019, the Mayor's Office began discussing moving the Sustainability Program Coordinator position to the Mayor's Office so that sustainability efforts throughout the City, as a mayoral priority, could be led directly from the Mayor's Office. It was eventually determined that the existing Facilities and Sustainability Manager position would not be filled as it was originally conceived, and Engineering is not planning on filling that position. This prompted the need for Engineering to think about the structuring of the Facilities Management section. After discussions internally and with Human Resources, Engineering determined the best course of action would be to create a new classification of Principal Architect 2 to manage the facilities management section and would retain oversight of sustainability efforts as it relates to City owned facilities. sustainability projects in the City, not specific to City-owned facilities, remain with the Sustainability Program Coordinator position. This would also create a structured career series similar to other sections within Engineering, where groups of Engineers are led by a Principal Engineer 1 and/or 2. Upon approval of this new classification and the retitling of the Principal Architect to a Principal Architect 1, the progression would span from beginning levels of Architectural Aides, multiple professional levels of Architects, to the Principal levels of Architects.

As the Principal Architect in CG18, R15, B. Cooper has provided management over the Facilities Maintenance section since Jeanne's departure in July of 2019. B. Cooper had a managerial role prior to Jeanne's retirement but now his managerial scope has become much larger. Prior to 2019, B. Cooper managed individual projects, assisted staff with these projects, and focused on project details. Now B. Cooper manages all stages of these projects, design, installation, and construction, with staff that are assigned to manage the details of these specific areas. B. Cooper also provides budgetary leadership by developing and managing operating and capital budgets and assists other departments with their capital budget requests. In addition, B. Cooper manages City facility sustainability efforts. In 2019, B. Cooper helped shape the 100 Percent Renewable Madison Plan. Since adoption of this plan by the Council, B. Cooper now oversees portions of this plan as it pertains to City buildings and ensures the plan is implemented. B. Cooper specifically ensures renewable aspects are incorporated in project design and

installation projects. B. Cooper also facilitates regular Engineering team meetings to keep City facility sustainability efforts on track.

The work described above aligns with the Principal Engineer 2 classification, also in CG18, R16. The main difference between a Principal Engineer 1 and Principal Engineer 2 is the scope of the work. A Principal Engineer 2 has a broader scope, which includes long-range planning, budgeting, and overall oversight of projects. A Principal Engineer 1, on the other hand, has a greater hand in day-to-day management of the team of engineers and is focused on current projects. As this is aligned with the work within Facilities, it is appropriate to create a parallel structure of Principal Architect 1 and Principal Architect 2 in CG18, R15 and 16, respectively. Finally, the work of the Principal Architect 2 is also similar to the work of the Facilities and Sustainability Manager, which was also in CG18, R16, making this placement appropriate. Since B. Cooper has been performing work at the level of a Principal Architect 2 since J. Hoffman's departure, it is appropriate to recreate his position as a Principal Architect 2 and reallocate B. Cooper to the new position.

For all the reasons discussed in this memo, I recommend the creation of the classification of Principal Architect 2 in CG18, R16, and the retitling of the existing classification of Principal Architect to Principal Architect 1 in CG18, R15. I also find that B. Cooper is currently working at a level that will be expected of a Principal Architect 2 and consistent with the examples of duties and responsibilities found in this new class specification. As such, I recommend the position be recreated as a Principal Architect 2 and the incumbent reallocated to the new position.

The necessary resolution to implement this recommendation had been drafted.

Editor's Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
18/15	\$90,198.16	\$108,601.22	\$121,633.46
18/16	\$94,535.74	\$113,925.76	\$127,596.82

cc: Rob Phillips, City Engineer
Kathy Cryan, Deputy Division Manager
Bryan Cooper, Principal Architect