

To: Personnel Board
From: Victoria Larson, Human Resources
Date: June 29, 2021
Subject: Architectural Aide 1 – Engineering Division

At the request of City Engineer Robert Phillips, Deputy Division Manager Kathy Cryan, and Principal Architect 2 Bryan Cooper, I studied the position of Architectural Aide 1 (CG 16, Range 12, Position # 4701), currently occupied by Laura Amundson. This position has evolved from primarily being a supportive role to performing design and project management services for smaller architectural projects. Based on my review of the current position description, the classification specifications for Architectural Aide 1, Architectural Aide 2 as well as discussions with B. Cooper and the incumbent, I conclude that the current position of Architectural Aide 1 should be recreated as an Architect 1 in CG18, Range 6, and the position be filled through an internal competitive recruitment.

The classification of Architectural Aide 1 is defined as:

...basic technical support work performed in a **professional architectural and public works construction environment**. The work involves **preparing architectural plans, drawings, and construction specifications** for new construction, additions, remodeling, and repair work to City-owned buildings; performing construction inspection work on various projects, and performing other related technical support activities. [emphasis added]

The classification of Architect 1 is defined as:

...this is entry level professional architectural work performed in the office and/or field in **connection with the design, construction, and observation of new buildings and building additions, repairs, alterations, and remodeling**. Assignments are received from the Facilities and Sustainability Manager or other higher level staff who define the scope of the work, review work in progress and upon completion, and certify the results. **The work is characterized by the application of theoretical professional architectural expertise and the attainment of procedural knowledge through on-the-job training and experience**. [emphasis added]

L. Amundson began with the Engineering Department as an hourly employee in 2016 and was hired into a permanent as an Architectural Aide 1 in 2018. In this role, L. Amundson provided administrative assistance as the primary support role for the work unit, and received assignments from various higher-level Architect 3s and 4s on staff. Since then, Laura has increased the amount of time spent providing project management over smaller architectural projects.

As an Architectural Aide 1, L. Amundson's responsibilities were as follows: assisting with contracts, design drawings, getting bid documents prepared, managing the SharePoint site and the division's web page. In 2018, given her technical degree in Architectural Commercial Design, L. Amundson began getting smaller project assignments to design and manage. Specifically, L. Amundson was responsible for the Madison Police Department (MPD), North and Central District paint and carpet project. In addition beginning in the fall of 2019, L. Amundson managed the Warner Park and Tenney Park Beach shelter redesigns, and was in charge of designing and overseeing construction of an extensive commercial grade kitchen remodel at

Fire Station #9. Currently, L. Amundson is designing a bathroom remodel project at the Reindahl Park Splash Pad; where the concession stand is being converted into a bathroom. L. Amundson is also managing a multi-trade/multi-discipline office remodel design of Fire Station 5. L. Amundson is the project manager over these projects which includes tasks such as: providing cost estimates, managing the bidding process, design work, an understanding of complex rules and regulations including; building codes, ADA requirements, and historical preservation regulations. In addition, these tasks require L. Amundson to manage relationships with Dane County and UW-Madison.

B. Cooper reported that L. Amundson managed these projects independently with minimal oversight, provides a high level of technically skilled work, and a willingness to accept challenges. B. Cooper also reported assigning L. Amundson to these independent projects increases efficiency for the work unit; ultimately saving the City money on private consulting fees.

After reviewing the Architectural Aide classification series, the Architect 1 classification, and from conducting interviews, I have determined the work being performed is beyond the scope of the Architectural Aide classifications. L. Amundson’s work has evolved from “basic technical support work” to 65 percent of time being spent on project management and designing smaller scale remodeling projects of City facilities. L. Amundson’s architectural expertise ensures that the projects managed complies with a wide-variety of complex rules and regulations and meets the needs of our agencies/community.

For all the reasons discussed in this memo, this level of work is expected at the Architect 1 level and consistent with the examples of duties and responsibilities found in the Architect class specification. As such, I recommend position #4701 be recreated as an Architect 1, in the Engineering operating budget and be filled through an internal competitive recruitment,.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% Longevity)
16/12	\$54,700.88	\$60,683.22	\$67,965.30
16/14	\$57,692.44	\$64,939.68	\$72,732.40
18/6	\$60,836.36	\$71,630.52	\$80,226.12

Cc: Robert Phillips – City Engineer
 Kathy Cryan - Deputy Division Manager
 Bryan Cooper - Principal Architect 2
 Laura Amundson – Architectural Aide 1