



HUMAN RESOURCES DEPARTMENT
City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
TTY (802) 865-7142

To: Board of Finance

From: Aditeei Manjaramkar
Susan Leonard, Human Resources Director

Date: July 16, 2010

Re: Recommendation – Reclassification of Lead Program Coordinator position at CEDO

The Lead Program Coordinator position housed in CEDO is currently classified at Grade 17. Based on the increased responsibilities of the position, HR conducted a reclassification analysis and graded the position at Grade 18 in the Willis Classification system.

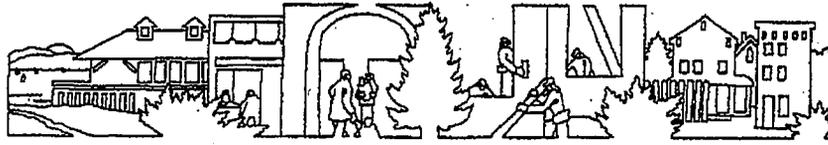
Therefore, it is our recommendation that the Lead Program Coordinator position be classified at Grade 18.

If approved, the reclassification shall be effective following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

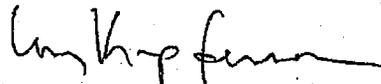
**The City is also committed to providing proper access to services, facilities, and employment opportunities.
For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.**



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

ROOM 32 ▪ CITY HALL ▪ BURLINGTON, VERMONT 05401
(802) 865-7144 ▪ (802) 865-7142 (TTY) ▪ (802) 865-7024 (FAX)

Website: www.cedoburlington.org

TO: Board of Finance
FROM: Larry Kupferman, CEDO Director 
DATE: July 16, 2010
RE: Reclassification and step placement of Lead Program Coordinator

I am writing to request the reclassification of the position of Lead Program Coordinator in the Community & Economic Development Office from Grade 17 to Grade 18 based on the increased responsibilities of the position and the recent reclassification analysis finished by the HR department in which they determined the following:

Knowledge and Skills : E1N 184, Mental Demands : E3I 61, Accountability : E1S 92, Working Conditions : L2B 11

Total Points : 348

Grade 18

This Lead Program Coordinator has primary responsibility for: program and grant management; development and oversight of Lead Hazard Control projects; staff supervision (3-4 staff); strategic planning and program development; budgeting and fiscal management; marketing and public relations; customer relations; program evaluation and problem-solving.

We request approval for this reclassification for the following reasons:

- The Human Resources Department has completed a Willis Classification System review and determined that the position meets the requirements to be a Grade 18.
- The position is 100% grant funded, and the budget includes sufficient funding to allow the proposed increase in salary and benefits.
- There is no negative fiscal impact to the City of Burlington or the CEDO overall budget caused by this reclassification.
- The original intent of CEDO when the grant application was submitted to HUD in 2007 was to submit the position for reclassification, but this was postponed while a consultant prepared a "Market Analysis of the Salaries and Benefits of the Non-Union Positions in the City of Burlington".
- The above-referenced study indicated that the market compensation range for the Lead Program Coordinator was \$40,000-\$60,000. The proposed reclassification would result in the starting salary of approximately \$46,000. The incumbent is currently paid \$47,288 annually.

Based on the number of years of relevant experience beyond the minimum required, we are requesting that the incumbent employee's salary be increased by 7.1% to Grade 18, step 6 as allowed in section 5.4 c (Promotions/Placement After Reclassification to a Higher Grade) of the Personnel Manual. This would result in a new salary of \$50,650.03.

Draft
City of Burlington
Job Description

Position Title: Lead Program Coordinator

Department: Community and Economic Development

Reports to: Assistant Director for Housing

Pay Grade: 18

Job Code: 1049

Exempt/Non-Exempt: Exempt

Union: Non Union

General Purpose:

This position is responsible for the development, implementation, evaluation, design, and supervising the staff within organizational structure of the Burlington Lead Program. All activities are completed following the Vermont Regulations for Lead Control and HUD's Guidelines for the Evaluation and Control of Lead Hazards in Housing (rev. 1997).

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Essential Job Functions:

- Oversee all operational aspects of the program including day-to-day management in compliance with federal and state regulations, City of Burlington policies, and City priorities, as applicable.
- Perform lead risk assessments and inspections in eligible housing units.
- Perform lead clearances and review laboratory analysis results for achievement of clearance standards.
- Communicate with property owners, tenants, and others about various options for lead hazard control.
- Work closely with the Vermont Department of Health to expedite work on properties occupied by lead poisoned children.
- Schedule and coordinate required XRF testing of properties.
- Oversee grant agreements, construction contracts, and other program documents.
- Assist in determining the eligibility of applicant properties.
- Responsible for training and technical assistance to potential applicants and sub grantees.
- Take primary responsibility for program reporting and oversee and contribute to recordkeeping systems.
- Prepare for monitoring by the U.S. Department of Housing & Urban Development.
- Prepare and submit federal quarterly reports.

- Establish and evaluate priorities for additional lead prevention strategies.
- Marketing and Public Relations;
 - Oversee the creation and distribution of all program and marketing materials.
 - Act as Public Relations / media point person for Lead program.
 - Coordinate press conferences to include drafting Mayor talking points.
 - Develop press kits and disseminate press releases.
 - Oversee community tabling efforts, presentations, and education campaign.
 - Review and approve all program brochures, education materials, poster, postcards, banners, newsletters submissions, advertisements, ect.
 - Coordinate and manage promotional events in cooperation with state and local groups.
- Evaluate the effectiveness of the program in meeting objectives.
- Create and update Lead Program information on CEDO website.
- Develop computer-generated specifications for lead hazard control activities to be conducted at eligible properties.
- Coordinate with the Division of Historic Preservation (or their designated representative) regarding historically sensitive treatments and specifications for historic buildings.
- Coordinate the scheduling of the work to be completed, with certified contractors, property owners, and others.
- Provide oversight of contractors during construction, conduct substantial completion inspections, and review requests for payment.
- Research and collect information and materials regarding current hazard reduction protocols, techniques and technologies.
- Review and as necessary, re-bid or renegotiate contracts for services, including, but not limited to, contracts for testing consultants and laboratory analysis.
- Review and update standard inspection and hazard reduction protocols, based on the requirements of HUD's Guidelines for the Evaluation and Control of Lead Hazards in Housing and other published federal laws and rules governing lead abatement.
- Continually review and update standard specifications for hazard reduction work using approved software.
- Review and update standardized bid and contract documents to be utilized by property owners undertaking hazard reduction work.
- Develop and maintain a database on average costs for different hazard reduction procedures and techniques
- Monitor XRF testing consultants to insure proper testing protocols are followed.
- Complete quality control testing of XRF inspections in the field.
- Monitor the performance of analytical laboratories by submitting and tracking results of control samples and other methods.
- Maintain and update information on pre-qualified lead abatement contractors.
- Ensure that contractors, consultants and laboratories have and maintain all pertinent federal and state certifications and insurance needed to conduct lead abatement activities.

- Interpret and communicate with property owners and occupants the findings of the XRF report.
- Facilitate and oversee contract closings.
- Plan, coordinate and execute bid walk-through with property owners and contractors.
- Evaluate bids and advise property owners in the selection of, and negotiations with, qualified contractors.
- Provide expertise, training and direction to subordinate staff and other City staff.
- Provide education on the hazards of lead to various groups, including owners, tenants, property managers, renovation and remodeling contractors, and others.
- Work with the Vermont Department of Health and other public health partner agencies to develop and update informational materials on the hazards of lead.
- Participate in the work of staff attorneys with respect to program policies and priorities.
- Work to expand lead contractor base; assist start up firms in becoming established.
- Order necessary supplies, equipment and materials to maintain a supply and equipment inventory.
- Participate in program strategic and operational planning.
- Make recommendations and develop proposals concerning program priorities, policies and procedures.
- Assist in the preparation and submittal of various lead-related grant applications.
- Assist and provide guidance to other city staff and departments regarding Lead Hazard Control issues and the city Lead Safety Ordinance protocols.
- Duties are performed in the field and in an office setting. Some travel is required for which private means of transportation must be available. Fieldwork will involve exposure to lead hazards. Some work outside of regular working hours, including attendance at public meetings may be required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree required and Four years experience in lead paint hazard reduction, housing development/rehabilitation or construction, project planning or analysis, or program administration with capital development/planning component required, or human services with at least one year of those at a supervisory level.
- Knowledge of federal-state-city grant procedures and contract requirements preferred.
- Thorough knowledge of organizational concepts and principles and how to apply them.
- Knowledge of the methods of lead analysis, treatment and protection preferred.
- Ability to interpret and apply federal and state laws and regulations of considerable complexity.

- Knowledge of childhood environmental health hazards and prevention strategies preferred.
- Knowledge of government procurement, reporting, permit process, and federal programs preferred.
- Experience in specification writing and preparation of bid and contract documents.
- Knowledge of the hazards of lead, hazard reduction and abatement techniques.
- Must be able to obtain certification in Vermont as a Lead Inspector/Risk Assessor, Lead Project Designer, and Lead Supervisor/Target Housing.
- Ability to screen applicants for program eligibility, develop marketing materials, and represent CEDO in the community.
- Proficiency in knowledge of Windows-based software including, but not limited to word processing, spreadsheet, database programs and specification development or construction management software preferred.
- Ability to work independently, set priorities, and to budget time and work load.
- Demonstrated ability to conform to regulatory and program detail.
- Ability to communicate effectively, both in writing and orally.
- Ability to prepare, analyze and evaluate vendor bids, contracts and performance.
- Ability to interpret and apply federal and state laws and regulations of considerable complexity.
- Ability to plan and assign the work of subordinates.
- Ability to understand and interpret complex and technical information.
- Working knowledge of planning principles and procedures.
- Ability to logically analyze and evaluate problems and issues.
- Knowledge of the principles, practices, methods and techniques applicable to and used in the field of lead hazards preferred.
- Knowledge of governmental and industry standards related to lead materials preferred.
- Knowledge of the methods of lead analysis, treatment and protection preferred.
- Ability to manage multiple, complex, concurrent projects.
- Ability to resolve conflicts and adversarial opinions when working with contractors and property owners.
- Interact with courtesy when dealing with the public.
- Must obtain and maintain a valid Vermont State driver's license.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	<input type="checkbox"/> 25 pounds carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input type="checkbox"/> pounds

Lead Project Coordinator

Page 5 of 5

<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> dexterity		
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 3

Indirectly Supervises: varies

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created 10/7/03; revised 10/2007; Revised and Reclassed July 2010