

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA
Meeting Date: September 15, 2020

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director
Department(s): Human Resources

Requested Motion

Motion to approve the reclassification of the Administration Department's Construction Manager position, Grade 25, to Senior Capital Projects Manager, Grade 29

Approval Recommended?

Yes

Item Details

The Construction Manager position was one of two positions created in 2018 as a result of the Facilities Services Director position being abolished. Given that the position was new and the scope of the projects that this position would oversee were not yet known, the position was assigned to a Grade 25 with the intent to review it again later once the position's duties were more defined. This position has now been in place for over 2 years and, upon reviewing the job's responsibilities and duties, it has been determined that the position's current classification is not reflective of the level of work and responsibility required, and needs to be reclassified to a higher grade.

The Construction Manager position is responsible for managing over \$70 million in capital projects and works very independently managing budgets, designers, contractors, etc. It also has a wide latitude of discretion, making important decisions on behalf of the town that could have significant financial implications. Comprehensive project management and contract negotiation skills are also required for the position. Comparable positions in the area include:

Town of Cary - Facilities Design and Construction Manager, \$86,070 to \$142,022

Town of Cary - Senior Capital Projects Manager, \$75,961 - \$123,430

Town of Morrisville - Senior Capital Projects Manager, \$76,855 to \$122,968

Based on the review of the position's scope and responsibilities, along with comparable positions in the market, the Town recommends reclassifying this position to a Senior Capital Projects Manager, Grade 29. Given the significant increase in grade, we are also recommending that the employee currently holding the position receive a 15% increase to his current salary, to recognize his performance of higher level duties and bring his

salary in-line with other employees in Town who have similar responsibilities and experience. This reclassification would be effective the first day of the payroll following Council approval.

Attachments

- N/A

