



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

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To: City Council, Board of Finance, and Institutions and Human Resources Policy Committee

From: Susan Leonard, Human Resources Director

Date: May 27, 2013

Re: **Recommendation: Mayor's Office Reorganization: Elimination of both Assistant to the Mayor Positions; Creation of Chief of Staff and Mayoral Projects Coordinator Positions**

I respectfully request and recommend approval of the Mayor's Office reorganization as requested by Mayor Weinberger. The reorganization calls for:

Elimination of Two Positions

- Assistant to the Mayor for Operations and Communications, Grade 20
- Assistant to the Mayor for Open Government, Innovation and Mayoral Initiatives, Grade 20

Creation of Two Positions

- Chief of Staff, Grade 28, step 1
- Mayoral Projects Coordinator, Grade 15, step 1

Changes in Reporting Structure

- Chief of Staff will report to the Mayor
- Mayoral Projects Coordinator will report to the Chief of Staff
- Office Assistant II, currently reporting to the Mayor, will report to the Chief of Staff

The Chief of Staff position will be filled by the existing Assistant to the Mayor for Operations and Communications. Consistent with City policy, the employee will be placed at step 1 of the new pay grade (28) with an FY14 corresponding salary of \$82,034. Upon hire, the Mayoral Projects Coordinator will be placed at step 1 of the new pay grade (15) with an FY14 corresponding salary of \$42,202.

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.



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The table below demonstrates that the net financial effect of the reorganization is a combined salary savings of \$211 over the Mayor's Office current total FY13 salaries/wages and a \$9,424 savings over what the Mayor's Office total salaries/wages would have been in FY14 (inclusive of steps and COLA) without the reorganization.

Reorganization Assuming FY14 Steps and 2% COLA						
Position	Grade/Step	FY13	Grade/Step	FY14 w/o Reorg	Grade/Step	FY14 Proposed
Mayor	30/1	\$87,848	30/2	\$91,357	30/2	\$91,357
Office Assistant II	12/1	\$35,030	12/2	\$36,405	12/2	\$36,405
Assistant to Mayor Open Government, Innovation, Initiatives	20/5	\$63,525	20/6	\$65,958		
Assistant to Mayor Operations & Communications	20/7	\$65,805	20/8	\$67,702		
Chief of Staff					28/1	\$82,034
Mayoral Projects Coordinator					15/1	\$42,202
	Total	\$252,208		\$261,421		\$251,997

Savings from Reorganization	Total \$9,424	=	\$9,213	+	\$211
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Current and proposed organizational charts and associated job descriptions are attached for your ease of reference. If approved, the reorganization would become effective on July 1, 2013 following City Council approval and upon Mayoral signature on the resolution.

Thank you for your consideration.

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Office of Mayor Miro Weinberger

MEMORANDUM

To: City Council Institutions + Human Resources Committee

From: Mayor Miro Weinberger

Date: May 27, 2013

Re: Re-Organization of Mayor's Office

Attached you will find materials for a budget-neutral re-organization of the Mayor's Office. This re-organization – a refinement of the re-organization the Council approved unanimously a year ago – is intended to accomplish the following goals:

- Maintain a four-person Mayor's Office to sustain the momentum generated over the last year moving initiatives forward, communicating the City's work and plans clearly and consistently, improving coordination between different City departments, and rebuilding trust between the Mayor's Office and the public.
- Formalize the senior management role that the Assistant to the Mayor for Operations and Communications has been performing for over a year.
- Ensure that I meet my City Charter mandated responsibility to make certain that "the duties of all subordinate officers are faithfully performed" (Title V, Article 36, Section 116). While I delegate to the CAO considerable responsibility for the routine, day-to-day oversight and support of the 17 Department Heads that report to the Mayor, the Mayor's Office works directly with these Department Heads to manage emergent issues, issues that require timely communication to the public and the media, issues that will have a large public impact, and other issues that require a timely Mayoral decision. The proposed re-organization will support this critical function of the Mayor's Office.
- Meet the FY14 budgetary goal set for all departments of maintaining services without requiring additional resources from the general fund.
- Amend reporting roles within the Mayor's Office to optimize office operations.

I believe this re-organization is critical for allowing us to continue the progress we have achieved together over the last year. I respectfully request your support in implementing these proposed changes.

City of Burlington

Job Description

Position Title: Chief of Staff

Department: Mayor's Office

Reports to: Mayor

Pay Grade: 28

Job Code: 0

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: Under the supervision of the Mayor and within the framework of established City policies, this position applies management practices in a wide variety of administrative and operational areas with significant latitude for independent and mature judgment and action. This position serves as liaison to City Departments and their Directors, the City Council, State and Federal government, and labor union leadership, as well as community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers. This position actively supports City diversity, equity, cultural competency, and accessibility initiatives for the Mayor. Also, this position acts as communications director for the Mayor's Office, as well as advisor to City Departments on communications and media matters. This position regularly staffs the Mayor at internal City meetings and external events throughout the community. This position connects the Mayor's Office with the public and the media to foster open government by developing and managing communications tools that facilitate transparency. This position is a Mayoral appointment and serves at the pleasure of and reports directly to the Mayor.

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 Functions:

- Operations
 - Facilitate Mayoral decision-making and communication of Mayoral decisions to City employees and community partners.
 - Serve as Mayor's Office liaison for Department Heads and all other City staff and keep Mayor apprised of emergent, time-sensitive, and high-public impact operational issues within City Departments.
 - Provide direction to and work directly with Department Heads to resolve emergent, time-sensitive, and high-public impact operational and policy issues.
 - Serve as Mayor's Office primary point of contact for City Councilors, prepare for and attend City Council meetings, as well as City Council committee meetings, and engage in appropriate follow-up activities.
 - Oversee search processes for all Mayoral appointments.
 - Determine priorities and craft agenda for regular all-Department Heads meetings.

- Outside of the formal collective bargaining process, serve as Mayor's Office primary point of contact for labor union leadership and facilitate open communication and positive relationships with the unions.
 - Prepare for and staff Mayor at meetings with Department Heads, other City employees, public and private partner individuals and organizations, members of Vermont's federal congressional delegation, and Burlington's statehouse delegation, other elected officials, and engage in appropriate follow-up activities.
 - Assist Mayor in drafting documents relating to City Charter, Ordinances, rules, and regulations.
 - Supervise creation and management of Mayor's Office and Regional Programs budgets.
 - Strategize with Mayor and Department Heads to identify and create innovative Mayoral initiatives, programs, and projects, as well as coordinate and supervise the timely implementation of such efforts.
 - Supervise Mayor's Office staff, including interns, work-study students, and other personnel on a project basis.
- Community Engagement and Communications
 - Serve as Mayor's Office representative at internal and public meetings as needed.
 - Engage with and serve as key Mayor's Office liaison to community members, organizations, businesses, and other groups to gather feedback and listen to ideas and concerns and to ensure a timely response to those individuals and groups.
 - Engage with and serve as key Mayor's Office liaison in partnerships with community institutions of public good, including schools, universities and colleges, and hospitals and health centers.
 - Actively support and monitor accountability for City diversity, equity, cultural competency, and accessibility initiatives for the Mayor.
 - Develop and implement City's outbound media strategy designed to keep the public informed of City business and activity.
 - Manage all inbound media inquiries for Mayor's Office.
 - Identify and implement open government policies and transparent practices within the Mayor's Office and throughout City departments in cooperation with Chief Administrative Officer.
 - Coordinate with Chief Administrative Officer and City Departments, each of which manages its own inbound and outbound media inquiries, to ensure timely responses to media and public inquiries.
 - Prepare media advisories, releases, policy statements, proclamations, letters, and other written materials.
 - Communicate with print, television, radio, and social media on behalf of the Mayor's Office.
 - Coordinate operation of Mayor's Facebook page and Twitter stream.
 - Work with information technology staff to encourage and expand increased use of City website as a community engagement tool.
 - Coordinate public events, including media component, for Mayor's Office.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Four (4) years of middle or senior management experience required, eight (8) years preferred. Experience in government or non-profit organizations preferred.
- Bachelor's Degree required. Master's or other advanced degree preferred. Equivalent training and experience may be substituted for education.
- Demonstrated team building, leadership, and negotiation skills.
- Demonstrated excellent verbal and written communications skills
- Ability to represent City in situations requiring public speaking.
- Knowledge of municipal or state government management under the direction of an elected official, preferred.
- Demonstrated knowledge of and ability to establish and maintain effective public relations practices.
- Demonstrated commitment to diversity, equity, cultural competency, and accessibility.
- Ability to work effectively across diverse cultures and constituencies.
- Ability to coordinate efforts of several departments and to facilitate operations of inter-departmental programs and projects.
- Evenings and weekends may be required.

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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	within and between	<input type="checkbox"/> pounds
(red, green, amber)	warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<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"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> analysis/comprehension
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input checked="" type="checkbox"/> judgment/decision
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<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 3 Indirectly Supervises:

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: _____

DRAFT
City of Burlington
Job Description

Position Title: Mayoral Projects Coordinator

Department: Mayor's Office

Reports to: Chief of Staff

Pay Grade: 15

Job Code: 0

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This position assists the Chief of Staff with all essential functions set forth in the Chief of Staff job description. This position works directly with the Chief of Staff to engage with City Departments, community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers to implement Mayoral initiatives, programs, and projects. This position coordinates with City Departments and relevant community stakeholders the process, meetings, and other steps necessary to execute Mayoral initiatives and to ensure public engagement in Mayoral programs and projects. This position assists with Mayor's Office communications with both community members and the media. This position staffs the Mayor at internal City meetings and community events. This position is a mayoral appointment, and serves at the pleasure of the Mayor and reports directly to the Chief of Staff.

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 Functions:

- Assist the Mayor and Chief of Staff with coordinating and implementing Mayoral initiatives, programs, and projects with relevant and appropriate City Departments.
- Assist the Mayor and Chief of Staff in relationship-building with community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers.
- Coordinate with Mayor's Office Assistant II position to ensure timely response to inquiries from members of the public, including meeting with Mayor's Office visitors and timely responding to constituent correspondence.
- Attend public and City meetings related to Mayoral projects in the Mayor's absence as needed.
- Assist the Mayor and Chief of Staff with City Council and committee meeting preparations, attend meetings when necessary, and engage in appropriate follow-up activities.
- Assist Chief of Staff with search processes for Mayoral appointments.
- Assist Chief of Staff with annual report preparation.

- Assist Chief of Staff with preparation of media advisories, releases, policy statements, proclamations, letters, and other written materials.
- Assist Chief of Staff in preparing City-wide communications, including print, television, radio, and other social media.
- Assist Chief of Staff in keeping Mayor's Office Facebook page and Twitter stream current.

Non-Essential Job Functions:

Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in public administration, political science, communications, or related field. Equivalent training and experience may be substituted for education.
- Minimum of two (2) years' work experience in a related field preferred.
- Demonstrated excellent written and verbal communications skills, including ability to represent Mayor's Office in situation requiring public speaking.
- Ability to multi-task and work in a fast-paced, high-pressure environment.
- Strong interpersonal skills required, including ability to work closely with co-workers in a small office environments.
- Ability to creatively problem solve.
- Ability to provide guidance to student interns.
- Evenings and weekends may be required.

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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
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<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> analysis/comprehension
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input checked="" type="checkbox"/> judgment/decision
		<input type="checkbox"/> making

<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 type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

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: _____

City of Burlington Job Description

Position Title: Office Assistant II

Department: Mayor’s Office

Reports to: Chief of Staff

Pay Grade: 12

Job Code: 1193

Exempt/Non-Exempt: Non-Exempt

Union: N/A

General Purpose: This position is responsible for providing administrative support to the Mayor’s office with an emphasis on clerical functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel administration and budgetary matters. This position has extensive interaction with the public.

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 Functions:

- Greet the public in person and by telephone; screen calls, refer calls, take messages and handle daily walk-in and scheduled visitors.
- Maintain schedules/calendars, make appointments, coordinate meetings.
- Open, review, and prioritize mail. Prepare and post outgoing mail.
- Perform administrative and clerical duties for the Mayor.
- Board Coordination: Type addenda, minutes and other documents; Prepare materials, coordinate meetings, maintain all records, coordinate with departments, City Councilors, and Commissioners.
- Perform clerical duties in support of department functions.
- Maintain office files and filing system.
- Schedule the Mayor’s appointments, employing discretion in committing time, or refer caller to another appropriate source of information or service. Brief the Mayor on appointments.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties, attorneys or the press.

- Type a variety of correspondence, memos, self-composed letters, minutes, reports agenda and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Coordinate time, location and participant arrangements for meetings; arrange travel and accommodations as required.
- Respond to constituents’ requests for information with diplomacy and tact.
- Perform related work as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- High School Diploma or equivalent and at least two years of experience working in a computerized office environment required.
- Thorough knowledge of English usage, spelling, grammar, punctuation and format of business documents and correspondence.
- Strong computer skills, including Word and Excel required.
- Ability to research records pertaining to City Council actions and other documents related to City business.
- Ability to communicate diplomatically and effectively with employees, public officials, and the general public.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Demonstrated competence with computers to fulfill job related function.

Physical & Mental/Reasoning Requirements; Work Environment:

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<input type="checkbox"/> hand		
<input type="checkbox"/> finger		

<input type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading – complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
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<input checked="" type="checkbox"/> writing - complex		

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Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Resolution Relating to

**RE-ORGANIZATION OF THE OFFICE OF THE MAYOR;
ELIMINATION OF THE ASSISTANT TO THE MAYOR
FOR OPERATIONS AND COMMUNICATIONS, ELIMINATION
OF THE ASSISTANT TO THE MAYOR FOR OPEN
GOVERNMENT, INNOVATION AND MAYORAL
INITIATIVES, CREATION OF CHIEF OF STAFF, CREATION OF
MAYORAL PROJECTS COORDINATOR**

CITY OF BURLINGTON

In the year Two Thousand Thirteen.....
Resolved by the City Council and the City of Burlington, as follows:

That WHEREAS, the Mayor has requested a re-organization of the Office of the Mayor to include the elimination of the Assistant to the Mayor for Operations and Communications (Grade 20), the elimination of the Assistant to the Mayor for Open Government, Innovation, and Mayoral Initiatives (Grade 20), creation of Chief of Staff (Grade 28), and creation of Mayoral Projects Coordinator (Grade 15); and

WHEREAS, this re-organization will aid the Mayor's Office in pursuing the goals of the Mayor as set forth for the City of Burlington; and

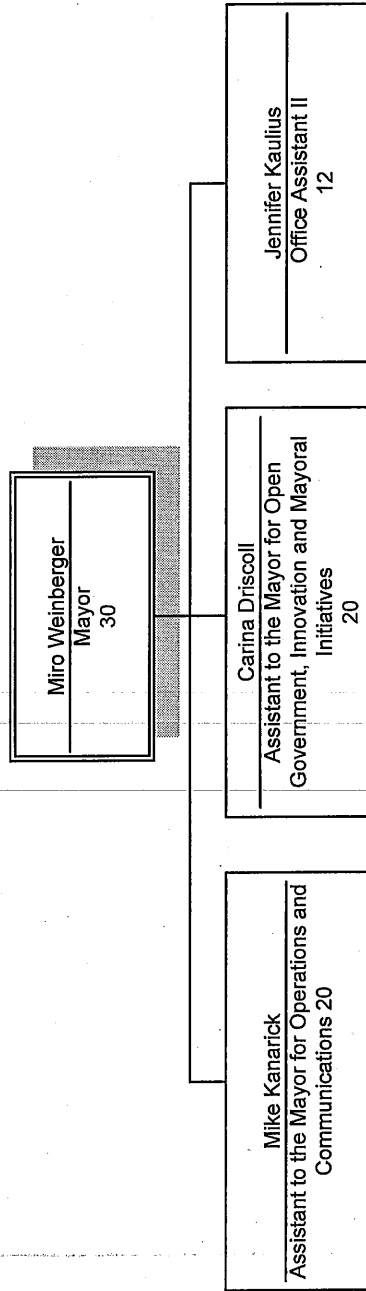
WHEREAS, this re-organization has been approved by the Human Resources Director, the Chief Administrative Officer, and the Board of Finance and reviewed and recommended by the Institutions and Human Resources Policy Committee;

NOW, THEREFORE IT BE RESOLVED that the re-organization of the Office of Mayor is hereby approved; and

BE IT FURTHER RESOLVED that

- 1) the positions of Assistant to the Mayor for Operations and Communications (Grade 20) and the Assistant to the Mayor for Open Government, Innovation, and Mayoral Initiatives (Grade 20) are hereby eliminated;
- 2) the creation of the Chief of Staff position to be placed at a grade 28 within the Non-Union Willis Pay Scale is hereby approved;
- 3) the creation of the Mayoral Projects Coordinator position to be placed at a grade 15 within the Non-Union Willis Pay Scale is hereby approved; and
- 4) all of these changes will be effective after signature of the Mayor on July 1, 2013.

City of Burlington Mayor's Office Organizational Chart



Proposed City of Burlington Mayor's Office Organizational Chart

