



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

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Fax (802) 864-1777
Vermont Relay: call 711
or 800-253-0191

To: Board of Finance
From: Susan Leonard, Human Resources Director
Date: August 29, 2013
Re: Step Placement – Brian Lowe, Mayoral Projects Coordinator Appointee

Mayor Weinberger has requested that Brian Lowe, appointee for the position of Mayoral Projects Coordinator, be considered for placement at step 3 of the modified Willis classification system. This request is pursuant to Burlington Comprehensive Personnel Policy, section 5.4 Compensation Plan, subsection A. Placement, which states: “To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experience required in the position description) may be converted to additional steps at a 2:1 ratio, up to a maximum of step seven (7)”.

The qualifications for the position require a bachelor’s degree in public administration, political science, communications or a related field and a minimum of two years of experience in a related field. Mr. Lowe holds a Bachelor’s Degree in Political Science from Williams College, a Master’s Degree in Public Policy from Harvard University’s Kennedy School of Government and 4.66 years of directly related experience. Mr. Lowe’s educational experience beyond the minimum qualifications for the position qualifies him for one additional step beyond step one, and his work experience qualifies him for a second step increase. As such, I respectfully recommend support of Mayor Weinberger’s request for placement at step 3 of grade 15, equaling an annual FY14 salary of \$43,379.

The FY14 personnel listing reflects the position at step 1 of grade 15, with a corresponding FY14 annual salary of \$42,202, which was calculated assuming a 2% COLA increase. The accurate corresponding FY14 annual salary of a grade 15, step 1 is currently \$41,788, based on a 1% COLA increase. The salary savings associated with the nine weeks the position has been vacant, allows for placement of Mr. Lowe at step 3 without overspending the current budget line item for this position. In the remaining 43 weeks of FY14, the salary for the position will total \$35,871. This represents a \$5,917 savings over the \$41,788 allocated for a grade 15, step 1.

The step placement for Brian Lowe will be effective following Board of Finance approval and Mayoral signature on the resolution.

Thank you.



Office of Mayor Miro Weinberger

MEMORANDUM

To: Board of Finance
From: Mayor Miro Weinberger
Date: August 29, 2013
Re: Step Placement for Mayoral Projects Coordinator

I am pleased to report that after a thorough effort led by a search committee that resulted in 64 applicants, I have offered the new Mayoral Projects Coordinator position to Brian Lowe. Brian was the most highly-qualified candidate among a very strong applicant pool. His exceptional resume is included as part of this Board of Finance documentation.

I respectfully request that Brian be placed at Step 3 of Grade 15 in line with the attached analysis by Human Resources Director Susan Leonard. While the City Council recently granted the Administration authority to make step placements up to Step 7 without BOF approval, I am requesting approval in this case because some of the back-up documentation and discussion during the process of creating this new position assumed that the new hire would be placed at Step 1.

As understood from the attached HR memo, the net annualized impact on the budget of a Step 3 placement is \$1,177 (\$43,379 - \$42,202). No budget adjustment will be necessary to recognize this increase, however, as \$973 of this increase will be incurred during the remaining 43 weeks of FY14, and \$5,917 of savings already have been incurred on this budget line for the year-to-date as a result of the position having been open for the first nine weeks of the fiscal year.

Thank you for your consideration.

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	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
		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: _____

LTjg, U.S. Navy Reserve
Security Clearance
High Intermediate Arabic

Brian R. Lowe
brian.russell.lowe@gmail.com

19 Mill Street
Burlington, VT 05401
(781) 424-6478

EDUCATION

HARVARD UNIVERSITY, Kennedy School of Government, 2012 Cambridge, MA
Masters in Public Policy (Political and Economic Development); thesis on economic sanctions received highest marks

WILLIAMS COLLEGE, Class of 2006 Williamstown, MA
Bachelors in Political Science & History, Middle East Studies concentration, selected 2005 Mead Scholar, *cum laude*

EXPERIENCE

U.S. DEPARTMENT OF THE TREASURY Washington, DC
Policy Advisor, Terrorist Financing and Financial Crimes Office 2012 – current

- Advise on U.S. and international efforts to deprive the Assad regime in Syria of funding and other resources
- Brief Treasury principals on sanctions policy and counter-terrorism issues related to Syria and Iran
- Author papers, including Congressional testimony, on Treasury policy positions and strategic decisions
- Interned at Treasury during the summer of 2011 analyzing the macroeconomic effects of the Syrian conflict

INTERNATIONAL SECURITY ASSISTANCE FORCE (ISAF) Kabul and Kandahar, Afghanistan
“Scopes” Analyst Summer 2010

- Worked on an 8-member civilian team brought to Afghanistan by former U.S. Army General David Petraeus to assist with projects related to the Commander’s Initiative Group work on development, governance, and counterinsurgency

COUNCIL ON FOREIGN RELATIONS (CFR) Washington, DC
Defense Policy Research Associate 2008-2010

- Managed a \$250,000 budget, drafted memos, and prepared briefs for Dr. Stephen Biddle on Iraq, Afghanistan, and the political development and evolving military methods of non-state armed groups like Hezbollah and the Taliban
- Coordinated Track II meetings between U.S. and Russian officials for CFR prior to President Obama’s 2009 trip

A PLATE FOR ALL Syria and Washington, DC
Program Officer 2009-2011

- Assisted an international NGO that provided \$40,000 in food aid to Iraqi refugees living in northeastern Syria by monitoring food distributions in Syria, fundraising in the United States, and interviewing refugees in Arabic

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES Damascus, Syria
Community Services Intern 2007-2008

- Translated handwritten Arabic assessments for six months focused on Iraqi refugees’ living situations in Syria

ACTON-BOXBOROUGH ALUMNI SCHOLARSHIP FUND Acton, MA
Founder and President 2006-2011

- Established a non-profit corporation that raised hundreds of dollars annually for college scholarships

OFFICE OF SENATOR JOHN F. KERRY (D-MA) Boston, MA
Veterans & Military Affairs Intern Summer 2005

- Drafted an editorial on veterans’ healthcare and assisted with veterans’ affairs casework and benefits issues.

OFFICE OF REPRESENTATIVE MARTIN T. MEEHAN (D-MA) Lowell, MA
Veterans Intern Summer 2005

- Assisted with veterans’ affairs casework and benefits issues while on a scholarship from Williams College

SERVICE & SKILLS

SERVICE & VOLUNTEERING: Officer, U.S. Navy Reserve; DC Community Club High School Tutor

AWARDS: 2013 Truman National Security Fellow; 2012 Harvard Kennedy School Teaching Award

LANGUAGE: High Intermediate Modern Standard Arabic (MSA), Intermediate Syrian Colloquial Arabic

COMMUNICATIONS: Experience writing under deadline, briefing succinctly, and using PowerPoint and Excel

OVERSEAS EXPERIENCE: Lived or worked for extended periods in Syria, Egypt, Tunisia, and Afghanistan

ATHLETICS: Marathons, rugby, and track; *Zenobians* Syrian National Rugby Team “Man of the Match” vs. Lebanon