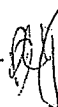




585 Pine Street • Burlington, VT 05401-4891
802/658-0300 • 802/865-7386 (TTY/Voice) • Fax: 802/865-7400

To: Board of Finance
From: Barbara L. Grimes, General Manager 
Date: January 25, 2010
Re: Salary Range Adjustment

I am asking that the position of Manager of Engineering be moved from the Modified Winters Compensation Structure to the range recommended by the Sadowski Study. This request is to enable the Department to retain a critical person who otherwise will leave the Department.

This position, Manager of Engineering, is a highly specialized position. He supervises two engineers, with one position vacant (unable to fill) and another where the person in the position has less than two years experience with the Department. The Institutions and Human Resources Policy Committee, the Board of Finance and City Council, have already approved market increases for all three positions.

Prior to 1999, our Engineering Department had six engineering positions including the Manager position. We have been able to do with three less engineers because of the talents of the incumbent. He is able to do transmission engineering, distribution engineering, and planning engineering where other utilities have one person per specialty.

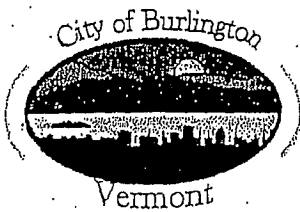
We currently use consultants to fill in the vacant engineering position and were we to lose Munir; we would expect to pay over \$750,000 in additional consulting costs. (that amount could be reduced by \$190,000 if the consultant is able to get the East Avenue project done on time, thus avoid paying Green Mountain Power additional wheeling fees.) That is the dollar impact. We would have no one in house with the expertise to oversee consultants and we would be without a person that has to cover Public Service and Department required meetings.

It is critical to BED that we retain this individual. We have the most complicated distribution system in Vermont with 45% of our system undergrounded. Going forward with the emphasis on Smart Grid, smart meters, and interconnections for distributed power, there will a continued need for utility engineers. We hope that the engineer we hired will continue with BED, that we will be able to hire someone for the vacant position, and that both persons will be expert enough in the future to take over as Manager.

BLG/pjc



Energy Efficiency
A Way of Life



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: Institutions and Human Resources Policy Committee

From: Susan Leonard, Human Resources Director

Date: January 14, 2010

Re: Salary Range Adjustment - Manager of Engineering, Burlington Electric Department

Barbara Grimes, General Manager of Burlington Electric Department, has requested the transfer of the Manager of Engineering position from the Modified Winters Compensation Structure to the Sadowski recommended range. The request has been made in an emergent effort to retain a key employee currently in this position.

The current range for the Manager of Engineering position, based on the Modified Winters compensation structure, is \$78,403 to \$128,530. The Sadowski report establishes a competitive salary range of \$90,000 to \$160,000.

The Manager of Engineering position is a highly specialized position. This position requires a Bachelor's degree in Electrical Engineering and at least ten (10) years experience in Electrical Engineering and in utility management. It also requires a State of Vermont Professional Engineering license. The Sadowski report suggests that there is a very short supply of qualified Engineers for this position. In order to ensure that Burlington Electric Department is able to retain a key employee, the competitive range for this position needs to be high enough to contend with a competing offer.

It is requested the salary range for the Manager of Engineering position be adjusted to \$98,000 to \$160,000.

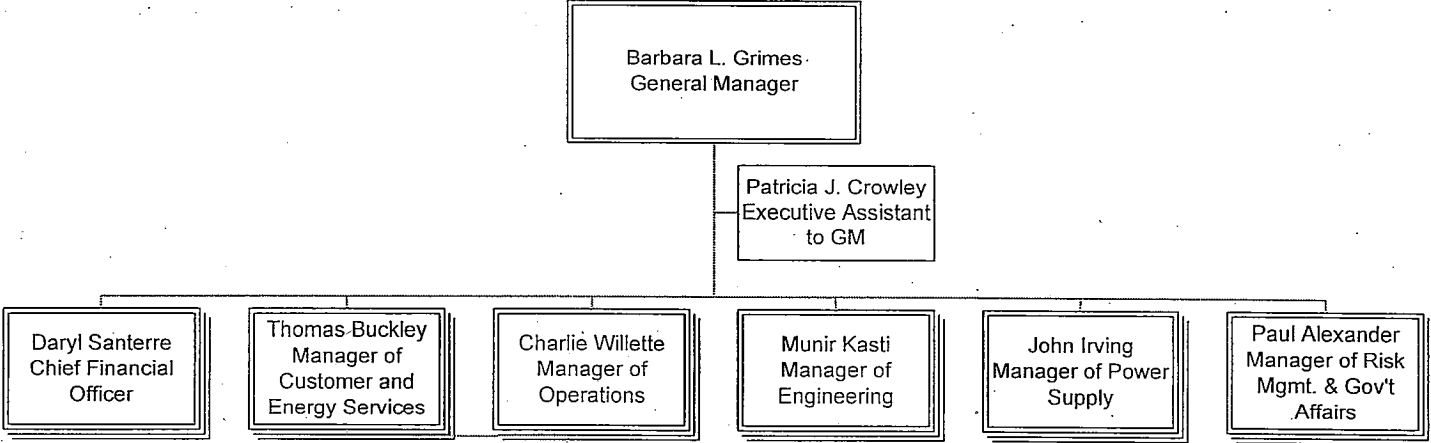
Thank you.

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.

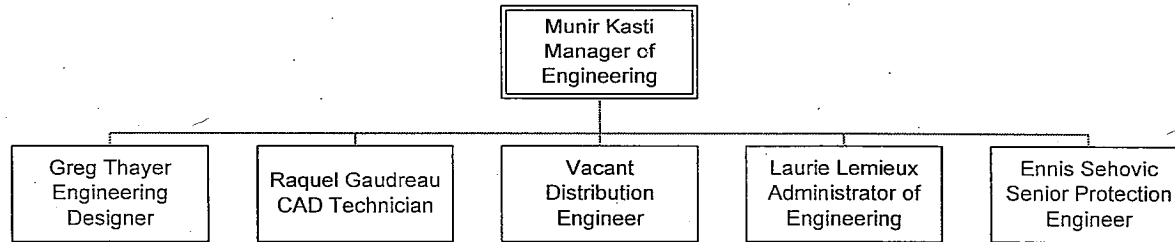
Burlington Electric Department

City of Burlington, Vermont
Organizational Chart
January 13, 2010



Engineering

Burlington Electric Department



City of Burlington Job Description

Position Title: Manager of Engineering

Department: Burlington Electric Department

Reports to: General Manager

Pay Grade: A-9.5

Job Code: 874

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

This position is responsible for overall strategic management of the Engineering Area. In addition this position is responsible for planning, budgeting, supervising, scheduling and coordinating all engineering functions to ensure the efficiency, cost-effectiveness and reliability of the distribution system. In the absence of the General Manager, this position has the full authority to act on behalf of that position.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The related job requirements and physical, mental and reasoning requirements outlined in the next two sections state the underlying requirements that an employee must meet in order to perform these essential functions. The three sections together describe the essential functions of this position)

- Manage the Engineering area in accordance with applicable City, State and Federal requirements.
- Manage employees who are responsible for Engineering, Street Lighting, GIS and CAD functions for BED, including but not limited to, distribution system design, system protection, SCADA engineering and design support, system planning, power generation planning, street lighting, efficiency monitoring & evaluation, power quality, etc.
- Develop policies on distribution system protection, device coordination, lighting standards, and long-range system planning requirements.
- Develop long and short-term plans regarding distribution system additions and improvements.
- Evaluate cost-effective strategies for combining T&D (Transmission and Distribution) upgrades, DSM (Demand Side Management) programs and DG (Distributed Generation) to find solutions for load constraint on the distribution system.
- Develop operating guidelines for the distribution system, for both normal operations and contingencies.
- Evaluate the impact of VELCO (Vermont Electric Power Company) proposed and future transmission system upgrades on BED's distribution system.

- Responsible for consolidating BED planning and construction with the efforts of state and regional organizations, in particular, the Chittenden County Long Range Study Group and the DPS (Vermont Department of Public Service), and other Vermont utilities, major customers and other City Departments. Also, maintain a communicative and cooperative liaison with each.
- Oversee consultant design and protection scheme for generating stations or distributed generation and their interface with BED's distribution system.
- Responsible for coordinating the development of the Distribution System capital budget, working closely with the Operations area.
- Direct the engineering staff in the investigation and resolution of customer complaints regarding voltage and power quality issues.
- Develop construction standards for BED's distribution system, ensuring design compliance with the Illuminating Engineering Society Of North America (IESNA), American National Standard Practice for Roadway Lighting, National Electrical Safety Code (NESC), National Electric Code (NEC) and BED Safety Manual.
- Develop, maintain, monitor, and communicate performance measures to continuously improve the efficiency, cost-effectiveness and reliability of the distribution system as they relate to Engineering.
- As part of BED's senior management team, help develop long-term competitive strategies.
- Oversee various BED filings with the VPSB (Vermont Public Service Board) and provide testimony when appropriate.
- Responsible for developing the transmission and distribution section of BED's "Integrated Resource Plan"
- Represent BED on VELCO Operating Committee and the Vermont Utilities Planning Group.
- Prepare and present reports to the Commission, Council, and others as required.
- Attend and make presentations at Burlington Electric Commission meetings
- Acts as a BED representative on the DPS Utility Planning Group, coordinating DSM project benefits with distribution system planning.
- Attend VELCO Board meetings, as needed, in the absence of the General Manager
- Acts as BED's representative on the City of Burlington's Underground Committee
- Acts as a liaison to the State's Utilities Security Task Force

Qualifications/Basic Job Requirements:

- Bachelor's degree in electrical engineering and ten (10) years experience in Electrical Engineering and in utility management required.
- State of Vermont Professional Engineering license required.
- Demonstrated experience with utility operations, power supply issues, rate making, strategic planning and labor relations preferred.
- Demonstrated leadership and communication skills required.
- Ability to work well with customers and elected/appointed officials in high public profile positions is essential.
- Promote professional behavior that reflects excellent customer service and encourages working partnerships with internal (e.g. employee) and external (e.g. ratepayer) customers.

- Ability to effectively manage the Engineering area in such a manner that BED is able to meet its strategic mission, goals and objectives.
- Ability to attend evening meetings, as well as, travel to conferences, workshops or other professional meetings 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 checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify) <u>10</u> pounds |
| <input checked="" type="checkbox"/> color perception (red, green, amber) | <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> carrying (specify) <u>10</u> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> touching | | |
| <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 checked="" type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input checked="" type="checkbox"/> extreme heat | <input checked="" type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input checked="" type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input checked="" type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input checked="" type="checkbox"/> mechanical equipment | <input checked="" type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input checked="" type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 5

Indirectly Supervises: 20+

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:

Manager of Engineering
Page 4 of 4

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised 9/10/02)

Project	# of Engineering Hours	Consultant \$\$\$	Completed By	Impact
Provide FY11 capital budget	40	\$4,000	2/22/2010	
Develop a distribution system simulation model for the relocation of Lake Street to McNeil Substation	80	\$12,400	1/29/2010	
Develop Generation Interconnection requirements & finalize agreement for system impact study, facilities study and feasibility study.	100	\$15,500	2/7/2010	
Distribution System Efficiency Studies	160	\$24,800	2/28/2010	Per our agreement with the DPS and our IRP, these studies must be done before relocating Lake Street to McNeil.
Distribution system fault current studies for the coordination studies	120	\$18,600	3/30/2010	If not done by March 2010, Relocation to McNeil will be delayed from May 2010 to December 2010. As a result, BED will pay GMP wheeling charges for an additional 7 months about \$196,000.
Direct coordination studies. Review & approve results	120	\$18,600	3/30/2010	If not done by March 2010, Relocation to McNeil will be delayed from May 2010 to December 2010. As a result, BED will pay GMP wheeling charges for an additional 7 months about \$196,000.
Design BED's distribution system based on the efficiency studies above & write the engineering work order.	200	\$20,000	3/30/2010	Must be completed by 3/30/2010 to allow time in May for the crews to build it. If not done by 3/30/2010, relocation to McNeil will be delayed from May 2010 to December 2010 because it can not be done in summer. As a result, BED will pay GMP wheeling charges for an additional 7 months about \$196,000.
Coordinate the Relocation of Lake Street Substation transformer to McNeil Substation	40	\$6,200	2/28/2010	Must be done by 2/28 to allow for the relocation of the transformer in April 2010. However, if the above studies are not done the transformer can not be relocated until December 2010.
Scope of work to hire outside consultant for testing and commissioning of McNeil Substation.	16	\$1,600	2/28/2010	If not done by February 2010, relocation to McNeil will be delayed from May 2010 to December 2010. As a result, BED will pay GMP wheeling charges for an additional 7 months about \$196,000.
Coordinate the testing and commissioning of McNeil Substation.	130	\$20,150		
Coordinate the replacement of East Avenue Switchgear & protection settings	130	\$20,150		Switchgear will be shipped on 2/22/2010
Design the replacement for EAL3, EAL4, & EAL5 cables	60	\$6,000	4/30/2010	Must be done by 4/30/10 to allow for the installation in first week of June 2010
Design the replacement for EAL1, & EAL2 cables	40	\$4,000	4/30/2010	Must be done by 4/30/10 to allow for the installation in first week of June 2010
Gilbane Generation Impact & facilities study	240	\$36,000	6/30/2010	Must be completed in June 2010. CANNOT BE DELAYED.
Impact studies for 6 proposed generations in the City (Leunig, Cathedral SQ..)	720	\$108,000		
Perform Arcflash study for the distribution system*		\$150,000		Must be done for liability reason.
Design the Waterfront Undergrounding	280	\$28,000	5/30/2010	Must be done by 5/30/2010 to start the project in July 2010.
Design the mapbook drawing changes. Review/approve changes	20	\$2,000		

Sub-Total \$496,000
 A&G \$74,400
 Total for Projects Feb-June 2010 \$570,400
 Additional Wheeling charges to GMP for not completing the scheduled work \$196,000
 Grand Total Feb-June 2010 \$766,400

* bid from our safety coordinator Drew

**You will need the consultant to also internally coordinate the projects, attend meetings with customers and other city departments, provide direction to the Engineering staff (I have not included hours for these duties)