

T0: Personnel Board  
FROM: Sarah Olson, Human Resources  
SUBJECT: Planner 2, PCED-Planning  
DATE: October 20, 2015

At the request of the Planning Division Director Katherine Cornwell, a study was conducted of two Planner 2 positions (Compensation Group 18, Range 08), held by B. Grady (position #3162) and H. Stouder (position #3191). These positions work on high level projects beyond the scope of their current classifications and lead projects and initiatives that require expertise and institutional knowledge of planned growth areas and complex development plans. After reviewing the duties and responsibilities associated with these positions, as seen in the attached position descriptions, I conclude that the two positions should be recreated as Planner 3 positions (Compensation Group 18, Range 10), and that the incumbents should be reallocated to the new positions.

The class specification for Planner 3 indicates employees perform

...responsible advanced-level professional work in the development and implementation of assigned planning programs, functions and services. This level is characterized by ongoing responsibility for one or more planning activities and employees and work requires a high degree of independence, judgment and discretion, and typically involves program and policy development work.

Distinguishing duties and responsibilities include

Perform all work of a Planner 2; and administer ongoing and substantive planning program(s), e.g. preservation planning, neighborhood planning, current planning and/or other similar level special planning programs and projects.  
Provide leadership to professional and technical staff. Assign, monitor, and evaluate work of Planner 1 and 2 positions, paraprofessional and technical staff, clerical staff and interns. Assist Principal Planners and Division Director as needed.  
Plan, schedule and conduct work sessions and public meetings as necessary to accomplish program objectives.  
Provide primary staff support to policy review bodies; and coordinate/facilitate administrative considerations to implement decisions.  
Develop multi-faceted plans and strategies to achieve program objectives within policy parameters. Assist in developing policies and ordinances to carry out program objectives.  
Conduct complex and discretionary analysis of various planning issues and initiatives.

These two positions report directly to a Principal Planner. The Planning Division has 5 sections: Comprehensive Planning & Regional Cooperation; Neighborhood Cultural & Strategic Planning; City Design & Plan Implementation; Transportation Policy & Planning; and the Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area.

Brian Grady started with the City in 2006 as a Planner 1. In 2010, Mr. Grady promoted to a Planner 2. Brian works under the umbrella of Comprehensive Planning & Regional Cooperation in the Planning Division. In 2014, the Principal Planner for Mr. Grady's team retired. This retirement created an opportunity for Mr. Grady to take on some higher level projects and work at an advanced level. One of the extremely sensitive projects he has is the Madison-Verona intergovernmental agreement (IGA) which concerns the boundary between the two municipalities. This project involves providing assistance to internal and external customers including senior administration officials in both cities regarding the intergovernmental agreement. He has also led efforts to update a neighborhood development plan in a very important growth area in the City. Leading this effort involves developing plans which guide land use, transportation, utilities and public facilities. Updating neighborhood development plans also involves assisting developers and consultants with subdivision design to meet City review requirements. In addition, Mr. Grady took on additional responsibilities to cultivate a relationship with Smart Growth America, a national planning advocacy and technical assistance organization. Through this partnership, he leveraged approximately \$250,000 in consulting services at no cost to the City to create a fiscal impact tool. This tool has been spotlighted in national conferences. As a result, the City earned excellent exposure and created a tool to help make sound growth and development investments. In addition to taking the lead on the above projects, he staffed the 2011 City of Madison Aldermanic Redistricting Committee and currently manages the City's contract with the UW-Madison Applied Population Lab for the Neighborhood Indicators Project.

Heather Stouder started with the City in 2008 as a Planner 1 and promoted to a Planner 2 in 2011. Heather works under the area of City Design & Plan Implementation and Comprehensive Planning & Regional Cooperation. With her work responsibilities split between these two core areas, she is in the unique position to provide leadership to and help train new employees in development review processes and oversee major elements of the upcoming Comprehensive Plan update, which must be updated every 10 years. From 2010-2013, Heather took a leadership role in conjunction with the City's Zoning Administrator on the re-write of the zoning code where she took the initiative on the process, and has continued to work with the Plan Commission, Alders, and staff to implement modifications to the zoning code. In 2014, following the retirement of her supervisor, Heather was given advanced level duties and has taken the lead on controversial development proposals. She has handled complex projects such as Constellation, the Galaxie, and the Hub in a manner that successfully engages community members, supports Alders, and leads to positive outcomes for the development community. Her leadership role has become more apparent due to her expertise and institutional knowledge of planned growth areas including the Capitol East redevelopment district. In 2015, she helped to deliver a half-day training to new Alders on issues and questions related to development review. Her leadership extends outside of the realm of development review. Since 2012, she has staffed the Joint Southeast Campus Area Committee; since 2013, she has served as a co-leader on one of the Neighborhood Resource Teams; and as of 2015, she is the Planning Division representative on the DPCED Affordable Housing Initiatives Team.

Because of the reasons outlined in this memo, I recommend the Planner 2 positions, occupied by B. Grady and H. Stouder, be recreated as Planner 3 positions and the incumbents be reallocated to the new positions.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/08	\$56,816	\$67,421	\$75,512
18/10	\$61,674	\$74,121	\$83,015

cc: Katherine Cornwell—Planning Division Director  
Natalie Erdman—Director of Planning, Community & Economic Development  
Mike Lipski—HR Services Manager