

T0: Personnel Board

FROM: Sarah Olson, Human Resources

SUBJECT: Planner 3, PCED-Planning

DATE: December 12, 2017

At the request of the Planning Division Director Heather Stouder, a study was conducted of a 1.0 FTE Planner 3 position (Compensation Group 18, Range 10), held by Rebecca Cnare (position #635). This position is responsible for advanced-level professional planning work within the Neighborhood Planning, Preservation and Design Section of the Planning Division. After meetings with the incumbent and the supervisor, and reviewing the duties and responsibilities associated with this position, as seen in the attached position description, I conclude that the position should be recreated as a Planner 4 position (Compensation Group 18, Range 12), and that the incumbent should be reallocated to the new position.

The class specification for Planner 4 indicates employees perform

...responsible professional urban and community planning work within the Department of Planning & Community & Economic Development. This work primarily involves the collection and analysis of a wide range of community and urban planning information; the preparation of planning documents, analytic reports, and graphic materials; and providing related information, interpretations, evaluations and recommendations regarding planning strategies, processes, policies and ordinances.

Distinguishing duties and responsibilities include

Perform all work of a Planner 3; and exercise considerable discretion in the development, implementation, and direction of Planning Division program activities, including, for example, conceptualizing community development and redevelopment plans and strategies, developing standards, policies and ordinances for land use, conducting research and developing and maintaining data for analysis and use in long-term multi-faceted community development plans.

Determine the components and issues to be covered by a project and prepare a project design and work schedule.

Provide leadership to professional and technical staff. Assign, monitor and evaluate work. Assist Principal Planners and Division Director in overall supervisory role.

Plan, schedule and conduct (interagency and intergovernmental) work sessions; public meetings; and presentations to policy-making bodies and community, neighborhood, and special interest groups as necessary to accomplish the project.

Draft departmental comments, recommendations, and/or position statements on major planning proposals before the City Plan Commission, the Common Council, other City boards and commissions, other units of government and other development-related bodies.

Perform related work as required.

This position reports 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.

Rebecca Cnare started with the City in 2003 as a Planner 2. In 2009, Ms. Cnare was reclassified to a Planner 3. Ms. Cnare works under the umbrella of Neighborhood Planning, Preservation and Design in the Planning Division. In recent years, there has been an increase in requests for neighborhood planning and design and programming services requiring this position to take on additional responsibilities, including serving as the lead on major complex planning efforts. Ms. Cnare developed conceptual plans and coordinated and participated in discussions to implement numerous projects in which she was also the project manager. As a project manager, she was charged with the preparation of detailed workplans and schedules including any neighborhood planning and programming on State Street, the Capitol Square, the Downtown Retail and Market Analysis, Lamp House Block Ad Hoc Committee, the Cottage Grove Road Corridor Plan, Public Art coordination, the Stoughton Road Revitalization Project and the Big Box Ordinance. In addition, this position was tasked with developing standards and policies and ordinances for land use and presenting to policy bodies regarding various projects, including lighting standards for downtown pedestrian areas, landscape standards development for the zoning code rewrite, and the “Big Box” and “Skinny-Streets” ordinances development. Ms. Cnare’s current project is the revitalization of the visitor booth at the top of State St. Conceptualizing community development and redevelopment plans and strategies and developing standards is consistent with the work performed by a Planner 4.

A large portion of the position is making numerous presentations to the Common Council, neighborhoods, and other diverse stakeholder groups around sensitive issues and reaching consensus on action. These issues range from the following:

- Developing programming for the Philosophers’ Grove area;
- Recommendation of physical design changes to address loitering and poor behavior for the Philosophers’ Grove;
- Design of a 3D model to illustrate the impacts of development density to reinvigorate a planning process that was at impasse;
- Analyze and draft ordinance language for Urban Design District #8 to implement development policies;
- Leading an intra-agency workshop on the City’s placemaking. Placemaking encourages people to reimagine and reinvent public spaces.

The ability to plan and implement major policy-related studies, to formulate implementation strategies, and the ability to represent the City interests before interagency/intergovernmental committees and groups are consistent with the classification of a Planner 4.

Ms. Cnare also leads other technical, administrative and professional staff from the Planning Division and other agencies. For example, in her current role as Project Manager for the visitor booth project at the top of State St., she is working with the Executive Director of the Business Improvement District (BID), staff who work in Parks Mall Concourse, and Police on the design of the new visitor booth. In addition to working with the designer on the design, she is working with Traffic Engineering on electrical issues, and is managing the funds. Leading subordinate staff to carry out multiple program objectives is within the classification of a Planner 4.

The work Ms. Cnare performs is in line with what is expected of the Planner 4 classification. Because of this, I recommend the Planner 3 position, occupied by Ms. Cnare, be recreated as a Planner 4 position and the incumbent be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/10	\$67,192	\$80,752	\$90,442
18/12	\$73,453	\$88,677	\$99,319

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