

T0: Personnel Board

FROM: Sarah Olson, Human Resources

SUBJECT: Planning Technician, PCED-Planning

DATE: June 12, 2017

At the request of the Planning Division Director Heather Stouder, and Principal Planner Bill Fruhling, a study was conducted of a Planning Technician position (Compensation Group 20, Range 17), held by Ryan Jonely (position #621). Mr. Jonely was initially hired as a Planning Technician to perform GIS-related work. However, over time, work has evolved that the Planning Division has determined the need for this position to work on providing professional level planning support for established neighborhoods and special project planning efforts. After 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 1 position (Compensation Group 18, Range 06), which will be filled through an internal competitive process. Until that process is complete, Mr. Jonely will continue to under fill the position as a Planning Technician and the Planning Technician position will be deleted upon filling of the higher level position.

The class specification for Planner 1 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. This series is structured to recognize varying levels of professional and staff leadership responsibility, judgment, discretion, project complexity and programmatic responsibility as employees gain job-related expertise.

Distinguishing duties and responsibilities include

Assist in conducting land use, transportation, housing, population and related planning studies. Prepare written reports and analysis, and make related oral presentations. Assist in preparing land use plans, neighborhood development plans and studies analyzing the effects of changing transportation services on community development patterns. Prepare and present related work products and reports. Participate in the development of design concept physical plans. Provide information to the general public and interested parties regarding community development plans and other Division services. Prepare and coordinate preparation of staff review comments on subdivision plats, land divisions, conditional uses and zoning map applications. Conduct varied analysis and administrative support services relative to the review of development and land use plans for conformance with city plans, ordinances and standards. Maintain planning information systems and data bases related to assigned area of responsibility. Participate in pre-application review of proposed subdivisions and land use and development

applications. Review subdivision and land use applications. Coordinate related review processes, and administrative activities.

Assist in conducting diverse physical planning studies and special projects. Participate in the development of master plans. Assist in performing site analysis and data collection, coordinating public and departmental review and performing conceptual planning.

Perform plan review for conformance with approved conditional uses, rezonings, etc.

Participate in various team planning efforts. Conduct special research and data collection.

Prepare and present informational materials/graphics. Coordinate administrative and technical support on an assigned project.

This position reports directly to a Principal Planner. The Planning Division has 5 sections: Comprehensive Planning & Regional Cooperation; Neighborhood Planning, Preservation, and Design; Development Review & Plan Implementation; Transportation Policy & Planning; and the Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area.

Ryan Jonely started with the City in 2000 as a Planning Technician. Ryan currently works under the umbrella of Comprehensive Planning & Regional Cooperation in the Planning Division. When Mr. Jonely first began as a Planning Technician, GIS was just starting out and only a few in the Planning Division knew how to pull the GIS data to produce maps and other graphics. The position was much more technical in nature. Through the last 16 years, as technology has advanced, GIS map making is one of the fundamentals learned through education for professional Planners. The department has had an increase in new staff and technological advances that provide automated, computer-based data so Planners can get that information and design their own supporting materials. With the shift in support needed in his role as a Planning Technician, and time permitting, Mr. Jonely volunteered and took the initiative to assist in the preparation of data and information for analysis including the facilitation of neighborhood meetings for the Neighborhood Planning, Preservation, and Design section.

The Neighborhood Planning, Preservation, and Design section provides several services where professional staff resources are currently insufficient to keep up with the demand of neighborhood planning, historic preservation, and municipal arts programs. The Common Council has taken action to expand many of these services. There is significant demand to create new neighborhood plans to guide development and other decisions, and many of the adopted plans are out of date and in need of revision. The historic preservation and public art programs are each primarily staffed by one person. The necessary enhancements can only be realized with additional staff resources. The updated position description now includes 25% of time supporting the expanding Historic Preservation Planning and Municipal Arts programs. This includes creation and implementation of the Historic Preservation Plan, (a Plan that was directed by Common Council in 2015 to serve as a framework for the expansion of this program as recommended in adopted plans). With the decrease in the need of technical assistance in providing information to Planners and an increase in the need for a full-time professional Planner to support the historic preservation and public arts programs, the Planning Division has a need for a Planner 1. The proposed new Planner will be supporting the work of a steering committee to help create the Historic Preservation Plan that will clarify how our historic districts work and how landmarks are determined. This will be a 2 year project. The Planner

will also sit on the Project Management Team for the 10 year Comprehensive Plan which sets the foundation for all other plans. Over 90% of the updated position description is professional level Planner 1 work.

When Planning first submitted the position study, they indicated a need for a Planner 2. Given the duties and qualifications listed in the position description, the position description is consistent with the description of a Planner 1. However, through the established career ladder, the selected individual will be able to advance to a Planner 2 level after 2 years of successfully performing the work.

Because of the reasons outlined in this memo, I recommend the Planning Technician position, occupied by R. Jonely, be recreated as Planner 1 position and filled through an internal competitive process.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum (+12% longevity)
20/17	\$54,896	\$62,667	\$70,187
18/06	\$56,501	\$66,526	\$74,508

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