

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 19 June 2020

SUBJECT: Transit Planner – Metro Transit, Department of Transportation

In mid-2018, the City of Madison created the Department of Transportation (DOT) and a Director position to develop and maintain a safe, efficient, economical, equitable, and sustainable transportation system consistent with the City's land use system and regional transportation goals. The 2019 Adopted Operating Budget included a transfer of one Transit Planner 2 (position #2687) from Metro Transit and one Principal Planner (position #4477) from the Planning Division, in addition to the Director of the newly created DOT. At the request of DOT Director Tom Lynch, a position study was submitted to HR on March 11, 2020 to evaluate the changes of the Transit Planner 2 position (#2687), currently occupied by Mike Cechvala, as result of shifting focus to DOT project needs. This position study included a review of the updated position description, meetings with the supervisor and incumbent, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Delete position #2687 in the classification of Transit Planner 2 in Comp Group 44, Range 8;
- Recreate position #2687 as a Transit Planner 3 in Comp Group 44, Range 10 in the Metro Transit operating budget; and
- Reallocate the incumbent, M. Cechvala to the new position; retroactively effective the pay period after March 10, 2020.

The Department of Transportation was created with the focus of planning and maintaining each element of the City's transportation system including bicycle, bus, freight, automobile traffic, parking, pedestrians, street, curb and right-of-way use, and public transit. With a broad scope bridging multi-modal transportation needs, this department consists of the three divisions of Traffic Engineering, Parking and Metro Transit. Currently, DOT Director directly supervises these three division heads, as well as one Principal Planner and the Transit Planner 2, subject of this position study. In late 2019, the mayor announced the Metro Forward initiative to advance Bus Rapid Transit (BRT) for more efficient and sustainable regional transportation with anticipated growth projections in Dane County.

First, a review from classification specification for the Transit Planner 2 describes the work as:

... **[objective-level] professional transportation planning and research work** for Metro Transit. ...The work requires **independent judgment** and employees are responsible for **planning, organizing, and executing assignments and projects and for presenting findings for review**. Work assignments are received from the Transit Planning and Scheduling Manager, are generally **performed independently** under general supervision and are **periodically reviewed** while in progress and upon completion. [emphasis added]

Next, a review of the classification specification of Transit Planner 3 describes the work as:

... **responsible advanced-level professional transportation planning and research work** performed for Metro Transit. The work requires **independent judgment and decision-making relative to a wide range of planning, organizing, coordinating, and administration activities associated with a major project or area of transportation planning**. Work assignments and general supervision are received from the Transit Planning and Scheduling Manager or, in the case of major projects, directly from the Transit General Manager.

One comparable classification specification of Planner 3 describes the work as:

... **senior level work** characterized by **accountability for complex activities** in the Planning Division or MATPB Work Plans **necessitating initiative, judgment, and discretion**. Planners at this level have **ongoing responsibility for one or more planning activities, strong and proven project management capabilities** for team-based projects and programs, and often serve as lead staff for City or MATPB committees. Under general supervision, work requires a **high degree of independence**, and typically involves **leadership in program, plan, and policy development** and internal process improvements. [emphasis added]

Mike Cechvala began work at the City of Madison in 2004 as an hourly Engineer in the Engineering Division, and promoted into a permanent Civil Engineer position. However, Mr. Cechvala left the City in 2008, and from 2008 to 2011, he worked in Seattle, WA at King County Metro Transit as a Transit Engineer, but during the economic downturn his role shifted to a Transit Facilities Planner. In 2011, Mike returned to Madison and started work as a Transportation Planner for the Metropolitan Planning Organization (MPO) in the City of Madison's Planning Division. Mike promoted into a Transit Planner 2 position at Metro Transit in 2016. This position focused on long term planning, including bus rapid transit feasibility, and implementation of updated planning technology at Metro. Finally, when Mike transitioned to the DOT in 2018, his work shifted initially to corridor studies and now primarily focuses on BRT project management and Metro's route restructuring.

In analyzing Mike's current work assignments for the BRT and route restructuring projects, both are advanced level complex projects which entail long range planning, extensive research, team coordination, and involve major areas of the citywide transportation plan. As the DOT Transit Planner 2, Mike assumed responsibility for some transit corridor studies, which overwhelmed Engineering's capacity to perform. These corridor studies involved community outreach, gathering public and stakeholder input, analyzing data, and making recommendation in the final plan, which is very similar to the neighborhood plans in Planning Division. Mike serves as a key liaison between the DOT and Metro's planning unit for design and implementation of transit and transportation initiatives. Additionally, both the BRT and route restructure projects require Mike to research and analyze complex layers of technical data, clearly present findings in reports and communicate recommendations to policy makers, key stakeholders, committees and the public.

These complex project assignments require a high level of initiative, strong communication and project management skills, and independence and discretion as a project lead. In comparison, a Planner 3 serves as the project manager and leads team based planning projects in the Planning Division. Additionally, DOT's Principal Planner works on macro level planning for multi-modal transportation initiatives of the agency and focuses on the broader policy and legislative logistics for projects, while Mike's work is more detailed focused on Metro needs in relation to the larger transportation projects. Given a majority of the

Transit Planner work is still rooted with Metro, it is most appropriate for the position to advance to the 3 level of the Transit Planner classification series. Upon consultation with Labor Relations and Central Payroll, we determined it is best to keep the position classified in Comp Group 44 to prevent any negative impacts to the incumbent's benefits or accruals. Because CG44 employees are covered by their own section of the Madison General Ordinances, which make specific reference to these positions being in Metro Transit, it is appropriate that this position revert back to the Metro Operating budget to avoid any inconsistencies. However, this position, and all positions at Metro, remains within the DOT organization structure and this position will continue to report to the Director of Transportation for supervision.

Therefore, I recommend the position of Transit Planner 2 (#2687) be deleted and recreated as a Transit Planner 3 in CG44, Range 10 in Metro Transit operating budget; and the incumbent, M. Cechvala is reallocated to the position, effective March 11, 2020. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum (+12% longevity)
44/08	\$ 65,967	\$ 78,279	\$ 87,673
44/10	\$ 71,607	\$ 86,058	\$ 96,385

cc: Tom Lynch – Department of Transportation Director
 Justin Stuehrenberg – Transit General Manager, Metro
 Michael Lipski – Human Resources Services Manager