

TO: Personnel Board
FROM: Sue DeBolt, Human Resources Department
SUBJECT: Planner 1 – Department of Planning and Community and Economic Development
DATE: August 23, 2010

At the request of the Department of Planning and Community and Economic Development, a review was conducted for the position (#3162) of Planner 1 occupied by B. Grady in Compensation Group 18, Range 06. Under the general direction of a Principal Planner, this position provides professional urban and community planning work in the Comprehensive Planning and Development Review Section of the Planning Division. After reviewing the position description (attached) and meeting with Planning Division Director Brad Murphy and the employee, I conclude that the position should be reclassified as a Planner 2, Compensation Group 18, Range 08, and the incumbent reallocated to the new position.

The class of Planner 2 (18/08) is distinguished from a Planner 1 (18/06) by exercising developed expertise in the design and completion of diverse planning projects, as assigned and effectively participating in policy formulation. In addition, the Planner 2 level work is characterized by acquired expertise in the development and application of urban and community development plans, strategies and standards.

B. Grady was hired as a Planner 1 with the Planning Division in July 2006. Initially in the Planner 1 capacity, the incumbent performed more structured and/or closely reviewed professional assignments. As the incumbent has developed additional professional experience and obtained a more in-depth working knowledge of the principles and practices of land use and community planning, the City's plans, ordinances and procedures, and the local planning environment, work assignments have been performed with a higher degree of independence.

Comprehensive and neighborhood development plans are prepared to help guide future urban development within a planning area. These development plans make detailed recommendations regarding future land use and urban design, roadways, open space preservation, stormwater management and water quality, and extension of urban services including sanitary sewer and water service. B. Grady's responsibilities include assisting in planning and organizing elements of projects, research and analysis, text drafting and graphics preparation, establishing and maintaining effective communication with area residents and property owners, and making public presentations. The incumbent's work is being performed under general supervision, and requires a relatively high degree of independent judgment and discretion. Specific projects in which the incumbent has been given a lead role to make decisions and carry out professional planning assignments in support of neighborhood developments include the Pumpkin Hollow, Northeast Neighborhood and Shady Wood neighborhood development projects.

Grady has also been assigned as principal staff to other ad hoc planning projects including, most recently, the City's participation in the 2010 Census Complete Count Program. The Planning Division is the designated census liaison for all activities related to the preparation of the 2010 Census. The incumbent was assigned to work independently with the Census Bureau and other local agencies to perform outreach and promote the 2010 Census and to better assure a complete

count within historically difficult to count areas to focus on neighborhoods with larger populations of non-English speaking people or ethnic minorities.

I find the work being performed to be consistent with that at the Planner 2 level in terms of both the scope and depth of responsibility currently assigned. As indicated in the class specification for the Planner 1-4 series:

“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.”

“This series is structured to provide advancement from a Planner 1 to a Planner 2, as a function of the employee’s career development, but generally within 2 years of starting employment as a Planner 1.”

As the employee has assumed said responsibility incrementally, I recommend reallocation to the Planner 2 level.

We have prepared the necessary resolution to implement this recommendation.

Compensation Group/Range	2009 Annual Minimum (Step 1)*	2009 Annual Maximum (Step 5)*	2009 Annual Maximum +12% Longevity*
18/06	\$48,225	\$56,781	\$63,596
18/08	\$52,309	\$62,073	\$69,524

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time.

cc: Brad Murphy, Planning Division Director
Michael Waidelich, Principal Planner