

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: May 12, 2009

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Planning Systems Improvement Analyst

The Department of Planning & Community & Economic Development has a vacant half-time Planning Systems Improvement Analyst position. After reviewing the needs of the department, Director Mark Olinger has concluded that the position should be recreated as a Planning GIS Specialist, and I concur. The Planning Systems Improvement Analyst classification is responsible for reviewing systems within the Department of Planning & Community & Economic Development and recommending improvements to processes. The incumbent in the position moved to the City IT Department in 2008 but continues to perform some of this system improvement work. The Department of Planning & Community & Economic Development has now determined that the vacant position is needed to develop, design, and maintain GIS database and applications and design and produce maps using this software.

There is an existing classification of Planning GIS Specialist which is responsible for designing and maintaining the Department of Planning & Community & Economic Development's mapping and geographic information system (GIS) software and hardware. The classification also creates maps. After reviewing the position description (see attached) for the vacant Planning Systems Improvement Analyst, I conclude that the position should be retitled a Planning GIS Specialist to more accurately reflect the work assigned to the position. This does not affect the position's pay range as both classifications are in Compensation Group 18, Range 07, and the position will continue to be a half-time position.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/07	\$50,088	\$59,334	\$66,456

Note-the salaries listed are full-time salaries but the position is a .5 FTE.

cc: Mark Olinger-Director of the Department of Planning & Community & Economic Development