

TO: Board of Estimates  
FROM: Sarah Olson, Human Resources  
DATE: July 19, 2016  
RE: Planning Technician-Planning Division

The Planning Division has a vacant Planning Technician (CG20, R17) position. Because of the vacancy, Planning Division Director Heather Stouder and Transportation Planning Manager Bill Schaefer have reviewed the workload and is requesting that the position be recreated as a Planner 1 (CG18, Range 06) to reflect the increased transportation planning responsibilities this position has been providing in the past year prior to becoming vacant. Based on the submitted position description, I agree that the position should be recreated at the level of Planner 1.

To initiate this process, Mr. Schaefer has submitted a position description which describes:

...responsible transportation planning work activities for the Madison Area Transportation Planning Board, the designated Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area. This includes assistance in preparation of the long-range multi-modal regional transportation plan, corridor and area plans and studies, public transit and active transportation plans, annual updates to the Transportation Improvement Program, and annual performance measure reporting. Planning support work includes, among other activities, maintenance of GIS data sets and creating maps and graphics, as well as collection, formatting, and analysis of other land use development, Census and transportation data. It also includes assistance with public involvement activities, including maintaining content on the MPO's website and social media outlets and staff support to the MPO policy board and advisory committees.

The class specification for a Planner 1 describes:

...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.

The vacant position will be heavily involved in the preparation of the multi-modal regional transportation plan, corridor and small area studies, and the transit development and bicycle transportation plans. This work involves assisting in conducting multi-modal transportation needs analyses and assisting in conducting literature reviews, best practices research, and quantitative analysis to support development of plan recommendations.

The vacant position will also be heavily involved in developing and maintaining transportation planning information systems and databases, including GIS data and cartographic products to support transportation planning activities. Duties include monitor, assemble, and analyze land use, socio-economic, travel, and other data relevant to transportation planning, and assist in collecting, analyzing, and presenting data on the performance of the regional transportation system in accordance with new Federal requirements. In addition, this position will maintain the MPO website and help staff public and committee meetings.

After reviewing the submitted position description, I find that the detailed duties are consistent with the City’s current Planner 1 classification and are professional level duties not found within the Planning Technician classification. The Planning Technician provides paraprofessional support to higher level positions, which includes using GIS software to create maps and design and layout print products. The Planning Technician provides data and analysis support to the professional Planners. However, the Planner 1 has professional-level responsibility for updating and maintaining the GIS database system and uses gathered data to prepare written reports and analysis on land use, transportation, housing, population and related planning studies.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
20/17	\$53,287	\$60,830	\$68,130
18/06	\$54,175	\$63,787	\$71,441

cc: Heather Stouder – Planning Division Director  
 Bill Schaefer – Transportation Planning Manager  
 Natalie Erdman – Director of Planning & Community & Economic Development  
 Greg Leifer – Labor Relations Manager