

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: April 6, 2015

SUBJECT: Comprehensive Community Planner

The adopted 2015 budget for the Community Development Division shows a new position of “Comprehensive Community Planner” in CG18, Range 10. Currently, this classification does not exist within the City’s classification plan. The Budget Highlight states:

Funding for a new 1.0 FTE Comprehensive Community Planner position, effective April 1, 2015. The position will guide City planning, strategy and investments in new and existing Neighborhood/Community Centers, coordinate neighborhood asset cooperation, support resident engagement, and analyze and report relevant data to effectively employ neighborhood centers in neighborhood revitalization and on-going neighborhood health.

Community Development Division Director Jim O’Keefe has put together a position description outlining the work of the new position. Upon reviewing the submitted position description (see attached) and discussions with Mr. O’Keefe, I recommend the position identified in the budget as “Comprehensive Community Planner” be recreated as a Planner 3 with the working title of Neighborhood Initiatives Specialist (CG18-10) due to the type and level of responsibilities to be performed.

This position is expected to provide planning and policy development support to the Division and inform decisions about where and how we deploy community development resources throughout the City. It will play a lead role in developing and updating a plan for City investments in neighborhood centers. The position will also enhance the Division’s capacity to identify, interpret and use available data that will improve our ability to conduct needs assessments and analyze the effectiveness of Division supported activities. The immediate assignment for 2015 will be a mid and long range plan to identify locations and costs associated with new centers, as well as strategies to achieve the plan.

This position requires thorough knowledge of the fundamental principles of community development and thorough knowledge of the various types of data crucial to informing community development policies and strategies. The position requires the ability to conduct statistical and quantitative analyses, carrying out independent research and presenting findings through the preparation of narrative and statistical reports. Work is performed under the general direction of the Director of the Community Development Division and will require the exercise of professional judgment and considerable initiative in the development and completion of assignments. This is very much in line with the current classification of Planner 3, which 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. Under general supervision, work

requires a high degree of independence, judgment and discretion, and typically involves program and policy development work.

Since the Planner 3 classification already exists in the City's classification scheme, addition of a Planner 3 with the working title of Neighborhood Initiatives Specialist within the Community Development Division's operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending that the position in the 2015 Community Development Division operating budget identified as "Comprehensive Community Planner" be recreated as a 1.0 FTE Planner 3 position within the Community Development Division budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,674	\$74,121	\$83,015

cc: Jim O'Keefe – Community Development Division Director  
Mike Lipski – HR Services Manager