

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: April 16, 2015

SUBJECT: Planner positions

The adopted 2015 budget for the Planning Unit shows two new Planner positions, a Planner 1 effective May 1 for the MPO and a Planner 1 to help with development review and preservation issues. When the budget document was created, the positions were put in as Planner 1 positions. However, normally such positions are created and budgeted as a Planner 2 because there is a career ladder associated with the Planner series that provides for movement to the 2 level "...as a function of the employee's career development, but generally within 2 years of starting employment as a Planner 1." Because it is anticipated that the incumbent will advance to that 2 level, the position is budgeted at the higher level. Because of this, I am requesting that position #4504 and #4505 be recreated in the Planning Division budget as Planner 2.

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
18/06	\$52,380	\$61,674	\$69,075
18/08	\$56,816	\$67,421	\$75,512

cc: Natalie Erdman-Interim Director of Planning & Community & Economic Development
 Katherine Cornwell – Planning Division Director
 Mike Lipski – HR Services Manager