

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: January 26, 2009

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Planner 1 and Planner 2 Positions, Planning Unit

At the request of the Planning Unit Director we conducted studies of two positions in the department's Planner series: One of two Planner 1 positions (#4032, occupied by L. Horvath) in Compensation Group 18, Range 06 and one of six Planner 2 positions (#635, occupied by R. Cnare) in Compensation Group 18, Range 08.

Under direction of a Principal Planner, employees at the four levels of the Planner series have responsibility for professional urban and community planning, as follows:

- Planner 1: Entry level. Structured work assignments in a full range of projects
- Planner 2: Full responsibility level reflecting acquired expertise, under general supervision
- Planner 3: Advanced level, with specific responsibility for one or more planning activities, normally including some responsibility for lower-level Planner positions
- Planner 4: Senior level, with high levels of responsibility for multiple complex activities, strategy and policy development, and full responsibility for leadership for lower-level Planner positions.

The Planner 1—4 Series specification provides for advancement from Planner 1 to Planner 2 at the employer's discretion, upon an employee's meeting the minimum training and experience qualifications (equivalent to two years at the Planner 1 level) and applicable performance standards for the higher position. The 3 and 4 levels are "position specific" and do not provide for such discretionary advancement. Rather, positions are moved to the higher classification based on the position's organizational role and complexity of duties assigned to the position.

The Planner 1 study position incumbent has met the experience requirement and has been assigned progressively more responsible work, working as manager of the City's Neighborhood Grant Program and working on 15 to 20 annual projects both independently and in cooperation with higher-level Planners. She previously served as City liaison with Tenney-Lapham neighborhood in plan completion and approval, and is currently facilitating development of the Northport-Warner Park Neighborhood Plan. We therefore recommend placement of the position in the Planner 2 class and reallocation of the incumbent in the position.

The Planner 2 study position has been recommended for reclassification based on changes in duties and responsibilities assigned to the incumbent as well as satisfaction of training and experience requirements for the Planner 3 class (two years of professional planning experience comparable to that gained as a

Planner 2 for the City of Madison). The incumbent has been assigned extensive involvement in long-range planning activities, specific project responsibility in planning, scheduling and conducting public meetings, making presentations to community groups, boards, commissions and the Common Council, staffing the Urban Design Commission and Landmarks Commission, and managing contracts and grants, including overseeing the work of consultants and contractors retained by the City. She has led development and coordination of ordinances (most recently the Urban Design District #8 ordinance, developed with a City staff team) and contributed to complex plans and projects:

City of Madison Comprehensive Plan (2003-2006): Public meeting coordination and facilitation, oversight of technical planning staff for graphics and mapping, developing and analyzing policy and programs

Stoughton Road Revitalization Project Plan (2005-2008): The employee was Project Manager for this award-winning multi-neighborhood planning effort, including oversight of contracts and consultants' work, coordination of State, County, and City agencies' policy and planning, meeting facilitation and coordination among eight neighborhoods, City alders, County supervisors, individuals, citizen groups, boards, commissions and government agencies.

Royster-Clark Market Study and Area Plan (2007 to present): Coordinates planning process with City staff, alders, agencies and neighborhood representatives; oversees consultant work on market analysis for the former industrial site.

Additional plan and project work has included the East Washington Capitol Gateway BUILD Plan, Downtown Plan, the Allied Drive Redevelopment Project from 2004 to the present, Facade Grants from 2003 to the present and in 2004 and 2005 coordination of efforts for "Participating in the Development process: A Best Practices Guide" for neighborhoods, developers and policymakers.

We therefore recommend placement of the position in the Planner 3 class and reallocation of the incumbent in the position.

We have prepared the necessary Resolution to implement these recommendations.

**Attachments**

cc: Brad Murphy, Planning Unit Director  
 William Fruhling, Principal Planner  
 Incumbents

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Maximum with Longevity
18/06	\$48,225	\$56,781	\$63,596
18/08	\$52,309	\$62,073	\$69,524
18/10	\$56,781	\$68,241	\$76,440