



Human Resources Department

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Date: July 14, 2022

To: Karin Wolf, Arts and Culture Administrator

From: Harper Donahue, IV, Human Resources Director

Re: Appeal of Job Study Recommendation (Arts and Culture Administrator)

Thank you for your patience in waiting for my long overdue response. In accordance with City Personnel Rules, I have reviewed your appeal, the original study, and the previous recommendation that your current position be recreated in CG18 at Range 12. After reviewing the duties you perform as an Arts and Culture Administrator, as detailed in the position description that was submitted in your study request, and the information that was provided during the appeal process, **I have determined that the study performed by Tameaka Bryant resulted in an accurate recommendation for your work and therefore the decision is upheld.**

I appreciate that you have a unique role with the City; however, the Planner Classification Series that was recently updated in 2019 describes a Planner 4 as:

...leadership level work characterized by accountability for complex activities in the Planning Division or MATPB Work Plans necessitating initiative, judgment, and discretion. This level is distinguished by significant responsibility for major planning projects and programs, policy/strategy and ordinance development, and participation on the Division's Leadership Team. Under general supervision, work involves mentorship and leadership responsibility for others in the Planning Division.

Additionally, duties associated with Planner 4 level include:

Perform and build on the work of a Planner 3, exercising leadership and discretion in the development, implementation, and direction of Planning Division or MATPB program activities.

Planning and Policy Formation

- *Plan, coordinate, and lead interagency and intergovernmental work sessions, public meetings; and presentations to policy-making bodies and community, neighborhood, and other stakeholder groups as necessary to accomplish projects.*
- *Draft departmental comments, recommendations, and/or position statements on major planning proposals and present to the Plan Commission, Common Council, other City boards and commissions, other units of government and other development-related bodies.*

Project Management and Leadership

- *Mentor colleagues in the scoping and management of complex planning processes and projects.*

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- *Contribute to the professional growth of colleagues and provide supervision to Planning Division interns.*
- *Develop and oversee the maintenance of internal systems to track progress toward Work Plan activities.*
- *Assist Principal Planners and the Planning Division Director as part of Planning Division Leadership Team*

While the Planner 4 classification is not a perfect fit, it is a reasonable comparison. Additionally, when considering the uniqueness of your position, compared to your external comparables, with a salary range of \$79,484.34 - \$107,473.60, placement at Range 12 may not be the highest salary but it seems very competitive.

In closing, I want to emphasize this determination is not a measure of performance or a lack of respect for the important work performed. I appreciate your thoughtful appeal regarding the study of your position, and the time you took to read our report and express your concerns. While we may disagree on the appropriate classification and salary range for your position, I want to emphasize that this in no way diminishes the quality of the work you perform for the City. If you disagree with this decision, the Personnel Rules allow you to appear before the Personnel Board. The Board may choose to uphold the decision or send the matter back for further study, with instruction on what needs to be looked at further. Please let Emaan Abdel-Halim know if you intend to appear so she can prepare the agenda for the July Personnel Board meeting.

CC: Heather Stouder, Planning Division Director
Bill Fruhling, Principal Planner
Matthew Wachter, DPCED Director
Tameaka Bryant, HR Analyst
Emaan Abdel-Halim, HR Services Manager