

TO: Personnel Board
FROM: Harper Donahue, Human Resources
DATE: August 22, 2013
SUBJECT: Planner 3

At the request of the Planning Division Director, Ms. Katherine Cornwell, I have studied the position (#626) of Planner 2 (CG18, Range 08) currently occupied by Mr. Timothy Parks. This position is currently housed within the Comprehensive Planning & Development Review section of the Planning Division and reports directly to Mr. Michael Waidelich (Principal Planner, CG18/R15). I have met with Mr. Waidelich and Mr. Parks (the incumbent), and based on this meeting, a review of the position description (attached), and the City of Madison Personnel Rules, I recommend that Mr. Parks be reclassified to a Planner 3 (CG18/R10) for the reasons discussed in this memo.

The Planner 2 class spec (attached) identifies

"...the objective level of the professional planner career progression series. Employees exercise developed expertise in the design and completion of diverse planning projects, as assigned and effectively participate in policy formulation. This work is characterized by acquired expertise in the development and application of urban and community development plans, strategies and standards. Work is performed under general supervision."

Specific responsibility may include

- "Perform all work of a Planner 1, with a higher degree of judgment and discretion.
- Exercise developed expertise in the design and completion of diverse planning projects, as assigned. Effectively participate in policy formulation. Assist in planning, scheduling, and conducting related work sessions and public meetings.
- Prepare cost estimates, preliminary plans, working drawings and specifications, and perform construction and site inspection. Provide design assistance on public improvement projects; and other development, as appropriate."

On the other hand, a Planner 3 (attached) describes

"...responsible advanced-level professional work in the development and implementation of assigned planning programs, functions and services. This is responsible, advanced level planning work. This level is characterized by ongoing responsibility for one or more planning activities, which may involve some responsibility for subordinate planners. Under general supervision, work requires a high degree of independence, judgment and discretion, and typically involves program and policy development work."

Distinguishing features between a Planner 2 and Planner 3 include:

- "... considerable discretion in the development, implementation, and direction of Planning Division program activities, including for example, conceptualizing community and redevelopment plans and strategies, developing standards, policies and ordinances for land use, conducting research and developing and maintaining data for analysis and use in long-term multi-faceted community development plans.
- Determine the components and issues to be covered by a project and prepare a project design and work schedule.

- *Provide leadership to professional and technical staff. Assign, monitor and evaluate work. Assist Principal Planners and Division Director in overall supervisory role.*
- *Plan, schedule and conduct (interagency and intergovernmental) work sessions; public meetings; and presentations to policy-making bodies and community, neighborhood, and special interest groups as necessary to accomplish the project.*
- *Draft departmental comments, recommendations, and/or position statements on major planning proposals before the City Planning Commission, the Common Council other City boards and commissions, other units of government and other development-related bodies.”*

Mr. Parks has been with the City’s Planning Division since February 2004. In 2004, Parks came to the City’s workforce as a Planner 1. In May of 2006, the position was reclassified to Planner 2, reflecting increased expertise, knowledge and degree of judgment and discretion exhibited by the incumbent after two years of experience. In March of 2007, the retirement of a Planner 4 led to the incumbent increasingly assuming additional responsibilities and duties, including:

- Staff guidance and oversight to new planners hired in 2007 and 2008;
- The coordination and leadership of several key elements of the development review and Plan Commission administration process;
- Serving a leadership role in initiating, developing implementing a number of internal process improvements within the current Planning function.

The work Mr. Parks performs with the Comprehensive Planning & Development Review section of the Planning Division falls within the Planner 3 description. According to Mr. Parks’ position description (attached), 50% - 65% of his time involves “advanced-level professional work” in managing and coordinating the case review of zoning map amendments, and conditional use and land subdivision applications, including planned developments and more complex projects. An additional 15% of his time is spent performing duties related to Plan Commission Administrative services. In addition, Mr. Parks is providing leadership and staff guidance to recently hired, and lower level planners. As such, Mr. Parks’ position should be recreated as a Planner 3 (CG18, R10), and he should be reallocated to the new position.

We have prepared the necessary Resolutions to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/08	\$54,955	\$65,213	\$73,034
18/10	\$59,654	\$71,694	\$80,288

cc: Katherine Cornwell – Planning Division Director
 Tim Parks – Planner 2
 Michael Waidelich – Principal Planner
 Mike Lipski – HR Services Manager