

TO: Personnel Board
FROM: Michael Lipski, Human Resources
DATE: April 22, 2014
SUBJECT: Library Planner

In the 2014 Adopted Operating Budget for the City of Madison, the Library received a position identified as “Planner (Construction Coord.),” in CG18-xx. The narrative in the budget document states

Adding a 1.0 FTE Planner (Planning and Construction Coordinator) position funded through billings to capital projects. This position will assist in planning for future capital projects, including soliciting public input, researching demographic trends, ensuring that siting criteria for branch libraries are appropriate and followed, and coordinating capital project plans with other City agencies.

Library Director Greg Mickells and Administrative Services Manager Mark Benno put together a position description for the proposed position (attached). Based on a review of the position description, conversations with Mr. Mickells, Mr. Benno, and Planning Division Director Katherine Cornwell, and reviewing other positions in the City’s classification plan, I recommend that the new position be created as a Planner 2 in CG18, Range 08.

According to the PD and Library staff, the position will have responsibility for developing a comprehensive plan in the deployment of library services for the east side of Madison. This will include a review of existing branch locations and possible relocation opportunities. The position will be responsible for soliciting public input, assist in preparing library land use plans in conjunction with existing neighborhood plans, conducting physical planning studies, and performing other planning work. The position will not have responsibility for staffing any boards or commissions and does not oversee subordinate staff.

A Planner 2

...is 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.

On the other hand, a Planner 3

...is 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.

The work identified by the Library more closely aligns with the Planner 2 classification. As such, I recommend that the position identified in the 2014 budget be classified as a 1.0 FTE Planner 2.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
18/08	55,560	65,931	73,840

cc: Greg Mickells-Library Director
Mark Benno-Library Administrative Services Manager