

TO: Board of Estimates

FROM: Sarah Olson
HR Analyst

DATE: November 1, 2016

RE: Principal Planner – Planning Division

Heather Stouder, Planning Division Director has requested the recreation of a vacant Planner 4 (position #3191, CG18, Range 12) to a Principal Planner (class #H162-CG18, Range 15) to be filled through an open and competitive process. This new position will oversee the Comprehensive Planning & Regional Cooperation section.

The Planning Division has 5 sections: Comprehensive Planning & Regional Cooperation; Neighborhood Cultural & Strategic Planning; Development Review & Plan Implementation; Transportation Policy & Planning; and the Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area. Three of those sections have a Principal Planner responsible for supervising all of the activities and functions of their respective section. The MPO is unique in that a Transportation Planning Manager (CG18, Range 16) oversees the section instead of a Principal Planner. The only section that does not have a Principal Planner is the Comprehensive Planning & Regional Cooperation section.

The Principal Planner will be able to direct the activities and functions of the Comprehensive Planning and Regional Cooperation Section encompassing master planning; urban development policy; related information services; land development policies, and related regulations and review. This includes supervision and coordination of staff involved in developing and maintaining the City's comprehensive plan elements; formulating and maintaining the City's urban development policies; preparing and implementing neighborhood development plans for peripheral areas; working with other communities, officials, neighborhoods and businesses to prepare and implement peripheral area plans and initiatives of regional significance; compiling, analyzing, and communicating data and information relating to urban planning, assisting with the review of specific land development proposals and monitoring changes in planning laws and techniques.

Addition of the Principal Planner would add staff supervision over the section which is currently being done by the Planning Division Director and allow for the Director to focus on projects occurring in all of the sections.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Minimum (Step 1)	Annual Maximum (Step 5)	2016 Maximum longevity	Annual +12%
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18/12	\$69,731	\$84,184	\$94,286
18/15	\$80,321	\$96,709	\$108,314

cc: Natalie Erdman – Director of Planning, Community and Economic Development
 Heather Stouder – Planning Division Director
 Mike Lipski – HR Services Manager