

TO: Personnel Board  
FROM: Tameaka Bryant, Human Resources  
Subject: Planner 4, PCED Planning  
DATE: September 13, 2021

At the request of the Planning Division Director Heather Stouder, and Bill Fruhling, Principal Planner a study was submitted to HR on May 5, 2021 for a Planner 3 position (CG 18, R 10), held by Linda Horvath (position #4032). This position is responsible for advanced-level professional planning work within the Neighborhood Planning, Preservation and Design Section of the Planning Division, including managing the Community Development Block Grant (CDBG) program. After meetings with the incumbent and the supervisor, and reviewing the duties and responsibilities associated with this position, as seen in the attached position description, I recommend the following for reasons outlined in this memo.

- Recreate position #4032 as a Planner 4 position (CG18, R12)
- Reallocate the incumbent, L. Horvath into the new position

The class specification for Planner 4 indicates employees perform

...responsible **professional urban and community planning work** within the Department of Planning& Community & Economic Development. This work primarily involves the **collection and analysis** of a **wide range of community and urban planning information**; the preparation of planning documents, **analytic reports**, and **graphic materials**; and providing related information, interpretations, evaluations and recommendations regarding planning strategies, processes, policies and ordinances.[emphasis added]

Distinguishing duties and responsibilities include:

- Perform all work of a Planner 3; and exercise considerable discretion in the development, implementation, and direction of Planning Division program activities, including, for example, conceptualizing community development 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 Plan Commission, the Common Council, other City boards and commissions, other units of government and other development-related bodies.

The Planning Division has 5 sections: Comprehensive Planning & Regional Cooperation; Neighborhood Planning, Preservation and Design; City Design & Plan Implementation; Transportation Policy & Planning; and the Metropolitan Planning Organization (MPO) for the Madison Metropolitan Area. This position reports directly to the Principal Planner of the Neighborhood Planning, Preservation and Design Section.

Linda Horvath started with the City in 2003 as a limited term employee working on the Comprehensive Plan. Through a competitive process she was hired on as a Planner 1 in 2006. Overtime as her duties became more complex and independent she moved up the Planner series to a Planner 3 in 2014. Currently Linda's role managing projects involves leading and assigning the work of a Planner 1, 2-Planner 2s, and a Planner 3, as well as administrative and technical staff. The composition of the aforementioned varies based on the project. As a project manager, she is charged with the preparation of detailed workplans and schedules including neighborhood planning and strategies, implementing the CDBG Block Grant development, and developing standards which is consistent with the work performed by a Planner 4.

A large portion of the position is making numerous presentations to the Common Council, neighborhoods, and other diverse stakeholder groups around sensitive issues and reaching consensus on action. Linda's projects range from the following:

- Co-leader of the Leopold-Arbor Hills Neighborhood Resource Team;
- Co-leader of the Greater East Towne Area Plan;
- Co-leader of the Technical Advisory Committee for the Health Impact Assessment of the Nine Springs Golf Course.
- As part of the Arbor-Hills Neighborhood Plan, Linda coordinated with other City agencies and community partners to create a neighborhood sun shelter, community garden for 65 families, decorative garden fence, and flag football program.
- Northport-Warner Park-Sherman Neighborhood Plan facilitated meetings with a Council appointed committee and developed recommendations on land use and redevelopment concepts.

The Planner 4 classification is distinguished by the ability to plan and implement major policy-related studies, to formulate implementation strategies, and the ability to represent the City interests before interagency/intergovernmental committees and groups.

Linda also leads other technical, administrative and professional staff from the Planning Division and other agencies. For example, in her current role as Project Manager for the Neighborhood Grant Program she works with the Parks Division, Engineering Division, Traffic Engineering Division, Real Estate, City Attorney's Office, Community Development, Economic Development, Water Utility and neighborhood partners. She also leads Common Council

appointed steering teams and assigns planning assignments to lower level staff. Leading lower level staff to carry out multiple program objectives is also consistent with the classification of a Planner 4.

The work Linda performs is in line with what is expected of the Planner 4 classification. Because of reasons outlined in this memo, I recommend the Planner 3 position, be recreated as a Planner 4 position and the incumbent, Linda Horvath, is reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
18/10	\$ 71,630.52	\$ 86,086.78	\$ 96,417.10
18/12	\$ 78,305.76	\$ 94,535.74	\$ 105,880.06

cc: Bill Fruhling-Principal Planner  
Heather Stouder—Planning Division Director  
Matt Wachter—Director of Planning, Community & Economic Development  
Emaan Abdel Halim—HR Services Manager  
Harper Donahue IV-HR Director