



Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Lafayette L. Crump
Commissioner

Sam Leichtling
Deputy Commissioner

August 20, 2025

Kristin Urban
Human Resources Manager
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Ms. Urban:

The Department of City Development (DCD) is hereby requesting re-exemption from the provisions of Civil Service for the Long Range Planning Manager position. We are asking that this request be heard by the City Service Commission at its meeting on September 9, 2025.

The Long Range Planning Manager manages the staff and resources of the City Development's Long Range Planning section. This planning manager position in the department has traditionally been exempted from the provisions of Civil Service because of the nature and complexity of the interaction with public officials and local employers and developers, and its policymaking and implementation responsibilities. The position also represents the City of Milwaukee and department in collaborative local and regional planning activities.

The Long Range Planning Manager makes project assignments, supervises professional staff on long range planning activities, consults with and provides technical assistance to other DCD staff members, the City Plan Commission, Redevelopment Authority, and various other city, state, federal agencies, organizations and developers. This position also is responsible for developing and implementing land use related policies, including responsibility for confidential and sensitive zoning, housing, and development policy issues that have City-wide impacts.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Sam Leichtling
Deputy Commissioner

Attachment

cc: Vanessa Armstrong, DCD



JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

| | | | | | |
|---|--|---|--|--|-----------------|
| 1. Date Prepared/ Revised: 7/17/2025 | | 2. Present Incumbent: Vacant | | Is incumbent underfilling position? | |
| 3. Date Filled: | | 4. Previous Incumbent: Tanya Fonseca | | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10. | |
| 5. Department: City Development | | Bureau: Division: Planning | | Unit: Section: Long Range Planning | |
| 6. Work Location: 809 North Broadway | | Telephone: 414-286- Email: | | Work Schedule: Hours: 8 am-4:45pm / Days: M-F | |
| 7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 8. Bargaining Unit: Management If in District Council 48, which local? | | 9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt | |
| 10. Official Title: Long Range Planning Manager | | | | Pay Range | Job Code |
| | | | | 1KX | 5137 |
| Underfill Title (if applicable): | | | | | |
| Requested Title (if applicable): | | | | | |
| Recommended Title (DER Use Only): | | | | Approved by: | |
| | | | | Date: | |
| | | | | | |

11. BASIC FUNCTION OF POSITION:

This position is responsible for managing the Long Range Planning section within the Planning Division of the Department of City Development. The manager makes project assignments, supervises professional staff on long range planning, area planning, and planning policy activities, carries out special projects, consults with and provides technical assistance to other DCD staff members, Plan Commission, Redevelopment Authority, Housing Authority, and various other City, State, Federal, and private agencies, organizations, and developers.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

| % of Time | ESSENTIAL FUNCTION |
|-----------|--|
| 40% | • Manage and supervise the staff of the Long Range Planning Division. Responsibilities include assigning and reviewing work, supporting professional development and growth, and hiring and training new staff. |
| 20% | • Lead special and strategic planning projects and initiatives, including land use, housing, and economic development policy creation. Carry out special planning projects including neighborhood plans, redevelopment plans, and researching regulatory and other methods for implementing the Comprehensive Plan. Manage the implementation of strategic projects to update the Zoning Code and design guidelines to advance Comprehensive Plan recommendations. |
| 15% | • Develop and manage public engagement strategies that maximize stakeholder engagement during planning projects, reduce barriers to participation, and meaningfully engage under-represented groups. |
| 5% | • In consultation with the City Planning Director, set goals and develop and implement the annual work plan for the Long Range Planning Section. This includes creating project scopes of work, budgets, and timelines for major projects to ensure the activities of the Division advance Departmental goals and priorities. Develop the framework and process for ongoing updates of the City's Comprehensive Plan. |
| 5% | • Oversee the review of public and private development proposals that are subject to discretionary review for compliance with the objectives of the City's Comprehensive Plan and neighborhood goals, as well as relevant design guidelines and City ordinances. |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

| % of Time | ESSENTIAL FUNCTION |
|-----------|--|
| 5% | <ul style="list-style-type: none"> Develop collaborative relationships with internal and external partners to further the implementation of the recommendations of the Comprehensive Plan. Convene stakeholder groups in support of Long Range Planning initiatives. Serve as the Department's liaison to external groups working on related initiatives. |
| 5% | <ul style="list-style-type: none"> Respond to requests for information from the Mayor's Office, Legislative Reference Bureau, Council members, other City Departments, residents, business owners, and developers. |
| 5% | <ul style="list-style-type: none"> Seek grant funding and partnership opportunities that generate additional resources to support Long Range Planning projects and initiatives. |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |

B. PERIPHERAL DUTIES:

| % of Time | PERIPHERAL DUTY |
|-----------|--|
| | <ul style="list-style-type: none"> Present reports to public bodies such as City Plan Commission, Redevelopment Authority, Board of Zoning Appeals, and Common Council committees. |
| | <ul style="list-style-type: none"> Represents DCD at local and national conferences on planning, land use, urban design, transportation, environment, community/economic development, and engagement. |
| | <ul style="list-style-type: none"> Contributes to maintaining long range planning project pages on the City website and online engagement platform. |
| | <ul style="list-style-type: none"> Other duties as assigned. |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |
| | <ul style="list-style-type: none"> |

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Tanya Fonseca, City Planning Director

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Commissioner's office and supervisor provide policy and project guidance. Supervisor meets weekly with incumbent to review project activity.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **5 FT; up to 2 interns.**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

| | | |
|------------------------------------|---|---|
| a. Assign duties | e. Sign or approve work | |
| b. Outline methods | f. Make hiring recommendations | |
| c. Direct work in progress | g. Prepare performance appraisals | |
| d. Check or inspect completed work | h. Take disciplinary action or effectively recommend such | |
| Number Supervised | Job Title | Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i> |
| 4 | Senior Planner | a, b, c, d, e, f, g, and h |
| 1 | Associate Planner | a, b, c, d, e, f, g, and h |
| 2 | Graduate Intern | a, b, c, d, e, f, g, and h |
| | Consultants | a, b, c, d, and e |
| | | |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

Education and Experience:

A Bachelor's Degree from an accredited college or university in Urban Planning, Public Administration, Urban Studies, Architecture, and/or a related field (course work should include urban and regional planning, community development, urban design, architecture, real estate, land use and zoning, or related fields). Master's Degree in Urban Planning, Public Administration, Urban Studies, Urban Design, Architecture, or a related field is desirable.

At least 5 years of experience in professional urban planning or community engagement/community development roles, including project management and/or people management.

Equivalent combinations of education and experience will be considered.

i. Knowledge, Skills and Abilities:

Knowledge of the theory, principles and techniques of the urban planning and development and community engagement.

Demonstrated experience leading planning or community development/organizing initiatives in racially and socio-economically diverse communities, including designing culturally-responsive public engagement techniques.

Ability to lead, manage, and motivate a diverse team.

Highly developed written, verbal, and presentation communication skills, and ability to effectively communicate to a wide variety of audiences (residents, business owners, developers, elected officials, etc.).

Demonstrated sensitive judgment in planning and development matters and understanding of the resulting impacts of planning decisions upon the public and the overall development of the city.

Ability to identify and build relationships with community organizations and agencies related to the work of the Planning Division.

Ability to prioritize tasks, manage projects, and successfully delegate work to complete tasks based on departmental deadlines and goals.

Honesty, integrity, and the ability to maintain confidentiality.

Demonstrated commitment to professional development, including staying abreast of current best practices and trends in planning, public engagement, community and economic development, and urban design.

Computer skills including word processing, presentation, spreadsheet, desktop publishing software.

ii. Certifications, Licenses, Registrations:

AICP Certification preferred. Recognized standing and participation in professional planning and/or community development organizations is desirable.

iii. Other Requirements:

Regularly represent the Department at community meetings occurring on nights and weekends at various locations throughout the city.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion. |
| <input type="checkbox"/> | Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| <input type="checkbox"/> | Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. |
| <input type="checkbox"/> | Kneeling: Bending legs at knee to come to a rest on knee or knees. |
| <input type="checkbox"/> | Crouching: Bending the body downward and forward by bending leg and spine. |
| <input type="checkbox"/> | Crawling: Moving about on hands and knees or hands and feet. |
| <input type="checkbox"/> | Reaching: Extending Hand(s) and arm(s) in any direction. |
| <input type="checkbox"/> | Standing: Particularly for sustained periods of time. |
| <input type="checkbox"/> | Walking: Moving about on foot to accomplish tasks, particularly for long distances. |
| <input type="checkbox"/> | Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward. |
| <input type="checkbox"/> | Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| <input type="checkbox"/> | Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles. |
| <input type="checkbox"/> | Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling. |
| <input type="checkbox"/> | Grasping: Applying pressure to an object with fingers and palm. |
| <input type="checkbox"/> | Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips. |
| <input checked="" type="checkbox"/> | Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly. |
| <input type="checkbox"/> | Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound. |
| <input checked="" type="checkbox"/> | Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers. |
| <input type="checkbox"/> | Driving: Minimum standards required by State Law (including license). |

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input type="checkbox"/> | Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work. |
| <input type="checkbox"/> | Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| <input type="checkbox"/> | Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| <input type="checkbox"/> | Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

- I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts). |
| <input type="checkbox"/> | Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.) |
| <input type="checkbox"/> | Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment. |
| <input type="checkbox"/> | Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc. |

- J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 2%**

CHECK ALL THAT APPLY:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work). |
| <input type="checkbox"/> | The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.) |
| <input type="checkbox"/> | The worker is subject to outside environmental conditions: No effective protection from weather. |
| <input type="checkbox"/> | The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour. |
| <input type="checkbox"/> | The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. |
| <input type="checkbox"/> | The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level. |
| <input type="checkbox"/> | The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body. |
| <input type="checkbox"/> | The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals. |
| <input type="checkbox"/> | The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation. |
| <input type="checkbox"/> | The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids. |
| <input type="checkbox"/> | The worker is required to wear a respirator. |

- K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

| | |
|--|---|
| <input checked="" type="checkbox"/> Camera and photographic equipment | <input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.) |
| <input type="checkbox"/> Cleaning supplies | <input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.) |
| <input type="checkbox"/> Commercial vehicle | <input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.) |
| <input type="checkbox"/> Data processing equipment | <input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.) |
| <input type="checkbox"/> Handcart | <input checked="" type="checkbox"/> PC software |
| <input type="checkbox"/> Hand tools (please list): | |
| <input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register | |
| <input type="checkbox"/> Other (please list): | |

- L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Must have the ability to carry out routine assignments without detailed supervision and to train others. Must possess good oral/written communication skills.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Must have a valid Wisconsin's Driver's License.

M. I believe that the statements made above in describing this job are complete and accurate.



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Kristin Hennessy Urban
Special Deputy Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: The Honorable
The Board of City Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: September 5, 2025

RE: Request from the Department of City Development (DCD) to **re-exempt** the position of Long Range Planning Manager

| <u>Position Title</u> | <u># of Positions</u> | <u>Pay Range</u> |
|-----------------------------|-----------------------|---------------------------|
| Long Range Planning Manager | 1 | 1KX (\$116,493-\$127,413) |

I have attached a request from DCD Deputy Director Sam Leichtling requesting re-exemption for the position of Long Range Planning Manager, along with a job description.

The Long Range Planning Manager directs the staff of the Long Range Planning Section and is responsible for leading special and strategic projects and initiatives related to land use, housing and economic development. The incumbent will work closely with and represent the Commissioner before the City Plan Commission, the Redevelopment Authority and other governmental agencies and developers. The Long-Range Planning Manager addresses sensitive zoning, housing, and development policy issues, providing guidance to elected officials in these areas. Due to the policy advisory and public-facing nature of this position, I recommend that the request for re-exemption be approved.

Please contact me at 414,286.8643 should you have any questions or concerns regarding this request.