



Department of Employee Relations

May 6, 2003

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 030009

The attached report recommending the classification of Senior Planner, Pay Range 576, for one new position in the 2003 budget for the Department of City Development will be submitted to the City Service Commission for consideration on May 6, 2003. We recommend this classification, subject to approval by the City Service Commission.

Since this position is included in the 2003 budget and Positions Ordinance as Senior Planner, no ordinance changes are needed and there is no additional fiscal impact.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Frank Forbes, Joseph Czarnezki, Jennifer Gonda, Marianne Walsh, Julie Penman, Bonnie Vaughn,
 Richard Abelson, John English, John Garland and Robert Klaus

JOB EVALUATION REPORT

City Service Commission Meeting Date: May 6, 2003

Incumbent: New Position

Department: City Development

Present	Request
Title: New Position	Title: Senior Planner
Salary: Not Applicable	Salary: Pay Range 576 (\$45,696-\$54,073)
Step: Not Applicable	Source: Department
<p>Recommendation: Title: Senior Planner Salary: Pay Range 576 (\$45,696-\$54,073)</p>	
<p>Rationale: This recommended classification for the new position in the Planning Division of the Department of City Development is based on the duties and responsibilities being consistent with those associated with Senior Planners. Specifically this position will be responsible for the comprehensive plans and studies for an entire project as opposed to just one portion of a project. Further, the position will be responsible for coordinating the work of others who may be assigned to their projects. The specific area of work includes the plans and studies for the development and redevelopment of districts and project areas within the City.</p>	
<p>History of Position: The Department of City Development has requested and received approval from the Common Council to fill this position in its 2003 budget.</p>	

Action Required:

No action is necessary under the Positions Ordinance or the Salary Ordinance.

Background:

The Department of Employee Relations received a memorandum dated January 24, 2003 from Bonnie Vaughn, DCD Personnel Officer, regarding a new position in the 2003 budget located in the Planning Division of the Department of City Development. Discussions were held with Ms. Vaughn and job descriptions and classification studies were reviewed.

Duties and Responsibilities:

The basic function of this new position is to be responsible for the preparation of comprehensive plans, redevelopment plans, and studies for the development and redevelopment of districts and project areas within the City. Under general supervision this position would perform the following duties and responsibilities:

- Prepare plans and studies for districts and project areas in which the City or Redevelopment Authority has a special role in the promotion of development of redevelopment or in land use regulation. Among districts of this type are renewal areas, tax increment districts, business improvement districts and neighborhood plans.
- Research and recommend changes to public regulation to achieve land use goals.
- Write and edit reports on staff findings and recommendations and may present reports to public bodies such as the City Plan Commission and Redevelopment Authority.
- May coordinate and serve on project teams. May manage consultants, planners, interns and support staff on specific assignments.
- Disseminates planning information for use in decision-making.
- Assists in interpreting comprehensive plan changes.
- Researches and recommends changes to public regulations to achieve land use goals.
- Perform other duties as assigned.

This position will also oversee Assistant Planners and other personnel if assigned to a project. The position will outline methods in detail for that project, oversee daily activities and review end products in detail. This position requires a master's degree in Urban Planning or related field. Equivalent combinations of education and experience may be considered and American Institute for Certified Planners (AICP) certification is preferred. The incumbent in this position must have the ability to carry out complex assignments without detailed supervision and to train others, possess good oral/written communication skills, the ability to work with others as a team and have good customer service skills. The position also requires the use of PowerPoint, Word, Excel and Outlook software, Novell and Windows NT operation systems and knowledge of the database query process.

Analysis:

The three nonmanagement levels within the structure of the Planner classifications are as follows:

Assistant Planner

The Assistant Planner level represents the beginning level for professional Planners for graduates with a bachelor's degree in urban planning and no work experience. The basic function of the Assistant Planner is to assist higher level Planners in the performing of analytical responsibilities, collect and prepare data for analysis, conduct and analyze field surveys, and conduct statistical calculations and analyses. These positions are used to underfill Associate Planner positions.

Associate Planner

At this level, employees have full responsibility for a portion of a major project in an area such as land use or urban design. Working alone, or as a team member, receiving supervision from a Principal Planner (or Assistant Principal Planner) as needed. Associate Planners consult with

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and provide technical assistance to staff members and perform the day-to-day analytical and planning duties needed to complete projects.

Senior Planner

This level is characterized by high independence and full responsibility for developing major projects from planning through implementation and evaluation, which may involve coordinating the work of others. Areas of responsibility include demographic studies, development and redevelopment proposals, real estate, urban design planning, land use, zoning and site plan development.

A review of the duties and responsibilities listed above indicate that this new position would best fit in with the Senior Planner classification since it will be responsible for the preparation of comprehensive plans and studies for an entire project as opposed to just one portion of a project. This position will also coordinate the work of others who may be assigned to their project. Both of these duties distinguish the Senior Planner classification from the Associate Planner classification.

Recommendation:

Based on the above analysis, we recommend this new position in the Planning Division of the Department of City Development be classified as Senior Planner in Pay Range 576.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Florence Dukes*
Florence Dukes, Employee Relations Director