



Department of Employee Relations

Cavalier Johnson

Mayor

Jackie Q. Carter

Director

Molly King

Employee Benefits Director

Nicole M. Fleck

Labor Negotiator

JOB EVALUATION REPORT

City Service Commission Meeting: January 13, 2026

Department of Public Works – Infrastructure Services

Current	Recommended
(One New Position)	Transportation Mobility Coordinator PR 2MN (\$80,098 - \$112,137) FN: Recruitment is at \$94,758 FN: Additional 3% for AICP Certification (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Department of Public Works – Infrastructure Services has requested a classification study of a new position added via the 2025 budget process. A new job description was provided, and communications were held with Karen Biernat, Human Resources Analyst – Senior.

Duties and Responsibilities

The basic function of this position is to oversee various programs, initiatives, and projects that increase trips made by walking, biking, transit, scooting, and other non-single-occupancy vehicle (non-SOV) modes; manage multimodal infrastructure improvements; lead education and encouragement efforts; advance transportation technology and innovation; and oversee micro mobility initiatives such as bike share and dockless scooter programs. Duties and responsibilities include.

- 45% Coordinate the City's dockless scooter program including program oversight, data collection, and analysis for reports; and serve as the City's liaison to Bublr bike share program and lead the strategy development to grow ridership by promoting the system and collecting and analyzing data for reports.
- 20% Develop education and encouragement programs to build awareness and support new traffic calming measures and bikeway improvements; develop Transportation Demand Management strategies to promote active modes of transportation for employers, events, and commercial corridors, and to increase the number of non-SOV trips; coordinate with external partners on transit promotion and initiatives to increase connections to and ridership of various transit systems; and engage community stakeholders in projects and programming.
- 20% Research and prepare design guidance and policy recommendations for mobility hubs, bicycle parking, and first/last mile connections to transit; research and prepare policy recommendations for technological innovations related to transportation such as ride share, shared vehicles, and autonomous vehicles; and oversee curbside use innovations related to deliveries and loading, freight movements, pricing, and non-auto use of the curbside.

10% Prepare and maintain records, reports, and files pertaining to grants.

5% Perform other duties as assigned.

Minimum requirements include a bachelor's degree in a planning related field, engineering, urban studies, business administration, communications, or public relations; and two years of professional experience in program coordination and transportation. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

This new position will be located in the Planning and Project Development Unit of the Transportation Infrastructure Section and report to the Transportation Engineering Planner. This position will function as a program or project manager/coordinator to increase trips made by walking, biking, transit, scooting, and other non-single-occupancy vehicle (non-SOV) modes, manage multimodal infrastructure improvements, lead education and encouragement efforts, advance transportation technology and innovation, and oversee micro mobility initiatives. Duties and responsibilities include leadworker functions such as assigning duties, outlining methods, directing work in progress, and checking or inspecting work of one position of Associate Transportation Planner and two positions of Transportation Operations Assistant (Part-time Student Interns). Rates of pay for related positions in the Section are shown below.

Title	Pay Range	Rates
Transportation Engineering Planner	1KX	(\$91,006 - \$127,413) Recruitment rate of \$116,493
Senior Transportation Planner	2MN	(\$80,098 - \$112,137) Recruitment rate of \$94,758 Additional 3% for AICP Certification
Associate Transportation Planner	2KX	(\$70,501 - \$98,704) Recruitment rate of \$79,209 Additional 3% for AICP Certification
Transportation Operations Assistant (Part-time Student Interns)	9PN	(\$20.54 hourly Rate)

We also looked at rates from the Economic Research Institute (ERI) for the title of Program Manager.

Program Manager

Years of Experience	10%	25%	Mean	75%	100%
8	\$104,135	\$111,961	\$122,191	\$132,142	\$142,056
7	\$100,847	\$108,436	\$118,375	\$128,032	\$137,678
6	\$97,217	\$104,542	\$114,155	\$123,485	\$132,822
5	\$93,278	\$100,311	\$109,564	\$118,536	\$127,529
4	\$89,069	\$95,784	\$104,643	\$113,227	\$121,847
3	\$84,644	\$91,019	\$99,454	\$107,620	\$115,844
2	\$80,073	\$86,092	\$94,078	\$101,800	\$109,605
1	\$75,436	\$81,089	\$88,612	\$95,871	\$103,236

Source ERI, as of January 1, 2026

Manages programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of programs. Selects personnel according to knowledge and experience in area with which programs are concerned, such as social or public welfare, education, economics, or public relations. Confers with staff to explain programs and individual responsibilities for functions and phases of programs. Directs and coordinates, personally or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective, and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations.

Comparisons were made to other City positions and the most similar match in considering the scope and nature of duties and responsibilities is the Senior Transportation Planner in Pay Range 2MN (\$80,098 - \$112,137) with a recruitment rate of \$94,758 and an additional 3% for attaining and maintaining an AICP (American Institute of Certified Planners) certification. This position has similar requirements and also serves as a program or project manager/coordinator for various federal, state, and locally funded plans, programs and projects related to the planning, designing, and the implementation of transportation and traffic safety plans and projects. As this new position will have a more specific focus on increasing the number of trips made by walking, biking, transit, scooting, and other non-single-occupancy vehicle modes we recommend the title of "Transportation Mobility Coordinator".

We therefore recommend creating the new classification of "Transportation Mobility Coordinator" in Pay Range 2MN (\$80,098 - \$112,137) with a recruitment rate of \$94,758. Similar to other related titles, we recommend an additional 3% for attaining and maintaining an AICP (American Institute of Certified Planners) certification.

Action Required - Effective Pay Period 3, 2026 (January 18, 2026)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: Sarah H. Trotter
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: Sarah Sinsky
Sarah Sinsky, Compensation Supervisor

Reviewed by: Jackie Q. Carter
Jackie Q. Carter, Employee Relations Director