

## Job Evaluation Report

City Service Commission Meeting: July 13, 2021

### Department of Public Works – Infrastructure Services

Current	Recommended
Associate Transportation Planner PR 2EX (\$48,670 - \$63,426) FN: Recruitment is at \$51,358 and may be up to \$58,373 (Two Positions)	Senior Transportation Planner PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$71,323 and may be at any point in the range with DER approval FN: Additional 3% for holding an AICP certification (Three Positions)
Bicycle and Pedestrian Coordinator PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$71,323 and may be at any point in the range with DER approval (One Position)	

Note: Residents receive a rate that is 3% higher.

### Background

The Department of Employee Relations has received a request from the Department of Public Works to reclassify two positions of Associate Transportation Planner due to higher level job responsibilities and an increased complexity of job duties; and a request to retitle one position of Bicycle and Pedestrian Coordinator to better represent the duties of the position. Job descriptions were analyzed and discussions were held with Lindsey O'Connor – Infrastructure Services Personnel Officer, and Timothy Thur – Infrastructure Administration Manager.

### Duties and Responsibilities

#### Associate Transportation Planner

The Associate Transportation Planner assists with the development of bicycle and pedestrian facilities and other modes of transportation. Assists with issues relating to multi-modal transportation system including meetings, service requests, data collection and analysis. Assists with the preparation of summary reports and grant applications for State and Federal projects.

- Develops a wide variety of technically concise, written and graphic transportation planning reports, studies and plans for bicycle and pedestrian facilities.
- Assist with transportation facilities including alternatives within the right-of-way and assist with the review work of consultants designing bicycle and pedestrian facilities.
- Assist with bicycle and pedestrian task force functions; assist with the coordination of projects and improvements with local and regional agencies.
- Assist with the neighborhood traffic management program.
- Develops maps, charts, graphs and drawings using planning studies and reports, coordinating with GIS program manager for the collection & management of special data.
- Assist with the placement of equipment that collects transportation field data such as traffic speed, volume, system characteristics and global positioning for various transportation modes.
- Compile and summarize traffic crash data.
- Assist with the coordination efforts in complying with ADA requirements as they relate to the city facilities.
- Analyze reports, studies, bicycle/pedestrian plans, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.

- Assist with the review of projects to ensure compliance with city plans and goals for bicycle, pedestrian and accessibility.
- Assist with City of Milwaukee bicycle and pedestrian programs.

Minimum requirements include a bachelor's degree in urban planning or related field and two years of experience in the planning and designing of bicycle and pedestrian facilities, transportation system or other experience performing duties related to those above with experience in the planning and design of bicycle and pedestrian facilities.

### Bicycle and Pedestrian Coordinator

The Bicycle and Pedestrian Coordinator is responsible for administering the City of Milwaukee bicycle and pedestrian plan, serving as project manager for bicycle and pedestrian grant and city funded programs and overseeing the Neighborhood Traffic Management Program.

- Manage various bicycle and pedestrian related grant and city funded projects.
- Serve as a staff liaison for the City of Milwaukee Bicycle and Pedestrian Task Force.
- Coordinate programs and activities with regional agencies as the city's bicycle/pedestrian liaison.
- Administer the City of Milwaukee Neighborhood Traffic Management Program.
- Design bicycle and pedestrian facilities within the right of way.
- Oversee the work of consultants who are designing bicycle and pedestrian related facilities.
- Ensure and monitor compliance with ADA requirements by coordinating efforts as they relate to city facilities.
- Analyze reports, studies, bicycle/pedestrian plans, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- Review major projects to ensure compliance with city plans and goals for bicycle and pedestrian accessibility.
- Coordinate efforts to expand various City of Milwaukee bicycle and pedestrian programs.

Minimum requirements include a bachelor's degree in urban planning, engineering, or related field from an accredited college or university and two years of experience in the advocacy, planning and design of bicycle and pedestrian facilities.

### **Analysis**

The department indicated that both incumbents in the Associate Transportation Planner title are working at a higher level than originally designed in the development of the MultiModal Unit in 2017. This position has taken on new responsibilities such as managing projects, developing and overseeing new initiatives, coordinating with elected officials, attending public meetings, presenting to the Common Council, and developing new processes and procedures. Additionally, this position is now responsible for managing other staff, both internal to DPW and external such as contractors/consultants that are working on grant-funded projects. Job responsibilities now include:

- Project Manager for various federal, state, and local-funded grant projects, including the oversight of consultant and city staff.
- Develops a wide variety of technically concise, written and graphic transportation planning reports, studies and plans for bicycle and pedestrian facilities.
- Serves as staff liaison for the City of Milwaukee Bicycle and Pedestrian Task Force, City of Milwaukee Complete Streets Committee, and various other city task forces / committees.
- Oversees the work of consultants and in-house staff who are designing traffic safety improvements within the public right-of-way.

- Serves as DPW-liaison for trails issues, DCD planning efforts, reckless driving initiatives, etc.
- Oversees, summarizes, and analyzes traffic crash, speed, and volume data.
- Coordinates efforts to ensure compliance with ADA requirements.
- Manages day-to-day workload of various intern staff.
- Prepares grant applications for various Federal, State, and Miscellaneous grant programs.
- Coordinates with other Units/Sections within DPW on public engagement, data collection, and design decisions.
- Oversees and maintains DPW's MultiModal Transportation website.
- Represents DPW at local and national conferences on traffic safety, Complete Streets, and shared mobility.

Minimum requirements include a bachelor's degree in urban or transportation planning or a related field and two years of professional urban planning experience.

DPW's MultiModal Unit is now responsible for various programs, projects, policies, and initiatives that have required the Associate Transportation Planner position to perform above and beyond the requirements of the position as it was originally designed. This includes, but is not limited to:

- The development and passage of the City's Complete Streets Policy (2018)
- The adoption of the Milwaukee Pedestrian Plan (2019)
- Implementation of dockless mobility pilot studies (2019)
- Implementation of recommendations in the City-County Carjacking and Reckless Driving Task Force Report (2020)
- Development and implementation of the City's Active Streets Initiative (2020)
- Development and implementation of the Rapid Implementation Initiative (2020)
- Implementation of the Safe Routes to School Policy Plan (2021)
- Management of numerous state and federally funded TAP and CMAQ projects.

Based on an analysis conducted by the Department of Employee Relations, the Associate Transportation Planner is now considered to be comparable to the Department of City Development (DCD) Senior Planner positions in pay range 2HX (\$54,865 - \$76,806).

### Market Rates of Pay

In conducting a cost of labor analysis for these titles, DER staff conducted an analysis of market rates of pay from the Economic Research Institute (ERI) a salary survey service to which the Department of Employee Relations subscribes.

ERI, Transportation Project Manager

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$ 80,837	\$ 89,264	\$ 100,100	\$ 111,276	\$ 122,216
6	\$ 77,373	\$ 85,432	\$ 95,814	\$ 106,509	\$ 117,001
5	\$ 73,788	\$ 81,465	\$ 91,373	\$ 101,566	\$ 111,587
4	\$ 70,112	\$ 77,394	\$ 86,814	\$ 96,486	\$ 106,018
3	\$ 66,382	\$ 73,259	\$ 82,178	\$ 91,317	\$ 100,346
2	\$ 62,637	\$ 69,102	\$ 77,513	\$ 86,112	\$ 94,629
1	\$ 58,920	\$ 64,969	\$ 72,869	\$ 80,927	\$ 88,930

Source: ERI. Data as of July 1, 2021.

*ERI defines a Transportation Project Manager Manages transportation engineering projects from concept through completion; Coordinates the planning, designing, and preparation of construction drawings and contract documents for all types of transportation projects, including rural highways, urban freeways, and limited access roadways; Oversees project scope, schedules, and budget in order to achieve or exceed desired profitability targets; Assures compliance with the American Association of State Highway and Traffic Officials (AASHTO) guidelines and state requirements for highway design.*

### Recommendation

The Department of Employee Relations recommends reclassifying two positions of Associate Transportation Planner in Pay Range 2EX (\$48,670 - \$63,426 with a recruitment rate of \$51,358 and the ability to be up to \$58,373) and one position of Bicycle and Pedestrian Coordinator in Pay Range 2IN (\$58,462 - \$81,844 with a recruitment rate at \$71,323) to the title of Senior Transportation Planner to be placed in Pay Range 2IN (\$58,462 - \$81,844 with a recruitment rate at \$71,323) with the ability to hire at any point in the pay range with DER approval. In addition to recruitment flexibility, this report further recommends a three percent pay incentive for Senior Transportation Planner's that hold an AICP Certification. An AICP Certification is a credential that professional planners can earn to demonstrate their commitment to ethical standards of practice. This credential is beneficial to those in the planning profession as it keeps professional planners current with changes and advances in the field. The three percent incentive for this credential will also demonstrate the department's support of professional development leading to retention within this title. An AICP Certification can be earned by those in the planning profession that are a current member of the American Planning Association (APA), are or have been engaged in professional planning, and have achieved a combination of professional planning education and experience. Professional planners must also maintain their AICP Certification through mandatory Continuing Education Credits in Law and Ethics, Equity, and Sustainability and Resilience.

Based upon the above analysis, the Department of Employee Relations recommends the following:

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### Action Required – Effective Pay Period 7, 2021 (March 21, 2021)

#### In the Salary Ordinance

Under Pay Range 2EX:  
Delete the title 'Associate Transportation Planner'

Under Pay Range 2IN:

Create footnotes (6) and (12) and renumber accordingly:

(6) Recruitment is at the following rate and may be at any point in the range with the approval of DER. An employee possessing an AICP certification to be paid an additional 3%.

Biweekly	2743.19
Annual	71,322.94

(12) Recruitment is at the following rate and may be at any point in the range with the approval of DER. An employee possessing an AICP certification to be paid an additional 3%.

Biweekly	2825.49
Annual	73,462.74

Add the title 'Senior Transportation Planner' with footnotes (6) and (12)

Delete the title 'Bicycle and Pedestrian Coordinator'

#### In the Positions Ordinance

Under Department of Public Works – Infrastructure Services Division – Transportation Operations Decision Unit – MultiModal Unit:

Delete one position of Bicycle and Pedestrian Coordinator (A)'

Delete two positions of 'Associate Transportation Planner'

Add three positions of 'Senior Transportation Planner'

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