

To: Claudia Hazelhurst, HR Director

From: Shelley Caskey, HR Analyst

Re: Neighborhood Services Sr. Planner Reclassification

Date: August 28, 2012

Background:

As part of the 2013 Budget Process, the Public Works and Planning Director submitted a reclassification request of the Neighborhood Services Senior Planner to Principal Planner.

In the request, it is stated that in 2008 the reclassification request was submitted but never acted upon. This was due largely in part to the pending Classification and Compensation study the City began in 2008. At that time, the City anticipated that the study would be completed and implemented January 1, 2010.

As part of the study, all employees were asked to complete a Job Analysis Questionnaire (JAQ) describing their essential job duties and responsibilities. At that time, the City had hired a consultant to conduct the Classification and Compensation study and established classification goals to be accomplished as part of the study. Some of those goals were to combine job classifications as appropriate, have consistency within job titling, and look at similarities instead of differences when classifying jobs. In an attempt to achieve these goals, the Classification and Compensation consultant reviewed all JAQs completed by City employees and provided the City with a list of recommended classifications. The incumbent completed a JAQ in January of 2009 and based on the consultant's recommendation was placed in the job classification of "Senior Planner".

Therefore, no further review of this position was done until receipt of this year's request.

Market Data and Internal Alignment:

Presently, the Principal Planner position is aligned 5% above that of a Senior Planner at \$6515 per month.

In preparation of reviewing the position in question, a review of the current Principal Planner's job description was conducted to ensure it was accurate and consistent with market standards. In reviewing the job description along with data gathered from market cities and Mountain States Employer's Council (MSEC) in addition to the JAQ completed in January 2009 by the City's current Principal Planner, it is concluded that the City's job description is not an accurate depiction of the work being performed within the Planning Division by the Principal Planner.

According to MSEC and other market data, the Principal Planner position is typically responsible for the planning and coordination of programs and activities of Long Range Planning. In addition, the duties and responsibilities include projects surrounding major subdivisions, growth plan amendments, annexations, rezones, and other development review projects that maintain a broad focus on far-reaching vision of a city's development goals. Work is performed within

established policies and is accomplished with considerable independence while directing and managing work assignments of lower level subordinates. Assigned projects are long term requiring the project management of citizen input committees, technical advisors, budgetary expenditures, and media and community interactions. A Master's Degree in planning or another closely related field and at least five years of experience in planning are typically required. Currently, the City's Principal Planner job description does not list long range planning as a distinguishing characteristic from the Senior Planner nor does it require the same level of education and experience as industry standards. Therefore, it is recommended that the description be reviewed and updated as needed.

The manager of Neighborhood Services states in the reclassification request that the incumbent is responsible for three programs within the division: CDGB, Neighborhood Program, and Historic Preservation. These programs were listed on the incumbent's JAQ completed in January of 2009. Therefore, on the surface, it does not appear that the incumbent's job duties have changed. Further review may be needed. A review of the three programs listed above was conducted via the Neighborhood Services website. On first review, it appears that the management of these programs consists of reviewing applications, requesting additional information from applicants, writing staff reports, presenting information to board members, tracking the allocation of grant funding, and ensuring compliance with all federal requirements. These duties are all in line with project management work but do not appear to be consistent with the Principal Planner scope of work within long range planning as indicated by market data.

Recommendations:

Upon initial review of the reclassification request, it does not appear that the job duties and responsibilities being performed by the Senior Planner within Neighborhood Services are equivalent to that of the Principal Planner level and scope of work. Therefore, at this time, it is not recommended that the City place funds within the 2013 budget to fund this reclassification request.

The incumbent may be performing higher level duties that should be transitioned to the current Principal Planner or may be in line with a different job outside of the typical Planning Series or levels of work. In order to evaluate this, a current JAQ would be required. However, the request for the reclassification does create several questions. With the state of the current economy and the lack of new development permits, is there a need for another Principal Planner? Over the past three years, the City has eliminated the Associate Planner level of work in addition to two Project Engineer positions due to capacity within Public Works and Planning. Therefore, should the City be creating a new position with the Planning Division or should duties be realigned or shifted in order to utilize current staffing?