

8/28/12 - No chg
recommended

TO: Tim Moore
FROM: Kathy Portner
DATE: August 23, 2012
RE: Reclassification Request for Kristen Ashbeck

In 2008 I had requested reclassification for Kristen Ashbeck from Senior Planner to Principle Planner. Before that could be considered, the budget constraints put a hold on all requests and it was never acted upon. I'd like to, once again, request that Kris be reclassified to Principle Planner.

When the Neighborhood Services Division was created many of the functions of the Community Development Department were moved to the new division and additional functions were added. Kristen Ashbeck was re-assigned to Neighborhood Services to oversee many of the programs that had previously been managed by a Principal Planner position. Kristen has now been with Neighborhood Services for five years, and it's apparent that her level of responsibility is more aligned with the Principal Planner position than the Senior Planner position.

Kristen is responsible for three programs in our Division: CDBG, Neighborhood Program and Historic Preservation. The management of the CDBG Program includes working with many outside agencies and organizations, managing an annual budget allocation of \$350,000 to \$400,000 and ensuring compliance with all federal requirements. Management of the Neighborhood Program includes working on a variety of neighborhood issues, managing a budget, which in previous years was \$120,000 and included reviewing and monitoring grants to neighborhoods. We anticipate having funds in the 2013 budget to once again offer the grants. Kristen also manages all aspects of the City's Historic Preservation program, including grants and working directly with the Historic Preservation Board. In addition, Kristen assists with neighborhood plans and the developer assistance program. Kris has been the lead on the Greater Downtown Plan, as well as the North Seventh Street Historic District Plan.

The Principal Planner position is distinguished from the Senior Planner position as follows:

Perform advanced professional level duties in the development, implementation and modification of City plans and regulations; provide planning and development services, **historic preservation planning services**, development, **coordination and implementation of Community Development Block Grant (CDBG) program**, and implementation of floodplain management program; **provide public assistance and liaison to other organizations, agencies, consultants, and developers; ensure**

adherence to City and mandated rules, regulations, codes, ordinances and standards; and perform a variety of duties relative to assigned areas of responsibility.

This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including **complex planning project management activities or providing lead direction to lower level professional and technical staff**. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

I think Kristen's job responsibilities are more in line with the Principal Planner position and request approval of an upgrade.