

RESOLUTION
COMMUNITY DEVELOPMENT - PLANNER BUSINESS & HOUSING
DEVELOPMENT
REVISED JOB DESCRIPTION

WHEREAS, in an effort to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department, the Human Resources Department directed department supervisors to review and update, if necessary, job descriptions from time to time; and

WHEREAS, the Human Resources Department has received the attached job description for the Planner - Business & Housing Development in the Community Development Department with revisions transitioning this position to an Associate Planner; to be reviewed and considered for approval; and

WHEREAS, the purpose of this change is to have a full-time position that supports the City Planner in the administration of comprehensive planning efforts, zoning oversight, and implementation, cost, schedule and quality of project and construction of strategic development initiatives, and to potentially streamline the succession planning in the Community Development Department; and

WHEREAS, the revised job description was sent to Carlson Dettmann for market review and classification, and the consultant recommended placing the position at Grade J on the City of Manitowoc Compensation Structure; and

WHEREAS, the Personnel Committee, at a meeting held on July 7, 2025, recommended approval of the attached revised Planner - Business & Housing Development job description to an Associate Planner position, in the Community Development Department.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the attached revised Planner- Business & Housing Development job description to an Associate Planner position in the Community Development Department, and to be classified consistent with Grade J on the City of Manitowoc Compensation Structure, effective upon passage of this resolution.

INTRODUCED _____ ADOPTED _____

APPROVED _____
Justin M. Nickels, Mayor

Fiscal Impact:	At the time of this resolution, fiscal impact is anticipated to be a cost savings for the City. This was calculated by comparing the 2025 adopted total compensation expense [salaries/benefits (FICA, Workers Comp and WRS)] budget for this position to the actual total compensation expense incurred through most recent payroll and anticipated remaining compensation expense, factoring the adjustment to pay grades recommended. Actual compensation expense may increase due to negotiations during the hiring process and/or if overtime or premium pay is incurred for the remainder of the year. No tax levy or 2025 budget amendments needed at this time.
Funding Source:	General – Community Development (1100-61100)
Finance Director Approval:	/SMA
Approved as to form:	/EGN

This resolution was drafted by Eric G. Nycz, City Attorney