



# County of El Dorado

## Department of Human Resources

[www.edcgov.us](http://www.edcgov.us)

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August 21, 2019

To: Tiffany Schmid, Director of Planning and Building

From: Michael Reddin, Human Resources Analyst II

Subject: Request for 1.0 FTE Development Technician I/II Position

The Department of Human Resources received a request on August 21, 2019 to delete 1.0 FTE vacant Assistant Planner/Associate Planner position and add 1.0 FTE Development Technician I/II position.

The Classification Request Form provided by the Department of Planning and Building (Attachment A) referenced the department having an increase in the number of lower-level permit reviews and more routine, less complex development support work.

I conducted an interview with Rob Peters, Principal Planner (unit supervisor), to clarify the more routine, less complex duties being performed and the relative percentages of time for each. Per Mr. Peters, combined, these duties would account for approximately 70% of time. This time would be spent reviewing plans for the structures listed below; this list is inclusive but not exhaustive:

- Residential plans classified as minor
- Ground mounted solar panels
- Agriculture barns
- Patio covers
- Workshops
- Decks
- Swimming pools

The abovementioned reviews can be completed over-the-counter and are routine and straight forward; therefore, they do not require interaction with an Assistant Planner/Associate Planner. The remaining 30% of time will be spent performing basic mathematical calculations to determine square footage, cubic yardage, and/or fees.

The duties described herein link directly to the Development Technician I/II class specification, such as:

- Reviewing and processing permit applications
- Reviewing plans against specific guidelines



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- Providing information to the public
- Reviewing lower-level permits (i.e., administrative permits, vacation home rentals, and business licenses)

### **Recommendation**

After a review of the department's request, applicable classification specifications, and the interview with Mr. Peters, the duties described are consistent with the Development Technician I/II classification. Therefore, the Department of Human Resources recommends the deletion of 1.0 FTE Assistant Planner/Associate Planner position and the addition of 1.0 FTE Development Technician I/II position in the Department of Planning and Building.