



Legislation Details (With Text)

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File created: 3/6/2018 **In control:** Board of Supervisors

On agenda: 3/20/2018 **Final action:** 3/20/2018

Title: Human Resources Department and Planning and Building Department recommending the Board:
1.) Approve and authorize the Chair to sign Resolution 037-2018 to add 1.0 FTE Deputy Director of Planning position to the Department of Planning and Building and b) adopt the JCN, salary range, and bargaining unit for the Deputy Director of Planning classification; and
2.) Approve and adopt the Deputy Director of Planning class specification.

FUNDING: General Fund (45%) and Grants and User Fees (55%).

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Deputy Director of Planning Class Spec 3-20-18, 2. B - Resolution Deputy Director of Planning 3-20-18, 3. Executed Resolution 037-2018

Date	Ver.	Action By	Action	Result
3/20/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department and Planning and Building Department recommending the Board:
1.) Approve and authorize the Chair to sign Resolution **037-2018** to add 1.0 FTE Deputy Director of Planning position to the Department of Planning and Building and b) adopt the JCN, salary range, and bargaining unit for the Deputy Director of Planning classification; and
2.) Approve and adopt the Deputy Director of Planning class specification.

FUNDING: General Fund (45%) and Grants and User Fees (55%).

DEPARTMENT RECOMMENDATION

Planning and Building Department and Human Resources Department recommending the Board:
1.) Approve and authorize the Chair to sign **Resolution 037-2018** to: a) add 1.0 FTE Deputy Director of Planning position to the Department of Planning and Building and b) adopt the JCN, salary range, and bargaining unit for the Deputy Director of Planning classification.
2.) Approve and adopt the Deputy Director of Planning class specification.

DISCUSSION / BACKGROUND

In 2017 the County eliminated the Director, Community Development Agency; Assistant Director, Community Development Agency; and Assistant Director, Finance & Administration.

A review of the workload and organizational structure of the Planning & Building Department identified a gap in the oversight and administration functions of both current and long range planning responsibilities. The Director of Planning & Building is responsible for the administration and oversight of all building and permitting responsibilities, current and long range planning, and county-wide code enforcement responsibilities. This department will also be taking on additional responsibilities relative to cannabis and vacation home rentals.

The day-to-day responsibilities of code enforcement are managed by a Senior Code Enforcement Officer and the building and permitting responsibilities are managed by a Building Official. However, at this time there is not a mid-level manager overseeing the current and long range planning functions. Currently, the director directly supervises six full-time equivalent positions in current and long range planning. The volume and complexity of work, both on the West Slope and in Tahoe justify a mid-level manager to provide the necessary technical oversight and support of the current and long range planning staff, a responsibility that currently takes up approximately 40 percent of the Director's time.

If the Board approves the Deputy Director of Planning position, the Director will then have sufficient time to provide overall leadership for the department which includes focusing on community engagement, the additional responsibilities and changes within code enforcement, as well as identifying and implementing efficiencies due to the implementation of Trakit.

ALTERNATIVES

The Board could choose not to approve the new Deputy Director of Planning allocation for the Planning and Building Department. The Board could also choose to not approve the Deputy Director of Planning class specification as it is being presented and/or request changes to the class specification.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The salary range is \$107,532 to \$130,704. With benefits the range is approximately \$146,743 to \$178,365. The percentage of General Fund dollars for the planning divisions (Current Planning and Long Range Planning) can fluctuate with the amount of grants and user fees. An approximate amount of revenues that come from user fees and grant funds for the planning divisions is about 55% while the General Fund pays for the remanding 45%. It is anticipated that sufficient savings exists within the Department's FY 2017-18 Adopted Budget to cover any expenses related to this position in FY 2017-18. Sufficient funding will be included in the FY 2018-19 Recommended Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board approval, please provide Katie Lee in Human Resources with a copy of the fully executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources
Roger Trout, Director of Planning and Building