



Legislation Text

File #: 18-0485, **Version:** 1

Human Resources Department and Department of Planning and Building recommending the Board approve and adopt the proposed Director of Planning & Building class specification.

FUNDING: N/A

DEPARTMENT RECOMMENDATION

Human Resources Department and Department of Planning and Building recommending the Board approve and adopt the proposed Director of Planning & Building class specification.

DISCUSSION / BACKGROUND

The Human Resources Department, through collaboration with the Department of Planning and Building, has updated the Director of Planning & Building class specification. According to the old class specification, this classification was initially adopted in July 2004 and revised in April 2008 and February 2017. The revisions made at those times are unknown; however, per Legistar #17-0202, effective July 1, 2017 is when the Community Development Agency reorganized and separated out into three departments: 1) Transportation, 2) Environmental Management, and 3) Planning and Building.

After a review of the workload and organizational structure of the Planning and Building Department, the County recently created a Deputy Director of Planning class specification (Legistar #18-0412). This classification will provide mid-level management responsibilities overseeing current and long range planning functions. The minimum qualifications for this classification requires five (5) years of increasingly responsible experience in a city/county urban or regional planning environment, which is identical to the current Director of Planning & Building class specification.

The proposed changes to the Director of Planning & Building are consistent with best practices, reflect the current duties and overall requirements of the classification, and includes an increase to the required experience in the minimum qualifications pattern to seven (7) years of supervisory or management experience in city/county urban or regional planning, permit processing, and/or development-related activities which has included program planning, development, and administration and working with community organizations.

ALTERNATIVES

The Board could choose not to approve the proposed class specification and ask that further revisions be made.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Department of Planning and Building

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

None, as this is an update to the class specification with no impact on the established salary range.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources