



Legislation Text

File #: 20-0865, **Version:** 1

Planning and Building Department and Human Resources Department recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **110-2020**, amending the current Authorized Personnel Allocation Resolution (106-2020) to:
 - a) Approve an upward reclassification of 1.0 FTE (full-time equivalent) position from Planning Manager (Tahoe Planning and Stormwater) to Deputy Director of Planning (Tahoe Planning and Stormwater);
 - b) Authorize the Human Resources Department to initiate the Reduction in Force process to delete 1.0 FTE filled Planning Manager position (Planning Services); and,
- 2) Waive the competitive recruitment and selection process for the Deputy Director of Planning (Tahoe Planning and Stormwater) in accordance with Personnel Rule 507.1; and
- 3) Direct that the related budget changes be incorporated in the FY 2020-21 Final Budget.

FUNDING: General Fund, developer funding/permit revenue, and Public Utility Franchise Fees.

DISCUSSION/BACKGROUND

The recently created Tahoe Planning and Stormwater Division is responsible for assisting the Department Director and Board in developing policies, plans, ordinances, and programs that support the goals and objectives of the County's General Plan, the Meyers Area Plan, and the Tahoe Regional Planning Agency's (TRPA) Regional Plan in the Lake Tahoe Basin portion of El Dorado County. This Division oversees Tahoe's current and long range planning activities, Tahoe's Housing Policy, the Memorandum of Understanding with TRPA, Environmental Improvement Program Policy and Implementation, Vacation Home Rental (VHR) Policy, and all County Stormwater activities.

Over the past few years, there has been an increase in the volume and complexity of both current and long range planning responsibilities in the Tahoe Basin. The Division of Tahoe Planning and Stormwater was created to develop and perform various new duties, assignments, policies, ordinances, and regulations that have resulted in both an increased workload and scope of responsibility. The Division is currently overseen by a Planning Manager who has been assigned and is performing work consistent with the Deputy Director classification. The duties and responsibilities performed that align with the Department's long term operational needs include, providing expert guidance to navigate regulatory requirements, interpreting laws and proposed legislation, overseeing complex studies and initiatives, managing large and potentially controversial projects and long-term projects with significant economic and environmental consequences, and representing the County at executive management-level meetings where major program and policy decisions are made.

It is anticipated that the total annual cost, including benefits, of the new Deputy Director of Planning position will be approximately \$188,000. Given the upward reclassification of the Planning Manager position in Tahoe (which was approximately \$174,000 annually), this change will result in a total annual increase of approximately \$14,000. Funding for this position includes General Fund, developer funding/permit revenue and Public Utility Franchise Fees.

The salary of the upward reclassification is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification. Additionally, Personnel Rule 507.1 states that the Director may waive the competitive recruitment and selection process when the reclassification resulted from a class study and the retention of the incumbent in such position is approved by the appointing authority and the following conditions are met:

- (a) The incumbent has been in the position for a minimum of twenty-six (26) pay periods; and
- (b) The duties of the position have continually evolved over a minimum of the twenty-six (26) pay periods immediately preceding the reclassification and have become significantly broader in scope or more difficult and complex, thereby providing the basis for reclassification to the new class; and
- (c) The incumbent meets the minimum qualifications of the new class; and
- (d) The competitive recruitment and selection process is waived by the Board of Supervisors.

Human Resources completed a class study and found that the incumbent is performing work at a Deputy Director level, based on the based on the Position Description Questionnaire, interviews, and analysis of duties performed by the position, specifically those having an increase in responsibility and those at an executive level. The study also confirms that the duties of the position have continually evolved, providing the basis for reclassification to the new class. The incumbent also meets the minimum qualifications of the new class has been in the position for more than twenty-six (26) pay periods. As such, and at the request of the appointing authority, it is recommended that the Board waive the recruitment and selection process.

Further, over the past three months, the Department has observed a decline in developer funded Planning revenues resulting from the COVID-19 pandemic. This reduction has resulted in the need to look proactively at reducing budget appropriations. As such, the Department is recommending reducing the administrative overhead in the Planning Division to compensate for the reduced revenue.

To enhance operational efficiency, eliminate redundancy of duties and responsibilities, and to remain fiscally responsible, the Department is requesting the Board authorize the deletion of 1.0 FTE filled Planning Manager position and authorize Human Resources to initiate the Reduction in Force process. The two primary functions of this position are the oversight of the VHR Program and the Planning Permit Center. Because the vast majority of VHRs are located in Tahoe, the program management duties will be reassigned to the new Deputy Director of Planning position in Tahoe. The balance of the duties of the deleted Planning Manager in Placerville will be assumed by the two remaining Planning Managers and the current Deputy Director of Planning in Placerville.

Implementing the Reduction in Force for this position will create an annual savings totaling approximately \$174,000 for Fiscal Year 2020-21. Funding for this position includes General Fund and developer funding/permit revenue.

This Reduction in Force will follow County Personnel Rules, the respective Memorandum of Understanding, and the Resolution attached to this item.

If revenues continue to decline, the Department will consider additional Reductions in Force as necessary.

ALTERNATIVES

The Board could decline to 1) approve the upward reclassification recommendation, and 2) delete the 1.0 FTE filled Planning Manager (Placerville) and choose to maintain the current staffing structure. However, should the Board decline one or both of these recommendations, this would affect the Department's ability to maintain sustainable operations in light of the anticipated decline in revenues due to the COVID-19 pandemic and may result in an increased General Fund contribution to the Department.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

El Dorado County Managers' Association - Management (MA) Unit and Human Resources.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The fiscal result of the proposed staffing allocation changes represents an approximate annual decrease of \$160,000. The Department will adjust the budget for the position changes with the Fiscal Year 2020-21 final budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Obtain the Chair's signature on one (1) original of the Resolution.
- 2) Provide one (1) copy of the signed Resolution to the Human Resources Department, attention to Katie Lee.

STRATEGIC PLAN COMPONENT

Good Governance: The addition of the Deputy Director position will improve Department-wide processes and collaboration. The Reduction in Force is the result of a complete assessment of the best available information relative to responsible use of resources.

CONTACT

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