



Legislation Text

File #: 24-0260, **Version:** 1

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

- 1) Approve and adopt the revised Planning and Building department-specific classification specification of Deputy Director of Planning; and
- 2) Adopt and authorize the Chair to sign resolution **026-2024** amending the Authorized Personnel Allocation Resolution to:
 - a) Delete 1.0 full-time equivalent (FTE) vacant Supervising Civil Engineer allocation; and
 - b) Add 1.0 FTE Deputy Director of Planning allocation in the Planning and Building Department; and
- 3) Approve and authorize the Chair to sign the revised Resolution 014-2024, Planning and Building Department Process Improvements, as directed by the Board at their January 23, 2024 meeting.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

After collaboration with the Planning and Building Department (Department), the Human Resources Department (HR) has identified the need for updates to the department-specific classification of Deputy Director of Planning. These updates aim to provide the Department with a well-defined classification and a qualified incumbent capable of executing various process improvements for the Department. The recommended updates provide more transparency and flexibility in the classification, aligning it with the organizational changes occurring within the Department. These changes are directed towards improving the County's development review process and development of a new Economic Development Strategy, while still capturing the current utilization of the classification.

Additionally, the recommendation includes the addition of an additional Deputy Director of Planning position within the Department. The cost of this addition would be offset by the deletion of a vacant Supervising Civil Engineer position. The responsibilities of the revised Deputy Director classification will encompass overseeing, managing, tracking, developing, and implementing departmental process improvements, including TRAKiT implementation improvements. This includes streamlining operations, creating efficiencies, and spearheading the new County Economic Development Strategy. Key duties involve developing and directing the implementation of goals, objectives, work standards, policies and procedures. The role also involves continuous monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures; and assessing and monitoring work distribution, support systems and internal reporting relationships.

Furthermore, the Deputy Director will be tasked with identifying opportunities for improvement and directing the implementation of changes in planning operations. This includes evaluating their impact on County operations and implementing policy and procedural improvements. The position will also oversee highly complex studies, initiatives, very large and potentially controversial projects, or long-term projects with significant economic consequences.

This proposed Deputy Director of Planning position addresses a key challenge in implementing changes, namely the allocation of dedicated staff for implementing programmatic and policy-level

changes. The revised Deputy Director role provides the necessary expertise, level of authority and autonomy necessary to successfully implement these changes.

Staff is also presenting a revised Planning and Building Department Process Improvements resolution for Board consideration. At their January 23, 2024 meeting, the Board reviewed a resolution for providing support to make changes necessary to deliver exemplary customer service and modify development review process improvements. The Board discussed the resolution and directed staff to return to the Board with the following recommended changes to Resolution 014-2024:

- 1) In the first BE IT FURTHER RESOLVED section 1: replace the last sentence "from and other changes that make it easier to do business with the County and build within the unincorporated area" with "for a more efficient process";
- 2) In the first BE IT FURTHER RESOLVED section 7: add subsection C. before "All plan review check sheets, notes and approvals, appeals data, code interpretations, and inspection results etc., are to be input on TRAKiT";
- 3) In the first BE IT FURTHER RESOLVED section 7: add subsection "D. Effective communication on projects for a consistent interpretation of the code among all staff"; and
- 4) In the last BE IT FURTHER RESOLVED in the last sentence add "as well as updates on Board priority projects" before "on a semi-annual basis for at least the next two years."

These changes have been made in the attached revised resolution.

ALTERNATIVES

The Board could choose not to approve the revised job classification and allocation changes, and direct Human Resources to explore other options or revisions.

PRIOR BOARD ACTION

01/23/2024 Legistar item 23-2157

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Planning and Building Department
Chief Administrative Office
El Dorado County Managers' Association (EDCMA)

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

Dependent upon the recruitment timeline, the anticipated salary savings associated with the addition of 1.0 FTE Deputy Director of Planning is estimated at \$180 for the remainder of FY 2023-24; and \$425 annually, which includes the deletion of 1.0 FTE Supervising Civil Engineer.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Director of Human Resources