



MEMORANDUM
HUMAN RESOURCES
County of Placer

TO: Board of Supervisors
FROM: Kate Sampson, Director of Human Resources
BY: Suzanne Holloway, Human Resources Manager
SUBJECT: Creation of the classification of Planning Manager

DATE: June 8, 2021

ACTION REQUESTED

Adopt an ordinance, introduced May 25, 2021, amending the un-codified Schedule of Classifications and Compensation Ordinance related to the creation of the new classification of Planning Manager.

BACKGROUND

Code compliance and enforcement functions have been managed by the Community Development Resource Agency (CDRA) Building Services division for the past several years. In addition to traditional code compliance and the enforcement of cannabis regulations, the department has noted a significant increase in service needs related to hazardous vegetation compliance and short-term rental regulations and compliance. In an effort to streamline business processes and best meet land use service demands using current resources, CDRA has determined that all Western Placer code compliance services should be reassigned to the Planning Services Division.

As a result of this reorganization, it was determined that a new classification is required to oversee both planning functions and code compliance and enforcement. This single position classification will also serve as the County Zoning Administrator and provide management oversight of the division as well as serve as division head in their absence. The proposed salary at MNGT 457 (\$9,930 - \$12,074 monthly) is consistent with comparable county positions, the Countywide classification plan, and the organizational structure for the other divisions within CDRA.

The Planning Manager is recommended for unclassified service and the County Executive Officer has approved the classification specification.

FISCAL IMPACT

The estimated fiscal impact of reallocating an existing Principal Planner position to the proposed Planning Manager classification is approximately \$21,000. These costs will be absorbed in the current fiscal year budget and included in the CDRA budget proposals for Fiscal Year 2021-22.

ATTACHMENT

Attachment 1 – Ordinance

Before the Board of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance to create the classification of Planning Manager

Ordinance No.: _____

Introduced: May 25, 2021

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<u>11809</u>	<u>Planning Manager</u>	<u>MNGT</u>	<u>457</u>

Section 2. That this ordinance shall be effective the first day of the pay period following adoption.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

