



Board Agenda Item 41

DATE: May 23, 2023

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Salary Resolution Amendments - Department of Public Works and Planning

RECOMMENDED ACTION(S):

1. **Approve Salary Resolution amendment adding two (2) Planners I/II/III and one (1) Senior Planner - Org 4360, as reflected in Appendix "C", effective May 29, 2023.**
2. **Approve Salary Resolution amendment deleting two (2) Staff Analyst I/II/III and one (1) Senior Staff Analyst - Org 4360, as reflected in Appendix "C", effective May 29, 2023.**
3. **Approve Salary Resolution amendment adding one (1) Deputy Director of Planning - Org 4360, as reflected in Appendix "C", effective May 29, 2023.**
4. **Approve Salary Resolution amendment deleting one (1) Supervising Engineer - Org 4510, as reflected in Appendix "C", effective May 29, 2023.**
5. **Approve Salary Resolution amendment adding one (1) Senior Staff Analyst allocation - Org 4365, as reflected in Appendix "C", effective May 29, 2023.**

The Department of Public Works and Planning (Department) continues to evaluate and implement organizational changes within the Department intended to create a fully integrated, team orientated model for delivering public works and planning services. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may choose not to approve the recommended actions, in which case the Department's organizational structure would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The recommended actions will be fully absorbed within existing appropriations in the Department's FY 2022-2023 budget.

DISCUSSION:

The Department continues to evaluate and implement organizational changes within the Department intended to create a fully integrated, team orientated model for delivering public works and planning services.

Addition of one (1) Senior Planner and two (2) Planner I/II/III - Deletion of one (1) Senior Staff Analyst and two (2) Staff Analyst I/II/III

The Department has conducted an internal review of its Divisions that contained both Staff Analyst and Planner classifications to ensure no overlap of duties. Based on this review, the Department has identified the above deletion and addition request. The existing Staff Analyst and Senior Staff Analyst positions are vacant so there is urgency in adding the proposed Planner positions so as to minimize operational and customer service impacts.

The requested Senior Planner position will supervise the two requested Planner I/II/III positions (and one existing Planner position) in the Department's Development Services & Capital Projects Division - Site Plan Review (SPR) Section. Responsibilities within the SPR Section primarily consist of processing land entitlement applications, routing to and reviewing comments from internal (Department Divisions and other County Departments; e.g. Public Health, Sheriff, Assessors' Office, Ag Department, etc.) and external (Caltrans, Fish & Wildlife, Air District, Regional Water Quality Control Board, etc.) reviewing agencies, developing land permit conditions, writing staff reports/agenda items to the Planning Commission and Board of Supervisors, preparing various agreements (right-of-way dedications, acceptance of transportation mitigation fees, deferment of construction, etc.), meet with applicants to discuss the SPR entitlement process, meet with the general public to discuss the County's improvement standards, and make presentations to the Planning Commission and Board of Supervisors.

Addition of one (1) Deputy Director of Planning - Deletion of one (1) Supervising Engineer

The proposed Deputy Director of Planning, reporting to the Director or his/her designee, will be responsible for assisting the Planning & Resource Management Officer in the oversight and management of the Department's planning and resource management programs and divisions. These divisions include Development Services and Capital Projects, Resources, Water & Natural Resources, Community Development, and Computer Data Systems. These divisions all have wide ranging, diverse, and complex functions including general plan implementation, housing element development and implementation, implementation of SB 1383 (organics diversion), APRA implementation and delivery, landfill regulation compliance, water and sewer operational compliance, sustainable groundwater management implementation, capital project delivery, county facilities planning and construction, illegal trash dumping, code enforcement, and GIS programming. In addition, the position will also be involved and assist in oversight responsibilities involving the Department's finance and human resource functions. The Deputy Director will also act in place of the Director and the Planning & Resource Management Officer in their absence in matters pertaining to planning and resource management and administration.

Addition of one (1) Senior Staff Analyst Allocation

The Department is currently allocated one Principal Staff Analyst to administer and oversee the Department's Human Resources functions. This request would add a Senior Staff Analyst allocation so the Department may choose to underfill the current vacancy at the Senior level instead of having to fill at the Principal level for Org. 4365.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"

CAO ANALYST:

Salvador Espino