



# Mendocino County

## Legislation Details (With Text)

**File #:** 20-1072      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Agenda Ready

**File created:** 11/2/2020      **In control:** Human Resources

**On agenda:** 11/17/2020      **Final action:**

**Title:** Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Planning and Building Services - Budget Unit 2851 Add One (1.0) FTE Assistant Director Planning and Building Services  
(Sponsor: Human Resources)

**Sponsors:** Human Resources

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 20-162, 2. 11.17.20 #20-1072 HR Amend Position Allocation Table PBS RESO, 3. 11.17.20 #20-1072 HR Assistant Director Planning and Building Class Spec Proposed

| Date       | Ver. | Action By            | Action | Result |
|------------|------|----------------------|--------|--------|
| 11/17/2020 | 1    | Board of Supervisors |        |        |

**To: Board of Supervisors**

**From: Human Resources**

**Meeting Date:** November 17, 2020

**Department Contact:** William Schurtz

**Phone:** 234.6600

**Department Contact:** Juanie Cranmer

**Phone:** 234.6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 20 Mins

**Agenda Title:**

Discussion and Possible Action Including Adoption of Resolution Amending the Position Allocation Table as Follows: Planning and Building Services - Budget Unit 2851 Add One (1.0) FTE Assistant Director Planning and Building Services  
(Sponsor: Human Resources)

**Recommended Action/Motion:**

Adoption of Resolution amending the Position Allocation Table as follows: Planning and Building Services - Budget Unit 2851 add one (1.0) FTE Assistant Director Planning and Building Services; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

On June 23, 2020, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2020-2021 Budget, Resolution Number 20-079.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

At the request of the Planning and Building Services Department, Human Resources has prepared the proposed classification of Assistant Director Planning and Building Services and accompanying Resolution to adopt the new classification of Assistant Director Planning and Building Services with salary of \$101,171.20 - \$122,948.80 annually, and to amend the position allocation table to add one (1) full-time equivalent (FTE) allocation of Assistant Director Planning and Building Services.

Planning and Building Services (PBS) has experienced an exponential increase in assigned Board Directives and Priorities, assigned new operations and demand for services, resulting in an exponential increase in Director level decision making, policy implementation and County Code changes. The inclusion of the Cannabis Permitting Division, Cannabis Equity Grant, Code Enforcement Health Order enforcement and increase in permit activity has significantly increased the workload for the planning staff and Director, making it critical to add an Assistant Director position to manage and organize the Department, develop new operations, complete assigned Board priorities and handle high-level decision making. With the ever expanding workload, PBS must develop and write new and more complex County Codes, Ordinance Amendments, and make policy decisions that are above the level of current staffing capacity and require the attention to detail that only a department head can facilitate. PBS has several vacant positions within the department making completion of work extremely challenging. The increased complexity of the Board Priorities has been compounded by the overall public workload increase to the department, which has expanded by approximately 25% year to year. Staff is struggling to respond to an ever increasing number of phone calls, emails, application submittals, and processing and approval of priority projects, such as telecommunication towers (cell towers), multiple fire rebuilds, large scale housing projects (Orr Creek Commons, Millview/Lovers Lane Apartments, Bella Vista, etc.) and numerous economic development projects, which will increase jobs and boost the economy when permits are issued. At this time, the Chief Planner and Senior Planner are overwhelmed with urgent priorities, as well as supervising staff in multiple office locations, and need additional support at a higher level, to accomplish the Departmental work load.

The Assistant Director Planning and Building Services will be at-will (exempt from Civil Service) and in accordance with Resolution Number 18-150, unrepresented by bargaining unit. The recommended annual salary of \$122,948.80 (Step 5) is aligned at approximately 25% below the Director of Planning and Building Services. If this proposed classification and salary is approved, increases negotiated in the current Department Head Association MOU slated for September 2021, should be applied to the Assistant Director Planning and Building Services concurrent with Director of Planning and Building Services in order to maintain the alignment established. The fiscal impact shown below reflects the wages at Step 5 and includes the cost of benefits. The department has indicated they will absorb the cost of the allocation for the remainder of Fiscal Year 2020-21 through salary savings.

**Alternative Action/Motion:**

Do not adopt recommendations and direct staff to study alternatives.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 2851

**current f/y cost:** \$124,125.

**budgeted in current f/y:** No

**if no, please describe:**

**annual recurring cost:** \$215,151.

**revenue agreement:** No

**budget clarification:** Department will absorb any cost increase associated with this action in F/Y 20-21. Department will also work with the EO Budget Team on next FY salary projections.

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

---

**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

---

**FOR COB USE ONLY**

Executed By: Lindsey Daugherty, Senior Deputy Clerk

Date: **NOVEMBER 20, 2020**

Final Status: Adopted

Executed Item Type: Resolution    Number: 20-162

