

Staff Report

Subject: Reorganization of positions in the Development Services Department

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Department: Human Resources and Risk Management

Meeting Date: June 6, 2023

Item Description: Reorganizing current personnel, authorized positions, and additional requested positions.

Summary Recommendation

The following changes are being requested based on a review of the department's needs to utilize staff and resources better.

Executive Summary

A review of duties and responsibilities within the Development Services Department indicates a need for changes and reorganization to the department's flow process. We want to internally promote two current staff members and defund the Planning Manager.

Background

- Reviewing department structure, current workload, continued growth, and increases in permits and applications determined the need for reorganization to utilize personnel and resources better.

Alternatives

1. Recommend approval of reorganization of the Development Services Department, defunding one full-time Planning Manager position and adding one new, full-time Planner II position to the department, along with defunding the Zoning Technician and Permit Technician positions and creating one combined Development Services Technician position.
2. Recommend disapproval of the reorganization and provide staff with additional direction.

Other Alternatives: None

Department Review: County Manager, Human Resources, Director of Development Services

Funding Source: No impact on funding this budget year as position upgrades will be funded from the department's vacancy savings. If needed next year, Finance will do a budget amendment.

Attachments: Development Services Technician Job Description
Planner I Job Description
Planner II Job Description