

## **Staff Report**

**Subject:** Approval and publication of two new job descriptions for Development Services.

**Author:** Sarah Mausolf, Director

**Department:** Human Resource Services

**Meeting Date:** June 3, 2025

**Item Description:** Approval and publication of two new job descriptions for Development Services.

**Summary Recommendation:** Staff request authorization to approve and publish two new job descriptions for Development Services.

### **Executive Summary/Background:**

*Senior Planner:* The Senior Planner most often requires advanced professional planning experience with high complexity and variety. This position is distinguished from the Planner I and Planner II positions because it involves professional-level duties, judgment, and fewer routine administrative tasks. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management.

*Senior Permit Technician:* The Senior Permit Technician performs complex technical, clerical, and customer service duties related to the processing and issuing permits and business licenses while also overseeing the work and professional development of Permit Technicians.

### **Alternatives for the Commission to Consider:**

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove of the job descriptions and guide staff.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Development Services, and Human Resource Services.

**Funding Source:** None

### **Attachments:**

- 1) Senior Planner Job Description
- 2) Senior Permit Technician Job Description