

Staff Report

Subject: Approval and publication of new job descriptions and new job titles for various departments.

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Department: Human Resources and Risk Management

Meeting Date: December 5, 2023

Item Description: Approval and publication of new job descriptions and new job titles for various departments.

Summary Recommendation:

Staff is requesting authorization to approve and publish new job descriptions and new job titles for various departments.

Executive Summary/Background

EMT-Basic: this position is responsible for administering appropriate pre-hospital emergency medical treatment to the ill and injured.

Senior Planner: this position often requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II level, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management. The Senior Planner may supervise the Planning Technician, Planner I or II, depending on the structure of the organization.

Procurement and Capital Improvements Project Manager: The purpose of this classification is to assist the County Manager and County Engineer with the management of the planning, design and construction of capital improvement projects and private developments projects that range in dollar value from \$5,000 to \$50,000,000. This position works independently, yet under administrative supervision, coordinating projects and reporting major activities to department head and executive level administrators. Types of capital projects include public buildings such as fire, police, administrative, municipal, and recreation facilities, as well as horizontal projects such as roads, storm water, water, sewer, parks, and recreational fields. Types of private projects include sites and buildings such as commercial and industrial, as well as horizontal projects such as roads, storm water, water, sewer, and open space associated with residential developments. This position is also responsible for administering the purchasing program for the County, including developing and implementing policies and procedures and delegating tasks as needed to appropriate employees.

Purchasing Tech: The purpose of this classification is to assist in the administration of the purchasing program for the County, including developing and implementing policies and procedures, and maintaining project files and correspondence.

Purchasing Agent: The purpose of this classification is to administer the purchasing program for the County, including developing and implementing policies and procedures, managing the risk management program, and maintaining project files and correspondence.

ESSENTIAL

Alternatives for Commission to Consider

1. Approve the job descriptions and job titles, authorize publication and distribution.
2. Disapprove the job description and guide staff.

Recommended Alternative: Staff recommends Alternative 1.

Other Alternatives: None.

Department Review: County Manager, EMS, Development Services, and Human Resources.

Funding Source: Funding through vacancy/turnover savings.

Attachment: EMT-Basic Job Description
Senior Planner Job Description
Procurement and Capital Improvements Project Manager Job Description
Purchasing Technician Job Description
Purchasing Agent Job Description