



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Approval of City Planner Job Description, Salary Schedule, and Executive Service Contract with Appendix A

**CEQA:** Not a Project

**Recommendation:** That City Council approve new job description and salary range for the City Planner; and 2) approve the Contract Employees Agreement with Appendix A.

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**Prepared by:** Tim Kiser, City Manager/Catrina Olson, Deputy Administrative Services Director

**Council Meeting Date:** 05/09/23

**Date Prepared:** 05/04/23

**Agenda:** Consent

**Background Information:** The recent retirement of the Community Development Director (CDD) has left a vacancy in the Community Development Department. A recruitment process was initiated prior to the retirement of the CDD. Several applicants applied and were interviewed. After careful consideration of the applicants' staff decided to consider an alternative direction to filling the vacancy.

Staff discussed, based on applications received, that a City Planner position would fulfill the needs of the City to provide the necessary services to the public and community, while creating the internal opportunity for potential growth and advancement of the position into a Community Development Director (which will be left vacant being while being backfilled with the City Planner position). Staff performed an analysis of comparable jurisdictions and are proposing a salary range of \$105,500.00 with a maximum of \$134,650.00.

Under the administrative direction of the City Manager, this position plans, directs, manages, and evaluates the activities, operations, and staff of the Community Development Department; provides expert professional assistance and support to the City Manager, City Council, Planning Commission and Department Heads. The City Planner coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies and procedures; performs other related duties as required. Staff went through the interview process and found an ideal candidate for this position, Employee Contract and Appendix A are attached.

**Council Goals/Objectives:** Approving the City Planner job description, salary range and Employee Contract executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of High-Performance Government and Quality Service.

**Fiscal Impact:** This position will generate a salary savings of approximately \$66,405.00 for the first year.

**Funds Available:** N/A

**Account #:** N/A

**Reviewed by:** City Manager

**Attachments:**

1. City Planner Job Description
2. City Planner Contract Agreement with Appendix A and salary range