



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** May 3, 2018

**Staff Contact:** Lee Plemel, Community Development Director

**Agenda Title:** For Possible Action: To approve a reorganization of the Community Development Department to eliminate an Office Specialist position and the Hourly (part-time) Special Projects Planner position and to create an Associate Planner position, and authorize the Department to advertise for the Associate Planner position. (Lee Plemel, lplemel@carson.org)

**Staff Summary:** Community Development management has evaluated the current and future workload demands as the result of a recent retirement announcement of the current Community Development Office Specialist. The proposed reorganization would increase the department's capacity to process various permits and zoning applications and complete other projects at the direction of the Board of Supervisors. The reorganization would not result in an increase in the Department budget for FY 2019.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to approve a reorganization of the Community Development Department to eliminate an Office Specialist position and the Hourly Special Projects Planner position and to create an Associate Planner position, and authorize the Department to advertise for the Associate Planner position.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

The Carson City Internal Finance Committee recommended approval of the proposed action on April 18, 2018.

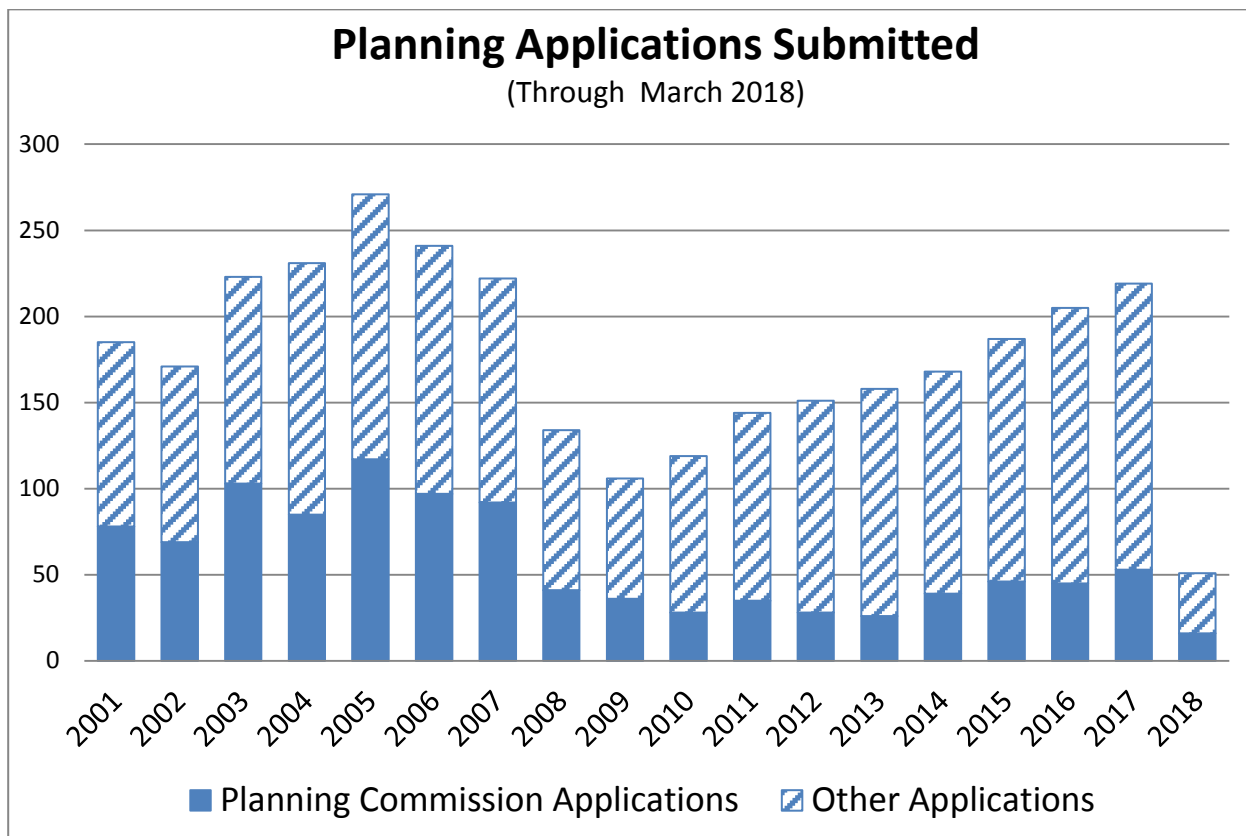
## **Background/Issues & Analysis**

This item is being brought to the Board of Supervisors outside of the current FY 2019 budget process due to a recent retirement announcement that has prompted an evaluation of how to replace the position while best meeting the goals of the department and the Board of Supervisors. Office Specialist Rea Thompson has submitted for her retirement effective May 1, 2018. Rather than replace this position, the proposal is to eliminate the position and the Hourly (part-time) Specialist Project Planner position to add a full-time professional planner to the staff at the Associate Planner level. This level of planner would be a professional position (P2). The position's grade would be above the existing Assistant Planner position, which is a technical position (T2). The new Associate Planner position would be in the same grade and have a comparable description to the Transportation Planner position in the Public Works Department, as there is significant overlap in profession training and experience requirements for these positions. See the attached existing and proposed organization charts for overview of the proposed changes.

With the elimination of the Office Specialist and Hourly Special Projects Planner positions, the addition of an Associate Planner would result in a budget-neutral or overall decrease in personnel expenses for the department. Following is a breakdown of the existing and proposed salaries for the various positions:

Staff Positions:	Pay Range (salary only)	Budgeted Salary + Benefits
<b>Current:</b>		
Office Specialist (A2)	\$31,320-\$46,980	\$73,787
Special Projects Planner (Hourly)		\$26,912
Combined Current Expenses:		\$100,699
<b>Proposed:</b>		
Associate Planner (P2)	\$56,403-\$84,604	\$82,521 (hired at \$65,803 salary)
Hourly		\$18,000
Combined Proposed Expenses:		\$100,521

Since the "bottom" of the recession, the number of applications being processed by the Planning Division has continued to increase every year since 2009, approaching peak pre-recession levels last year (see chart below). However, Planning Division staffing levels are still well below pre-recession levels. For example, in 2001 through about 2008 the Division had the Director plus five planners and three administrative assistants, versus 2.5 planners (0.5 vacant) and two administrative assistants today. The addition of a professional planner that is capable of taking on more advanced planning applications and land use issues is necessary to meet the level of service expected by the public and the Board of Supervisors.



In evaluating the Office Specialist position over the last few years, it is clear that those duties can be absorbed by other staff, primarily by the Senior Office Specialists and with some functions taken over by the Senior Permit Technician (front-line counter person) and planners, as applicable.

If you have questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org.

**Attachments**

- 1. Current Community Development Department Organization Chart
- 2. Proposed Community Development Department Organization Chart
- 3. Proposed Associate Planner job description.

**Applicable Statute, Code, Policy, Rule or Regulation**

Carson City Policies for new positions.

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: 101-1425 (Planning)

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The proposed reorganization is budget neutral. The costs of the new position will be more than offset by the elimination of 1.5 positions.

**Alternatives**

Do not approved the reorganization.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

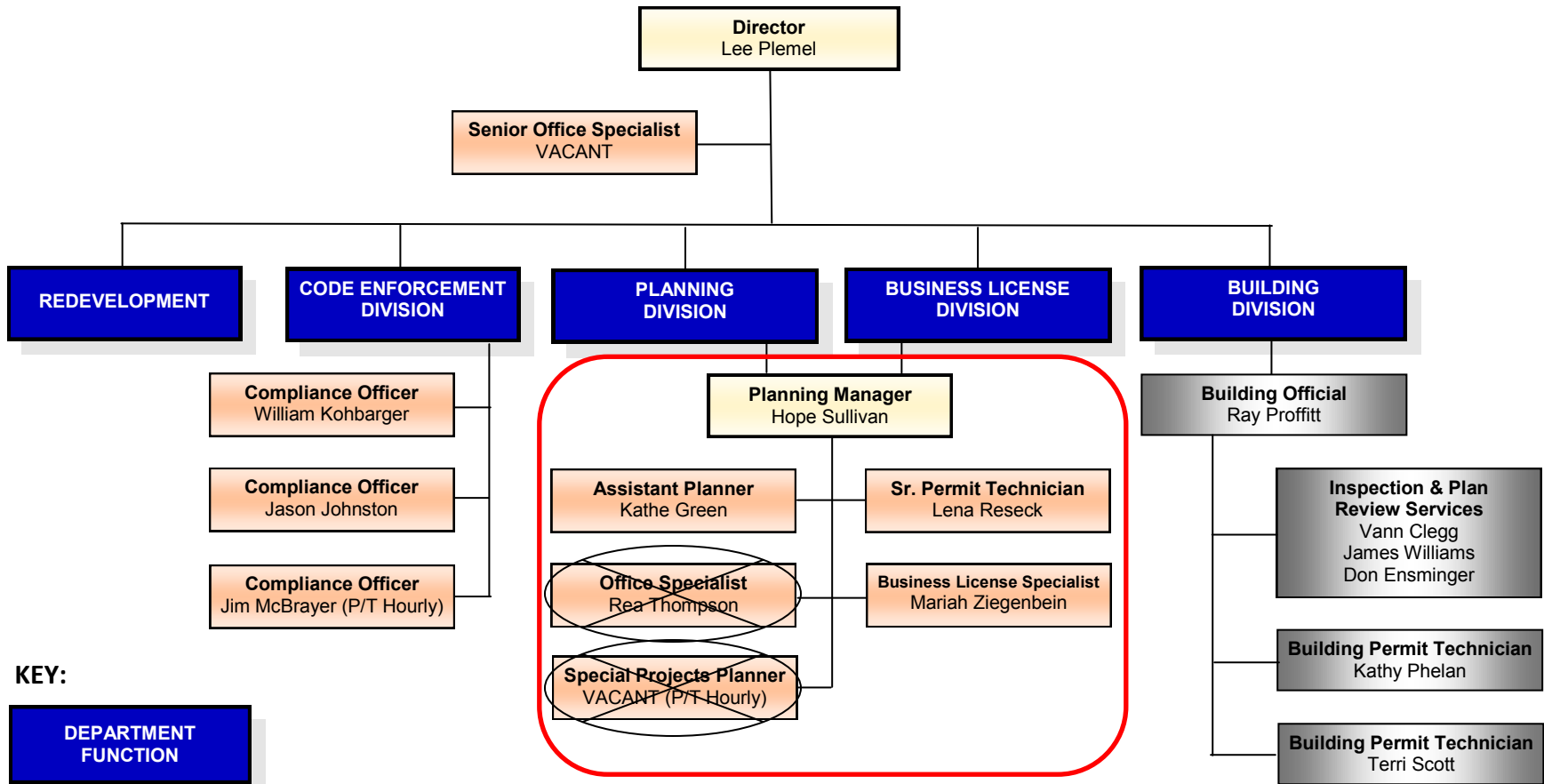
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\_\_\_\_\_  
(Vote Recorded By)

# CURRENT COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



**KEY:**

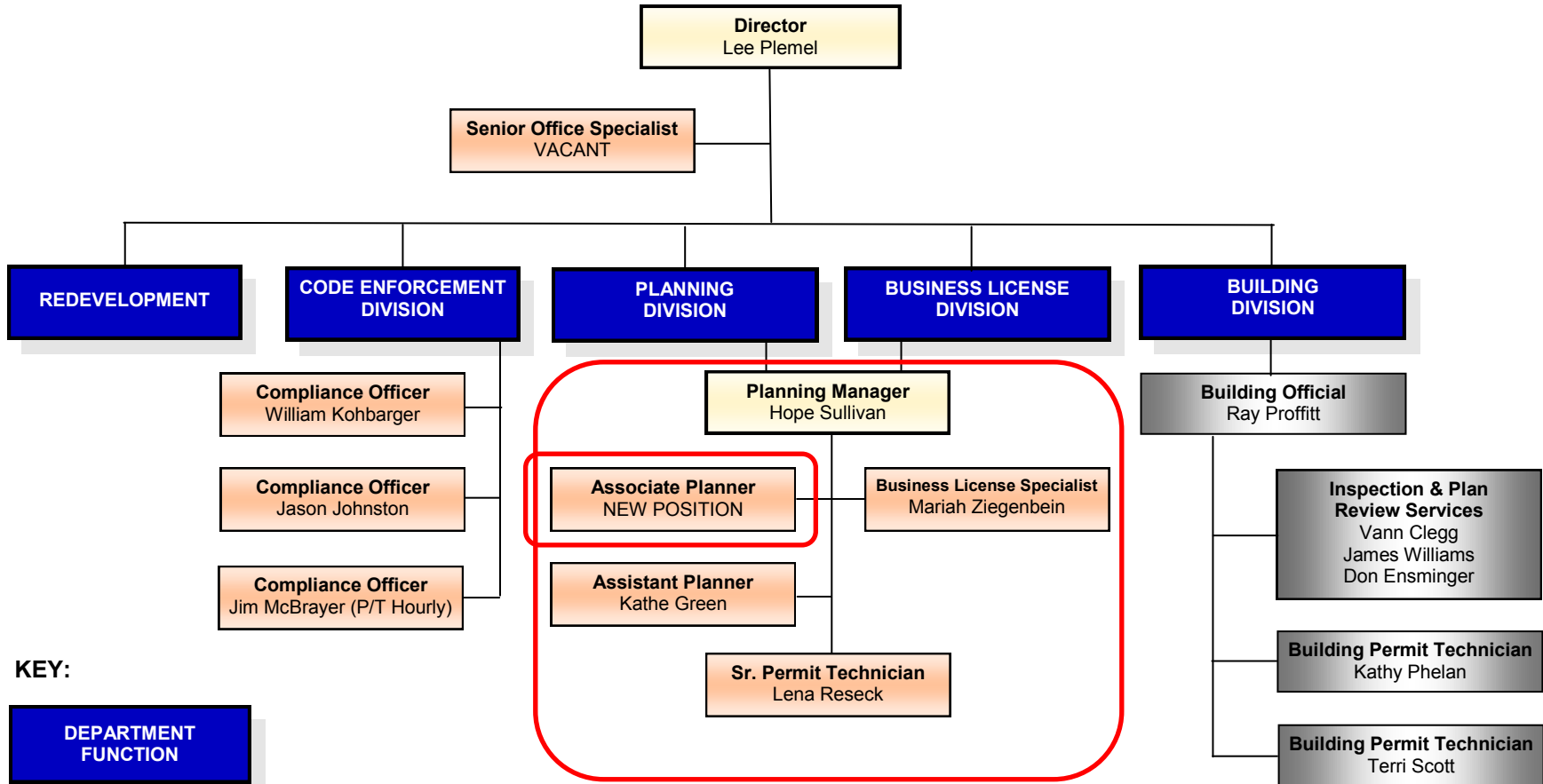
**DEPARTMENT  
FUNCTION**

FSLA Exempt Employee

Non-Exempt  
CCEA Employee

Contract Employee

# PROPOSED COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



**KEY:**

**DEPARTMENT  
FUNCTION**

FSLA Exempt Employee

Non-Exempt  
CCEA Employee

Contract Employee



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Associate Planner	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Community Development	<b>GRADE:</b>	P2
<b>REPORTS TO:</b>	Planning Manager	<b>DATE:</b>	May __, 2018

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### **SUMMARY OF JOB PURPOSE:**

Performs research, studies, administrative and technical activities necessary to achieve planning project or program objectives.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Investigates and reports on applications for special use permits, variances, rezoning, specific plan amendments, annexations, subdivision maps, and related zoning/planning and regulation items.
- Contributes to development of master plan updates and zoning code amendments; coordinates with other jurisdictions, agencies, special interest groups, State and federal government as required.
- Cooperates and coordinates efforts with planning departments, transit agencies, special interest groups, State and federal agencies.
- Assists in the preparation of agendas and presents information to the Planning Commission and other advisory boards and commissions.
- Represents the City and/or the Planning Division on working groups, committees and task forces.
- Researches technical data to prepare maps, charts, models, sketches and other graphic presentations; prepares reports, presentations, correspondence and other written materials.
- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Explains provisions of City codes, applicable laws and regulations, and other policies and standards to potential applicants and the public; assists in answers telephone and counter inquiries regarding City and local governmental ordinances and requirements.
- Monitors status of development applications from acceptance to issuance of final permit.
- Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and inspect property sites.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Bachelor's Degree with major course work in city, regional, environmental, transportation or urban planning, public or business administration, or related field; AND two (2) years of professional planning experience; OR an equivalent combination of education, training and experience as determined by Human Resources. American Institute of Certified Planners (AICP) certificate desirable.

**Required Knowledge and Skills**

Knowledge of:

- Objectives, principles, procedures, standards, practices, information services and trends in the field of professional planning.
- Land use, physical design, demographic, environmental and social/economic concepts as applied to the transportation planning process.
- Statistical analysis techniques and mathematical concepts.
- Application, modification, and interrelationships between ordinances, policies, standards, procedure and practices associated with the planning function.
- Applicable federal, state and local laws and regulations.
- Terminology, symbols, methods and techniques used in planning and mapping.
- Local government organization and the functions and practices of transportation planning.
- Computer applications related to the work.
- Geographic Information Systems (GIS).
- Principles and practices of project management.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Conducting complex planning studies and activities.
- Performing and coordinating activities, such as the collection and analysis of data and the preparation of reports and recommendations.
- Exercising sound independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Project management.
- Dealing successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

**Under General Supervision** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Driver's License.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; agility to traverse rough terrain; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and weather conditions in execution of field duties.



**CONDITIONS OF EMPLOYMENT:**

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason. Probationary periods may be extended three (3) months by mutual agreement.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).
7. Carson City is an Equal Opportunity Employer.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**

# CARSON CITY JOB REQUISITION FORM



Date: April 18, 2018		Position Title: Associate Planner		Position Control #:	
Department/Division #1425-419 (example 0705-415):			Reporting to (Name & Title): Hope Sullivan, Planning Manager		
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Existing Position <input type="checkbox"/> Replacement for:					
Ban-the-Box Application Templates: Please select only one:					
<input type="checkbox"/> Police/Fire Application Template <input type="checkbox"/> Open/Promotional Application Template					
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt					
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Funding Source/Grant: 101-1425			
Does this position require drug testing? (i.e., safety sensitive, working with minors, etc.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Is your department/office conducting the background check? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
EEO Category:			EEO Function:		
Account Number(s) to be charged: 101-1425-419				Percent to be charged: 100%	
Account Number(s) to be charged:				Percent to be charged:	
Account Number(s) to be charged:				Percent to be charged:	
Account Number(s) to be charged:				Percent to be charged:	
Is this position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time					
Hourly Rate (Use bottom of the scale CER rate. If you are going to hire beyond the bottom it must go to IFC for approval: \$31.64					
Annual Salary: \$65,803		Grade: P2		Work Schedule Code (example 8A):	
Please list the supplemental questions needed for this position (license, degree, skills, certificate, and years of prior experience). Please attach a separate sheet for additional supplemental questions.					
1. Bachelor's Degree with major course work in city, regional, environmental, transportation or urban planning, public or business administration, or related field;					
2. OR an equivalent combination of education, training and experience as determined by Human Resources.					
3. American Institute of Certified Planners (AICP) certification desirable.					
4.					
5.					
6.					
7.					
If outside recruitment resources are needed (i.e., journals, websites) please contact HR to go over these options.					
Department Director Signature:				Date:	
Human Resources Director Signature:				Date:	
Finance Director Signature:				Date:	
City Manager Signature:				Date:	