



LANE COUNTY

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W.O.a.+b.

AGENDA COVER MEMORANDUM

AGENDA DATE: July 27, 2005

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Cindy Tofflemoyer, Human Resources Analyst
Jeff Towery, Land Management Manager

AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION
AND SALARY RANGE FOR PRINCIPLE PLANNER**

AND

**IN THE MATTER OF ESTABLISHING ONE FULL-TIME (1.0
FTE) PRINCIPLE PLANNER FOR THE LAND MANAGEMENT
DIVISION EFFECTIVE FOR FY05-06 IN FUND 131
DEPARTMENT OF PUBLIC WORKS**

I. MOTION

**MOVE APPROVAL OF ORDER 05 --_____/IN THE MATTER OF CREATING
THE CLASSIFICATION AND SALARY RANGE FOR PRINCIPLE PLANNER
AND IN THE MATTER OF ESTABLISHING ONE FULL TIME (1.0 FTE)
PRINCIPLE PLANNER POSITION FOR THE LAND MANAGEMENT DIVISION
EFFECTIVE FOR FY05-06 IN FUND 131 DEPARTMENT OF PUBLIC WORKS**

II. ISSUE

The increasing workloads resulting from Ballot Measure 37 claims are having an impact on the processing of other planning applications in the Planning Program. Creating this classification will enhance the Planning Program's supervision, comprehensive technical expertise and customer service capabilities. Due to the immediate need to staff the

classification, the Public Works department is requesting to establishing one full time (1.0 FTE) position at this time as well.

III. DISCUSSION

A. Background

This new classification and 1.0 FTE are due to reorganization in the Land Management Planning Program. The additional 1.0 FTE also addresses increasing workload issues stemming from the Program's mandatory Ballot Measure 37 implementation.

The Planning Program is composed of a Current Planning Section and a Long Range Planning Section. The Planning Program recently underwent a Rapid Process Improvement (RPI) process which resulted in process changes for the Administrative Decisions and Planning Director application processes. This classification will assist in the administration of these process changes as well as evaluating prospects for future process improvements to enhance the Planning Program's customer service and work flow management.

B. Analysis

Since the December 2004 effective date of Ballot Measure 37, Planning Program staff have spent nearly 400 hours in the preparation, research and processing of Ballot Measure 37 claims. To date only 4 of the 21 claims have been processed to the Board of Commissioners. Based on current volume, staff estimates needing .25 to .5 FTE to solely process Ballot Measure 37 claims.

Creating a Principle Planner classification will provide supervisory oversight for all Current Planning activities including the processing of planning applications and the review of building permits and general customer service activities. This classification will be utilized to support a key management responsibility of identifying and implementing method(s) to assure process change success; which involves removing barriers to performing work and to assure quality control and adherence to standards.

Customer service is a focus point for Land Management and this position will allow the division to improve and continue to meet customer expectations by dedicating the necessary time for section structure, performance evaluation, and problem solving in the Current Planning section. Creating this classification provides flexibility for the Planning Program overall by providing complex technical land planning expertise and assistance to the Program Manager as well as reviewing process improvements in the Current Planning section.

Human Resources (HR) conducted a survey of comparable Oregon counties that utilize similar land planning classifications. Our proposed compensation range of \$47,986-\$66,477 (grade 39) is comparable with Multnomah County's Principal Planner classification (\$49,150-68,812), and Deschutes County's Principal Planner classification (\$50,669-\$ 69,326).

Budget: The division will be able to fund the 1.0 FTE position (including overhead costs) without an increase in permit fees. It will be funded through the following: 15% Planning and 20% Building programs; the remainder through reallocation of miscellaneous materials and services and direct billing for planning activities already requested by other Public Works Divisions. Appropriations for a new FTE will be requested during a Supplemental Budget.

C. Alternatives/Options

1. Adopt the proposed Principle Planner classification and salary range as described above **and** establish one full-time (1.0 FTE) Principle Planner position.
2. Adopt the proposed Principle Planner classification and salary range for the Principle Planner classification.
3. Reject both options in the motion.

D. Recommendation

It is recommended that the Board of County Commissioners adopt option # 1 of the motion to establish the proposed classification and salary range for the Principle Planner classification and establish one full-time (1.0 FTE) Principle Planner position.

Principle Planner

Grade 39 (\$47,986-\$66,477)

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification.

V. ATTACHMENT

Board Order
Principle Planner classification specifications
Planning Program Organization Chart

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR PRINCIPLE PLANNER*

WHEREAS, Human Resources has completed a review and point factor of the proposed Principle Planner classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval; and

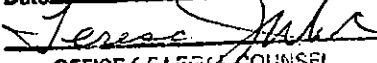
IT IS NOW HEREBY ORDERED that there be created the new classification of Principle Planner:

Principle Planner

Range 39 (\$47,986-\$66,477)

DATED this 27th day of July 2005.

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 7/14/05 Lane County

OFFICE OF LEGAL COUNSEL

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR PRINCIPLE PLANNER

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF ESTABLISHING ONE FULL-TIME (1.0 FTE) PRINCIPLE PLANNER FOR THE LAND MANAGEMENT DIVISION EFFECTIVE FOR FY05-06 IN FUND 131 DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Board of County Commissioners has created the new classification of Principle Planner; and

WHEREAS, the position will enhance the supervision, comprehensive technical expertise and customer service capabilities in the Land Management Division's Planning & Zoning Program; and

WHEREAS, the position will allow the Planning & Zoning Program to more effectively address increasing workloads resulting from Ballot Measure 37 claims.

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one full-time (1.0 FTE) Principle Planner position for the Land Management Division effective for FY05-06 in Fund 131 Department of Public Works.

Dated this _____ day of _____ 2005.

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 7/14/05 Lane County


OFFICE OF LEGAL COUNSEL

PRINCIPLE PLANNER

DEFINITION,

To plan, organize, and supervise professional and technical planning within Land Management program; to develop, oversee, and coordinate work programs related to activities in the Land Management Division; to provide highly complex planning research and analysis; to provide highly complex staff assistance to the Planning Program Manager; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Program Manager.

Exercises direct supervision over clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Recommends goals and objectives; assists in the development and implementation of policies and procedures.

Organizes staff work in code administration or comprehensive planning.

Monitors work flow; assigns, reviews and evaluates work products, methods and procedures.

Coordinates the review and processing of planning applications, planning review of building permits and related customer service.

Researches, analyzes and interprets social, economic and land use data and trends; prepares written reports on current and long-range planning matters.

Establishes work standards for the planning and zoning program; evaluates work performance standards and recommends changes; confers with Planning Program Manager to establish section work plans, goals and objectives; assists with the development and implementation of department policy and objectives.

Assists in budget preparation; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Explains relevant laws and land use regulations to the public in person and through correspondence; assists in the resolution of complex public relations problems; investigates complaints; determines plan compliance and approves permits.

Represents the Division at public hearings before the Hearings Official, Planning Commissions and Board of County Commissioners.

Prepares required reports and correspondence; completes special assignments as needed.

Coordinates planning and zoning section activities with other divisions and departments.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern principles and practices of comprehensive planning and zoning ordinance administration; principles and practices of policy development and implementation; principles and practices of research and analysis.

Government and legal planning requirements, including Oregon laws, local ordinances, policies and regulations governing planning, growth management and land use.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, direct, implement and supervise comprehensive planning and code activities.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Analyze, interpret and apply Oregon law and applicable County and department rules, regulations, policies and procedures.

Develop, implement and maintain policies, procedures and operating practices related to assigned area.

Perform professional planning work with a minimum of supervision.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in regional or urban planning or a related field.

Experience:

Four years of increasingly responsible experience in city, county or regional planning, including one year of supervisory responsibility or lead responsibility.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

PLANNING

