Davis COUNTY

Community and Economic Development

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MEMORANDUM

Date: **August 1, 2019**

To: **Budget Committee**

From: **Kent G. Andersen**

RE: **Request for New Planner I Position**

Summary: The CED Department has need for an additional planner. The department traditionally had two planners until Barry Burton retired last November. The new planner would handle planning intake work such as meeting with the public, answering phone calls, processing building permits, conditional use applications, subdivisions, planning commission support, and working with senior staff on various other projects.

Proposal: After discussion with Commissioners, Human Resources and reviewing the needs of the department, I propose hiring a new person to fill a Planner 1 position, at grade 18. This is an entry level planning position which would require a bachelor's degree in planning or a related field and a minimum 1 year experience.

Costs of the proposal: Grade 18 has a range of $42,000 - $65,000. The estimated annual cost with benefits for a Planner 1 is about $89,000 (salary at $54,000 and benefits at $34,500). If the position was hired at the beginning of October, the 2019 budget cost is estimated to be approximately $22,000.

Benefits of the proposal: An initial important benefit of the proposal would be to free up Jeff Oyler's time to focus more on long range planning projects, which his current work load does not allow. Secondly, the proposed position would assume a significant portion of Debbie Sherman's workload, primarily building permits and front counter assistance, so she can focus more on administrative duties for the whole office. Thirdly, Neka Roundy has retired. The proposed position could also assume some of her responsibilities. Overall, this position will enhance customer service, department professionalism, and improve county planning. Finally, starting the position as a Planner I allows future flexibility and the professional growth of the incumbent. It should be noted this position would accommodate future succession planning as well as maintain service provision during times of personnel transition.

I am happy to answer any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.