MEMORANDUM

Date: 6/3/2021

To: Budget Committee

From: Kent G. Andersen, Community & Economic Development Director

RE: Request to create a career ladder for the Planner position

Summary: The Community & Economic Development Department – Planning Division has a vacant Planner I position due to the resignation of Andrew McDonald. The Planning Division has higher level work assignments which would require prior work experience in the planning field. Currently the Planner position does not require work experience and the assigned grade would inhibit the ability to pay an incumbent an equivalent rate based on their work experience in the planning field.

Proposal: After discussing the situation with Human Resources and reviewing the needs of the Department, we have come to the following proposal for the Budget Committee. We propose creating a career ladder for the Planner position by adding a level II with a minimum requirement of 3 years work experience in the planning field at a grade 20. This will enable the possibility of hiring an incumbent with prior work experience at a higher level.

Costs of the Proposal: Currently, the Planner (Grade 18) position is budgeted at $58,277, including benefits. Converting the position to a Planner I/II position would create an increase to the personnel budget for 2021 and future budget years.

The estimated costs for the Planner I/II (w/benefits) would be as follows:

Planner I/II (Grade 18/20) - $40,463.28 / Year July-Dec, 2021

Planner I/II (Grade 18/20) - $80,926.56 / Year 2022

Benefits of the Proposal: Changing the position to a career ladder position by creating a Planner II position requiring three (3) years of experience will increase the department's ability to provide appropriate services to citizens in the County. It also will decrease the amount of direct supervision by the Planning Manager, allowing the Planning Manager to focus on other duties.

Other considerations, if applicable:

Estimated costs is $28.82 per hour (mid range for grade 20) and 35% for benefits. The existing budget for the Planner I reflects the lower end of Grade 18 at $22.29 per hour.