



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

For the meeting of: February 28, 2012

Date: February 20, 2012
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Job Descriptions for Director of Planning & Building and Director of Economic & Resource Development

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new department head class of Director of Planning & Building (class 0832, \$9,024 monthly, unit 10) into the classification plan, effective immediately;
2. Allocate one full-time equivalent (1.0 FTE) Director of Planning & Building position (class 0832, \$9,024 monthly) in budget unit 277, effective April 1, 2012;
3. Adopt the new department head class of Director of Economic & Resource Development (class 0820, \$8,629 monthly, unit 10) into the classification plan, effective immediately;
4. Approve the reallocation of the Director of Community Development Services position (class 0820, \$9,611 monthly, position #01) in budget unit 277, currently occupied by Kirk Girard, to Director of Economic & Resource Development (class 0820, \$8,629 monthly) in budget unit 275, effective April 1, 2012; and

Prepared by Phillip Smith-Hanes

CAO Approval

Cheryl Dillingham

REVIEW:

Auditor _____ County Counsel _____ Personnel *PSH* Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. M-3

Meeting of: 1/10/12

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor _____ Seconded by Supervisor _____

Ayes
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____
By: _____
Kathy Hayes, Clerk of the Board

5. Delete the classification of Director of Community Development Services (class 0820, \$9,611 monthly, unit 10) from the classification plan, effective April 1, 2012.

SOURCE OF FUNDING: General Fund, Economic Development Fund

DISCUSSION:

On January 10, 2012, your Board approved a reorganization of multiple County departments. As part of this reorganization, you approved in concept the reorganization of the Community Development Services Department into two departments, to be effective March 19, 2012, "or as soon thereafter as reasonable," and directed staff to work on implementation steps including the development of job descriptions.

The Personnel Department, in consultation with the County Administrative Officer and the Director of Community Development Services, has developed two position descriptions (Attachments 2 and 3) which reflect the duties of the department heads for the two new departments. The actions requested today will adopt these two job descriptions and move Mr. Girard into the newly-created position of Director of Economic & Resource Development.

If your Board approves the requested actions today, staff will schedule a closed session item to consider the appointment for the position of Director of Planning & Building. Given other Board business, the likely date for such a closed session would be March 13. Because of this timing and the fact that the General Plan Update will not be before your Board in March as previously anticipated, it is recommended that the effective date for these actions be set at April 1 rather than March 19. This two-week delay aligns these actions with the beginning of the last quarter of the County's fiscal year.

FINANCIAL IMPACT:

Mr. Girard's salary is included in the adopted budget, but a transfer between budget units will be necessary. Employment of the new Director of Planning & Building for the remaining six pay periods of this fiscal year is anticipated to cost approximately \$36,500. Depending on the individual selected, this amount may be partially offset by salary savings. Appropriate budget adjustments will be included in the third-quarter budget review once costs are fully known.

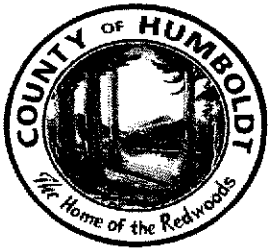
OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. The Board could decline to adopt the new position classifications and leave the current organizational structure in place. This alternative is not recommended because this item is being brought pursuant to previous Board direction.
2. The Board could direct staff to make alterations to the position descriptions. This alternative is not recommended because, in the professional opinion of the Personnel Department, the position descriptions accurately reflect the duties to be performed by the new positions.

ATTACHMENTS:

1. Memo from Ron Halverson to Phillip Smith-Hanes
2. Proposed Position Description for Director of Planning & Building
3. Proposed Position Description for Director of Economic & Resource Development



**PERSONNEL DEPARTMENT
COUNTY OF HUMBOLDT**

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Date: February 17, 2012

To: Phillip Smith-Hanes, County Administrative Officer

From: Ron Halverson, Assistant Personnel Director 

Subject: Proposed job descriptions and recommended salaries for department head level positions related to the reorganization of Community Development Services

At the January 10, 2012 Board of Supervisors Meeting, the Board directed Personnel to work with the Community Development Services Director to develop the job descriptions necessary for the reorganization of Community Development Services into two separate departments, tentatively titled the Department of Planning & Building and the Department of Economic & Resource Development. Personnel surveyed and analyzed relevant class specifications from other agencies, worked with Kirk Girard, Director of Community Development Services, as well as yourself, and based upon the information gathered completed the proposed department head level job descriptions necessary to effect the proposed reorganization. Attached are job descriptions for the two newly proposed unclassified, at-will, department head level positions: Director of Planning & Building; and Director of Economic & Resource Development.

Additionally, Personnel conducted an analysis to determine appropriate salary recommendations for each proposed position. Historical factors, salary comparisons with other Counties, internal salary compaction analysis, as well as, competitive positioning in the labor market were all considered in determining the recommended salaries.

The recommended monthly salaries for the proposed positions are:

Director of Planning & Building - \$9,024 monthly.

Director of Economic & Resource Development - \$8,629 monthly.

If you concur, you will need to include with your report to the Board the following specific recommendations:

"That the Board of Supervisors:

1. Adopt the new department head class of Director of Planning & Building (class 0832, \$9,024 monthly, unit 10) into the classification plan, effective immediately;
2. Approve the allocation of one full-time Director of Planning and Building (class 0832, \$9,024 monthly) in budget unit 277, effective April 1, 2012;

3. Adopt the new department head class of Director of Economic & Resource Development (class 0820, \$8,629 monthly, unit 10) into the classification plan, effective immediately;
4. Approve the reallocation of the Director of Community Development Services (class 0820, \$9,611 monthly, position #01) position in budget unit 277, currently occupied by Kirk Girard, to Director of Economic & Resource Development (class 0820, \$8,629 monthly) in budget unit 275, effective April 1, 2012;
5. Delete the job class of Community Development Services Director (class 0820, \$9,611 monthly salary, unit 10) from the classification plan, effective April 1, 2012;

Following Board approval Mr. Girard will be reclassified into a position with a salary level lower than his current position, and in accordance with the Salary Resolution (Section 6.D.(2)) his compensation will be Y-rated.

Please include a copy of this memo with your report to the Board. If you have any questions please let me know.

Attachments: Job Description for Director of Building and Planning
Job Description for Director of Economic and Resource Development

DIRECTOR OF PLANNING & BUILDING

DEFINITION

Under general policy direction by the Board of Supervisors, plans, organizes, coordinates and directs the programs and activities of the County's Planning & Building Department; provides expert professional assistance to County management staff on community development, redevelopment and related matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the building and planning functions, as well as permit processing and various support services. The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget, and directing the day to day operations and activities of the Planning & Building Department. This class is not part of the classified service and serves at the will and pleasure of the Board of Supervisors.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Planning & Building Department; prepares and administers the department's budget.
- Works closely with the County Administrative Officer, Board of Supervisors, Director of Economic & Resource Development and other County departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the assigned function; advises the County Administrative Officer and Board of Supervisors on related issues and programs.
- Advises the Board of Supervisors and Planning Commission on issues and programs relative to Planning & Building; prepares and recommends long-range plans for Planning & Building services and programs and develops specific proposals for action on current and future County needs.
- Interprets County regulations and various ordinances, codes and applicable laws to ensure compliance; administers County building permit processing and building inspection activities.

- Oversees long and short range planning activities, including coordinating such activities with those of other political jurisdictions.
- Represents the County and works closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies; directs the selection, supervision and the work evaluation of departmental personnel; monitors and directs employee relations and grievance procedures; provides for staff development.
- Directs the development of management systems, procedures and standards for program evaluation.
- Monitors developments related to delegated service area; evaluates their impact on County operations and implements policy and procedure improvements.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles, practices and programs related to community and urban development, building inspection and permit processing.

Applicable local, state and federal law guidelines and standards affecting the administration of community development programs and projects.

Principles and practices of budget development and administration.

Funding sources impacting program and service development.

Social, political and environmental issues influencing community development program administration.

Principles and practices of contract administration and evaluation.

Principles and practices of business computer applications related to the work.

Skill in:

Planning, organizing, administering and coordinating a variety of large and complex planning and building services, programs and staff.

Selecting, motivating and evaluating staff and providing for their training and professional development.
Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
Understanding, interpreting, explaining and applying complex county, state and federal laws regulating community development programs and projects.
Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
Preparing clear and concise reports, correspondence and other written materials.
Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.
Exercising sound independent judgment within general policy guidelines.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

A four year college degree with major course work in urban or regional planning, or a closely related field and four years of supervisory or administrative experience in planning, building inspection, permit processing and/or related planning and/or building activities which has included program planning, development and administration and working with community organizations.

DIRECTOR OF ECONOMIC & RESOURCE DEVELOPMENT

DEFINITION

Under general policy direction by the Board of Supervisors, plans, organizes, coordinates and directs the programs and activities of the County's Department of Economic & Resource Development; provides expert professional assistance to County management staff on economic development and natural resource related matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of economic and resource development functions. The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget, and directing the day to day operations and activities of the Department of Economic & Resource Development. This class is not part of the classified service and serves at the will and pleasure of the Board of Supervisors.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Department of Economic & Resource Development; prepares and administers the department's budget.
- Provides administrative direction to activities relating to the effective use of programs, projects, personnel, resources, facilities and equipment related to the economic and resource development function.
- Works closely with the County Administrative Officer, Board of Supervisors, Director of Building & Planning and other County departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to economic and resource development.
- Provides overall leadership and planning direction for economic, workforce, housing and infrastructure development; serves as lead on proposed and referred development/redevelopment projects.

- Coordinates with other departments and agencies and develops and implements a plan that includes outreach, attraction and retention of businesses and other regional economic partners; coordinates and assists other agencies to secure grants and/or funding for infrastructure development.
- Develops and implements water, environmental restoration, habitat conservation and climate change projects consistent with County goals.
- Identifies natural resources management program needs and opportunities and coordinates with programs in other departments, agencies, bureaus, as well as other public or private groups.
- Advises the County Administrative Officer and Board of Supervisors and makes recommendations for conservation and land based ecosystem management strategies and techniques to achieve established natural resource objectives.
- Represents the County in related matters and serves as a technical consultant and liaison with industry and governmental agencies, citizen boards and commissions and public and private officials, directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies; directs the selection, supervision and the work evaluation of departmental personnel; monitors and directs employee relations and grievance procedures; provides for staff development.
- Directs the development of management systems, procedures and standards for program evaluation.
- Monitors legislation, best practices and other developments related to economic and resource development; evaluates their impact on County operations and implements policy and procedure improvements.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles, practices and programs related to community and economic development.

Principles, practices and programs related to natural resource management and conservation.
Applicable local, state and federal law guidelines and standards affecting the administration of economic and natural resource development programs and projects.
Principles and practices of budget development and administration.
Funding sources impacting program and service development.
Social, political and environmental issues influencing community and resource development program administration.
Principles and practices of contract administration and evaluation.
Principles and practices of business computer applications related to the work.

Skill in:

Designing, organizing, administering and coordinating a variety of large and complex economic development and natural resource services, programs and staff.
Selecting, motivating and evaluating staff and providing for their training and professional development.
Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
Understanding, interpreting, explaining and applying complex county, state and federal laws regulating economic development and natural resource programs and projects.
Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
Preparing clear and concise reports, correspondence and other written materials.
Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.
Exercising sound independent judgment within general policy guidelines.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

The equivalent to a four-year college degree with major course work in urban, regional or environmental planning, business or public administration, or a closely related field, and five years of supervisory or administrative experience in economic development, redevelopment, natural resource planning, or a closely related field, which has included program planning, development and administration and working with federal, state, local and community organizations.