

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 10/23/2012	(3) CONTACT/PHONE Kami Griffin, Assistant Director / 805-781-5708	
(4) SUBJECT Submittal of a resolution amending the Position Allocation Listing for Budget Unit 142 - Planning and Building. All Districts			
(5) RECOMMENDED ACTION It is recommended that the Board approve and instruct the Chairperson to sign the resolution amending the Position Allocation Listing for the Planning and Building Department to:  <ol style="list-style-type: none"> <li>1. Add one Supervising Planner and delete one Planner I, II, III.</li> <li>2. Add one Supervising Planner and delete one Principal Environmental Specialist.</li> <li>3. Add one Accountant I – III and delete one Mapping and Graphics Specialist I, II, III.</li> </ol>			
(6) FUNDING SOURCE(S) Current Budget	(7) CURRENT YEAR FINANCIAL IMPACT Approx. \$17,000	(8) ANNUAL FINANCIAL IMPACT \$39,162	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW  Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Kami Griffin, Assistant Director

VIA: Jason Giffen, Director

DATE: 10/23/2012

SUBJECT: Submittal of a resolution amending the Position Allocation Listing for Budget Unit 142 - Planning and Building. All Districts

## **RECOMMENDATION**

It is recommended that the Board approve and instruct the Chairperson to sign the resolution amending the Position Allocation Listing for the Planning and Building Department to:

1. Add one Supervising Planner and delete one Planner I – III.
2. Add one Supervising Planner and delete one Principal Environmental Specialist
3. Add one Accountant I – III and delete one Mapping and Graphics Specialist I-III.

## **DISCUSSION**

### **Supervising Planners**

Beginning January 1, 2012, the Department implemented a number of organizational changes. Six Divisions were consolidated into three and a number of sections were shifted to coincide with the three new Divisions. One of the shifts was bringing the Mapping and Graphics section (which includes the Department's Geographic Information System (GIS) program) and our Department Automation section (which includes maintenance of the Department's computer resources including the website and permit tracking system) into the Operations Division as a single Information Systems section.

The Information Systems section currently does not have a direct supervisor and is instead, supervised by the Administrative Services Manager. Over the past nine months, it has become apparent that this section would be better served by having a direct supervisor focused on the whole of the Department's technological needs. This will be a working supervisor who is familiar with GIS, planning principles, permit tracking systems, electronic streamlining and consistency measures and how all these components work together.

The Department currently has two vacant Planner I – III positions. This request is to delete one of these vacant Planner positions and replace it with a Supervising Planner position. This position would be assigned to supervise and provide overall direction and guidance to the Information Systems section within the Operations Division of the Department.

In addition, the Department would like to replace the vacant Principal Environmental Specialist (PES) with a Supervising Planner. The PES position was created at a time when the County had a separate Environmental Department and prior to the creation of a Supervising Planner position. The PES was a management position that had a focus on high level California Environmental Quality Act (CEQA) knowledge as well as supervision. The Environmental Department was consolidated into the Planning

and Building Department nearly 20 years ago and is now combined with Current Planning and functions as a single Division with all staff having both Planning and CEQA knowledge. Adding the Supervising Planner and deleting the PES will provide the Department more flexibility in the use of this position while continuing to offer the Department a supervisor position which is needed within the Current and Environmental Planning Division.

### **Accountant**

The Department's Administrative Services Manager (ASM) has announced her retirement effective February 2013. As described in the previous section, the Department's new organization expands the Operations Division of the Department to include Technology, Accounting, Budget, Grants and Human Resources. The ASM is the Manager of the Operations Division and as such, the ASM we will be recruiting for to replace the retiring ASM will need to have a skill set that is different from the traditional accounting and budgetary skills that are typically a part of an ASM recruitment. In order to allow the Department to recruit for an ASM with the appropriate skill set and still assure that the Department's budgetary needs will be met, the Department is requesting that the vacant Mapping and Graphics Specialist I – III be deleted and replaced with an Accountant I – III. This will provide additional accounting support which is now the primary responsibility of the ASM, will allow the shift of some of the accounting and grant management tasks for the Energy Program from the Energy Coordinator and for the Housing Grant Programs from the existing Accountant III to provide more flexibility with this assignment, and will allow the Department the ability to recruit for an ASM with a broader skill set

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Administrative Office has approved the filling of these positions upon Board approval of the attached resolution amending the Position Allocation List. Human Resources prepared the resolution to amend the Position Allocation List.

### **FINANCIAL CONSIDERATIONS**

The total yearly salary and benefit cost of the existing three positions (Planner I – III - \$92,522, Principal Environmental Specialist - \$145,654 and Mapping and Graphics Specialist - \$71,322) is \$309,498. The total yearly salary and benefit cost of the three positions requested (Two Supervising Planners – \$268,076 and One Accountant I – III - \$80,584) is \$348,660, an increase of \$39,162. While the cost of the positions is higher, the delay in filling these positions will more than cover the added costs in the first year as the Department's vacant positions are budgeted for the full year. The incremental cost increase resulting from this amendment will be offset by expenditure savings, additional revenue or a combination of the two.

### **RESULTS**

These changes are a part of implementing the Department reorganization which will allow consolidated oversight of the Department's technology section, the expansion of the Operations Division of the Department and adequate supervision and technical oversight in the Current and Environmental Planning Division. In addition, these changes will create opportunities for a flexible and adaptable workforce within the Department and continue the Department's succession planning efforts.

### **ATTACHMENTS**

1. Resolution Amending the Position Allocation List