



Board of Supervisors Memorandum

January 6, 2015

Classification and Compensation Matters

Background

This new classification was requested by the Development Services Department as part of a complete restructuring of the site development processes undertaken by the department in early 2013, the scope and orientation of which grew considerably based on a new business model. Employees in this classification will review work and coordinate development projects with County and exterior agencies while providing quality control and managing processes to achieve customer satisfaction. This new classification is critical to the County's ability to competently facilitate approval of private site development projects in line with the County Administrator's economic development plan, customer satisfaction and ensuring that all other County interests are met. Performance will be measured against review turn-around times, quality and customer satisfaction metrics established by the department.

DEC 16 14 AM 002 PC CLK OF PD

Recommendation

It is recommended that the following classifications be approved, effective January 6, 2015:

Class Code	Classification Title	Salary Grade/Range	EEO Code	FLSA Code
2648	Site Review Project Manager	D2 (\$40,768 - \$97,468)	2	E*

*Exempt (Not Paid Overtime)

Cost

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

Respectfully submitted,

A handwritten signature in black ink, reading "C. H. Huckelberry", is written over a horizontal line.

C. H. Huckelberry
County Administrator