



MEMORANDUM

Date: February 10, 2015
To: City Council
From: Bryan H. Montgomery, City Manager 
Subject: Resolution Approving the Employee Position Classification of Planning Manager

Summary and Background

You will recall that in November of last year the City Council approved a handful of job classification adjustments that could/should have been included with the current year budget, but were not because funds were thought to not be available. One of those approved was the creation of the position of "Principal Planner." This adjustment was meant to be an acknowledgement of the broad duties the Senior Planners perform without a set Department Director or Division Manager.

Upon further review, the long-term scenario would not be to have two supervisors with the Principal Planner title in a small division that will grow some over time, but not ever be too large (department size). This further review led me not to make the title change that was originally contemplated, and to now recommend this new job classification.

The City Code, State law and standard development conditions have numerous references to either "Community Development Director (CDD)," "Planning Manager," or "Zoning Administrator (ZA)" to make various decisions and planning determinations. As City Manager, I have played that role for the last handful of years, but I believe it would be best to select one of the Senior Planners to be the actual Planning Manager (as we have done with Code Enforcement, Parks, Building, Human Resources, Economic Development, and Recreation). The Planning Manager can be designated the duties outlined in the law for the CDD or ZA and would be ready to lead the Planning Division structure that is sure to come with additional employees as development increases in the coming years.

The attached job description reflects the duties to be assumed by one of the incumbent Planners, and the corresponding salary range. This salary range was determined, as per the City's Compensation Policy, as the average of the range for this position in the cities of Antioch, Brentwood, Benicia, Hercules, Pittsburg and Pleasant Hill.

Fiscal Impact

This is not a new position that needs to be funded -- the incumbent is an existing employee and any costs related to this classification adjustment will be within budgeted funds.

Recommendation

Adopt the resolution approving the new employee position classification of "Planning Manager" and its corresponding salary range.

Attachment

1. Job Description for Planning Manager
2. Resolution



FLSA Designation: Exempt
Classification: Full-time, "At-Will"
Salary Range (eff. 3/1/15): \$8,647 – \$10,962
Benefits: Full

PLANNING MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction of the City Manager, leads directs, manages, supervises, and coordinates the activities and operations of the Planning Division including current and advanced planning services and activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support and technical/professional advice and assistance specifically to the Code Enforcement Manager, the Economic Development Manager, the City Manager, the City Council and other City departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
2. Plans, directs, coordinates, and reviews the work plan for Planning staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
3. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
4. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures;



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implements adjustments.

5. Directs and participates in the processing of major projects including annexations, general plan amendments, re-zonings, major subdivisions, and non-residential development projects.
6. Oversees the processing, review, and scheduling of development applications submitted to the City; ensures result is a thorough, comprehensive project analysis that is consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council decisions.
7. Develops, maintains, updates, implements, and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
8. Signs off of mylars for final maps, grading and improvement plans, development projects, and related items.
9. Serves as the liaison for the Planning Division with other divisions, departments, and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues.
10. Serves as staff on a variety of boards, commissions, and committees including to provide technical and professional advice; schedules items for Planning Commission review and action; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups, and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to planning programs, policies, and procedures as appropriate.
12. Advises the City Manager on aspects of City planning and the implementation of the Zoning Ordinance and other development regulations.
13. When designated by the City Manager, serves as the Zoning Administrator and the role and responsibilities identified for "the Community Development



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Director" found in City Code, development conditions and related regulations and documents.

14. Develops and maintains records, statistics and reports on planning related activities.

15. Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of planning; incorporates new developments as appropriate.

16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of: Operational characteristics, services, and activities of a planning program. Principles and practices of program development and administration. Modern principles, practices, and techniques of current and advanced planning. Land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning. Statistical methods and research techniques applicable to the preparation of municipal planning studies. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation. Pertinent federal, state, and local laws, codes, and regulations. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to: Oversee and participate in the management of a comprehensive planning program including current and advanced planning activities and projects. Oversee, direct, and coordinate the work of lower level staff. Select, supervise, train, and evaluate staff. Participate in the development and administration of division goals, objectives, and procedures. Analyze complex planning issues, evaluate alternatives and reach sound conclusions. Exercise sound independent judgment. Make



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adjustments to operating procedures as necessary to improve organizational effectiveness. Prepare and administer large program budgets. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze, and evaluate new service delivery methods and techniques. Review and prepare ordinances, resolutions, and other legal documents. Read blueprints, site plans, topography maps, and related documents. Interpret and apply federal, state, and local policies, laws, and regulations. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A Bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field. A Master's degree in urban or regional planning, or public administration is preferred.

Experience: Five years of increasingly responsible urban or regional planning experience including three years of project management responsibility.

License or Certificate: Possession of an appropriate driver's license. Possession of certification as a professional planner from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours



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including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge that I have received and read the job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)	Employee's Signature	Date
Supervisor Name (print)	Supervisor's signature	Date

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
APPROVING NEW EMPLOYEE POSITION CLASSIFICATION
OF PLANNING MANAGER**

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was subsequently amended, establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, the City Council desires to update the Classification Plan to include the position of Planning Manager; and

WHEREAS, pursuant to the provisions of the Compensation Policy, the City has conducted a comparative salary/wage using the six comparative cities; and

WHEREAS, the City Council desires to add job classifications and accompanying salary/wage range to meet the needs of the organization.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the new position classification of Planning Manager, including the Job Description and stated salary range as set forth on Attachment A, which is attached hereto.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 10th day of February 2015 by Councilmember _____, who moved its adoption, which motion being duly seconded by Councilmember _____ was upon voice vote carried and the resolution adopted by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

Doug Hardcastle, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date: _____