

RESOLUTION NO. 2018- 8308

RESOLUTION TO AMEND FISCAL YEAR 2017-2018 POSITION ALLOCATION FOR PLANNING DEPARTMENT #20490 AND GIS #20510

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2017/2018 Position Allocation Plan covering all positions in the County service; and

WHEREAS, these position are necessary in the daily operational needs of the Planning and GIS Departments; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation for fund #20490 and #20510; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2017/2018 Position Allocation for the following positions:

Planning Department #20490	Current FTE	Proposed FTE
Senior Planner	1.00	0.00
Assistant Planning Director	0.00	1.00
GIS #20510	Current FTE	Proposed FTE
GIS Planner II	1.00	0.00
GIS Coordinator	0.00	1.00

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 16th day of January, 2018 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS, SANCHEZ

NOES: Supervisors: ENGEL

ABSENT: Supervisors: NONE


Clerk, Board of Supervisors


Chair, Board of Supervisors

Exhibit A

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

DEFINITION

Under general supervision to coordinate the development and continuing improvement of the County's geographic information system, serve as staff to the GIS Committee, identify and coordinate fulfilling the GIS needs of the County Departments; and, do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a highly technical senior position and requires extensive knowledge and experience with ArcInfo, ArcView, and AutoCAD map; strong project management skills; strong time management skills; strong oral and written communication skills; ability to establish and maintain effective interpersonal relationships at all organizational levels; ability to quickly learn new skills; overall knowledge of computer systems and networks; ability to remain knowledgeable in developments in the geographic information systems field.

REPORTS TO

Director of Planning & Building Services

CLASSIFICATIONS DIRECTLY SUPERVISED

(GIS) Geographic Information Systems Planner I, II; (GIS) Planning Technician

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 2

EXAMPLES OF DUTIES

- Coordinate the development and maintenance of the County's base parcel map and enterprise data
- Supervise GIS Planners and Technicians
- Work with County Departments and other public agencies to develop new layers in the County GIS which may incorporate utilizing global positioning software (GPS) and hardware
- Coordinate, prioritize, and manage the creation and maintenance of GIS applications and layers
- Oversee the development of specialized database links to the GIS
- Make presentations demonstrating the uses of GIS and GPS
- Develop training programs to assist users with basic or web-based GIS and GPS applications
- Assist in data collection
- Produce custom reports for County Departments
- Evaluate GIS software
- Perform SQL functions
- Write reports for the County's computer users in Crystal Reports or similar software
- Train County employees in GIS application use, and, assist with specialty projects.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, digitizers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 3

KNOWLEDGE OF

- Windows family of operating systems
- Geographic Information Systems
- ArcView, ArcInfo, and AutoCAD mapping software
- Cartography
- GIS data entry and digitizing procedures
- Trimble GPS hardware and software

ABILITY TO

- Work under general supervision
- Manage projects
- Manage time
- Represent the County at meetings or product demonstrations
- Communicate effectively
- Train, coordinate, and supervise the efforts of others
- Collect, interpret, and integrate cartographic data from different sources
- Collect, compile, analyze, and present technical, statistical, and other data related to GIS
- Perform a variety of technical support assignments for County departments

SKILL TO

- Complete tasks and assignments with deadlines
- Acquire and maintain a good working knowledge of GIS applications
- Use personal computers, servers, PC operating systems, off-line storage mediums, printers, and network hardware
- Develop GIS solutions
- Work effectively with groups

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 4

TRAINING AND EXPERIENCE

Four (4) years of full-time experience consisting of progressively responsible duties performing work equivalent to a GIS Technician is required.

Graduation from an accredited college or university with a Bachelor's or Master's degree in computer science, geographic information systems, geology, cartography, or a closely related field may substitute for a portion of the required work experience.

At least three (3) years supervisory experience training, organizing, and motivating staff in developing creative and practical solutions to complex problems is highly desirable.

SPECIAL REQUIREMENT

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

GIS Coordinator	GIS Planner	\$32.03	L3		L4		
			FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Proposed wage range - \$37.05			Current				
Current range: \$32.03			\$ 66,622.00	\$ 66,622.00	\$ 66,622.00	\$ 69,971.00	\$ 69,971.00
Retirement			\$ 12,883.36	\$ 15,056.57	\$ 16,855.37	\$ 19,172.05	\$ 20,431.53
FICA / Medicare			\$ 5,096.58	\$ 5,096.58	\$ 5,096.58	\$ 5,352.78	\$ 5,352.78
Total		\$ 84,601.95	\$ 86,775.16	\$ 88,573.95	\$ 94,495.84	\$ 95,755.31	
Proposed range							
Proposed wage \$37.05			\$ 77,064.00	\$ 77,064.00	\$ 77,064.00	\$ 80,933.00	\$ 80,933.00
Retirement			\$ 14,902.64	\$ 17,416.46	\$ 19,497.19	\$ 22,175.64	\$ 23,632.44
FICA/Medicare			\$ 5,895.40	\$ 5,895.40	\$ 5,895.40	\$ 6,191.37	\$ 6,191.37
Total		\$ 97,862.03	\$ 100,375.86	\$ 102,456.59	\$ 109,300.02	\$ 110,756.81	
Five Year Differential	Difference	\$ (13,260.09)					
			\$ (13,600.71)				
				\$ (13,882.64)			
					\$ (14,804.18)		
						\$ (15,001.50)	
Five year increase to Personnel	\$ (70,549.11)						

*GIS Planner II: Hourly wage range 2273
 GIS Coordinator: Hourly wage range 2630*

Updated 12/21/2017

Exhibit B

ASSISTANT PLANNING DIRECTOR

DEFINITION

Under general direction, to perform a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of planning reports; to represent the County Planning and Building Services with groups and organizations as delegated; perform technical reviews of land use and permit applications, environmental impact reports, and environmental statements; to assist with planning policy formulation and implementation; explains ordinances, resolutions, regulations and County policies to the public; manages and administers the assigned staff; provides administrative support for the Director of Planning and Building; acts for the Director of planning and Building in his/her absence or at his/her direction; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class for a mid level management position which assists the Director of Planning and Building in providing direction and supervision within the County's Planning and Building Services. An incumbent may be assigned to represent the Director of Planning and Building on standing committees.

REPORTS TO

Director of Planning and Building.

CLASSIFICATIONS DIRECTLY SUPERVISED

Senior Planner, Associate Planner, Assistant Planner, Geographic Information System Planner I & II, Planning Technician and Executive Assistant and other department staff as assigned.

ASSISTANT PLANNING DIRECTOR - 2

EXAMPLES OF DUTIES

- Manages and administers the submittal, review and permit processing functions.
- Assists the Director of Planning and Building in enforcement of codes, laws and regulations.
- Assists in recommending, developing and implementing goals, objectives and policies.
- Assists in hiring staff.
- Assists in supervising, evaluating and insuring proper training of staff in accordance with County Personnel Rules.
- Provides input to the Director of Planning and Building in the development and revision of County ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Planning and Building to special County committees and task forces as required.
- Represents the Director of Planning and Building with groups and organizations as delegated.
- Advises the Director of Planning and Building regarding all matters concerning the Planning Division.
- Fulfills all Planning Division responsibilities when the Director of Planning and Building is unavailable.
- Performs special assignments as directed.
- In the absence of the Director of Planning and Building and the Assistant Planning Director assumes responsibility for departmental operations.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF:

- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Federal, State, and local laws, regulations, and ordinances governing planning, zoning, and land use.
- Principles, techniques, and trends of land use planning.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Mapping methods and techniques.
- Contract preparation and administration.
- Budget development and administration.
- Principles of work coordination, lead direction, and training.

ABILITY TO:

- Perform a variety of the most complex planning studies and environmental reviews.
- Provide work direction, coordination, and training for other staff.
- Perform special assignments representing the Planning Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Prepare comprehensive and concise planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Make effective written and oral presentations.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Department and County Land Use Ordinances and policies in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Provide supervision and lead direction for other staff.

ASSISTANT PLANNING DIRECTOR - 4

TRAINING AND EXPERIENCE: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner with Plumas County.

SPECIAL REQUIREMENT:

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

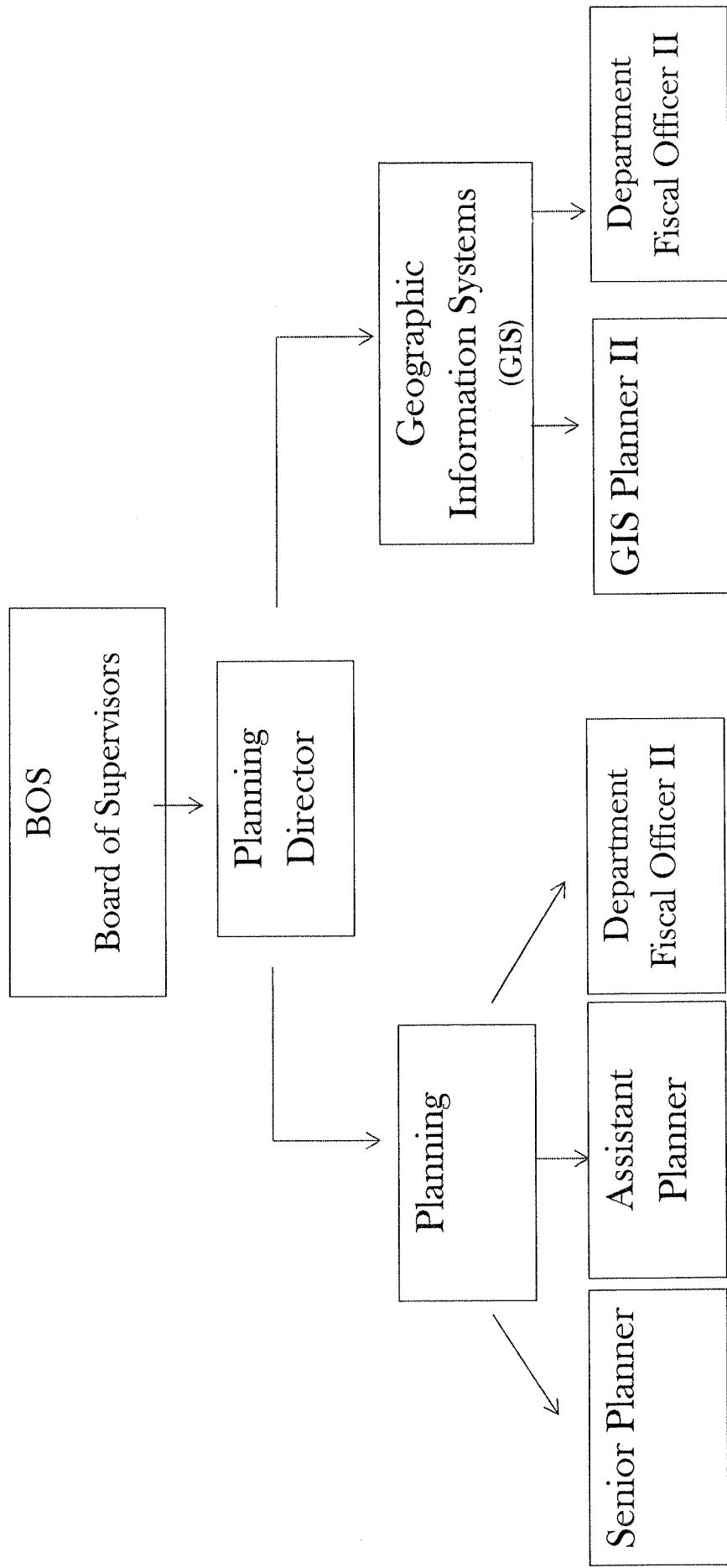
Assistant Planning Director		FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Senior Planner	\$38.94					
Proposed wage range - \$45.04		Current				
Current range: \$38.94		\$ 80,995.00	\$ 80,995.00	\$ 80,995.00	\$ 80,995.00	\$ 80,995.00
Retirement		\$ 15,662.81	\$ 18,304.87	\$ 20,491.74	\$ 22,192.63	\$ 23,650.54
FICA / Medicare		\$ 6,196.12	\$ 6,196.12	\$ 6,196.12	\$ 6,196.12	\$ 6,196.12
Total		\$ 102,853.93	\$ 105,495.99	\$ 107,682.85	\$ 109,383.75	\$ 110,841.66
Proposed range						
Proposed wage \$45.04		\$ 93,683.00	\$ 93,683.00	\$ 93,683.00	\$ 93,683.00	\$ 93,683.00
Retirement		\$ 18,116.42	\$ 21,172.36	\$ 23,701.80	\$ 25,669.14	\$ 27,355.44
FICA/Medicare		\$ 7,166.75	\$ 7,166.75	\$ 7,166.75	\$ 7,166.75	\$ 7,166.75
Total		\$ 118,966.17	\$ 122,022.11	\$ 124,551.55	\$ 126,518.89	\$ 128,205.19
Five Year Differential		\$ (16,112.24)				
			\$ (16,526.12)		\$ (16,868.70)	
					\$ (17,135.14)	
						\$ (17,363.53)
Five year increase to Personnel		\$ (84,005.73)				

Senior Planner: *Hourly wage range 2505*
Assistant Planning Director: *Hourly wage*

Assistant Planning Director: Hourly wage range 2900

Updated 12/21/2017

Planning Department Organizational Chart



Planning Department Proposed Organizational Chart

