



COUNTY OF HUMBOLDT

For the meeting of: 9/21/2021

File #: 21-1312

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Deallocation of 1.0 Full-Time Equivalent (FTE) Planning Technician I/II Position and Allocation of 1.0 FTE Permit Specialist I/II Position in Cannabis Planning Budget Unit 1100-268

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the deallocation of 1.0 FTE Planning Technician I/II (class 322, salary range 358/372) in budget unit 1100-268;
2. Approve the allocation of 1.0 FTE Permit Specialist I/II (class 1410, salary range 372/390) in budget unit 1100-268.

SOURCE OF FUNDING:

Permit application fees

DISCUSSION:

The Planning and Building Department has utilized both the Planning Technician and Permit Specialist positions to support the permit activity within the department. The current Planning Technician job description is archaic and limits the ability of the individual in that position to undertake the range of tasks needed in today's permitting environment. While there are similarities between the two positions, the Permit Specialist has a broader range of responsibilities and encompasses many of the responsibilities of the Planning Technician. Additionally, much of the map-related work historically performed by Planning Technicians is now addressed through the maintenance of the county's robust geographic information system (GIS).

This request also aligns with the results of the Koff and Associates Classification and Compensation Study completed in 2020. While the Koff and Associates report identified different job titles, the report results recommended the same classification for positions that have historically separated Planning Technicians and Permit Specialists.

Permit Specialists have historically been employed only in the Building Inspections budget unit (1100-262). However, in addition to building permits, support work is necessary to successfully process land

use permits in Current Planning (1100-277) and Cannabis Planning (1100-268).

The Planning and Building Department has recently promoted a Planning Technician to a Planner. This promotion offers the department an opportunity to make staffing adjustments to align with the nature of the work associated with processing permits. With the allocation of a Permit Specialist I/II in Cannabis Planning (budget unit 1100-268), the department will benefit from enhanced permit support work.

FINANCIAL IMPACT:

The total annual compensation, including salary and benefits, for a 1.0 FTE Permit Specialist I at step 1A is \$72,238.27. The Planning Technician II position being de-allocated is the same class and same compensation. Therefore, there is no financial impact to the current budget for Cannabis Planning (1100-268). Due to the nature of the work, it is anticipated that the Permit Specialist position will be filled at the entry level step.

Revenue for the salary costs are offset by fees assessed on clients. Therefore, there is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to deny this request. This is not recommended because the Planning and Building Department would be required to fill existing positions which limit our ability to utilize department resources requiring an enhanced scope of work.

ATTACHMENTS:

1. Planning Technician job description
2. Permit Specialist job description

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A