



Date: April 24, 2019

To: Human Resources Department for Civil Service Commission

From: Community Development Department, Planning Division

Subject: Reorganization of the Planner Job Series

Current Status:

Within the Employee's Association Unit 5, 7, and 8 there are three Planner job descriptions: Assistant Planner I, Assistant Planner II, and Associate Planner. Within the Unclassified Unit 9 (management) group there are two additional Planner positions: Principal Planner and Planning Manager. Currently there is not a clear path to allow promotional opportunities to cultivate professional development and employee retention. To this end the Planning Division is proposing the following:

Proposal:

1. Addition of a Unit 578 supervisory position, "Senior Planner".
2. Combine the Job Descriptions of "Assistant Planner I" and "Assistant Planner II" and simplify the job title to "Assistant Planner".
3. Flexibly staff the revised "Assistant Planner" position with the existing "Associate Planner" position.

Justification Detail:

The City has lost several high-quality employees in recent years with an inability to retain talent in an environment where promotion simply was not possible. One of the key areas of development missing is the supervisory component needed to move from a line-staff level to a management level. Addition of the Senior Planner position allows an employee to gain the professional experience and supervisory skills necessary to compete for management level Planner positions such as Principal Planner or beyond. Additionally, the current structure of the Planning Division has management level planners overseeing planning programs and employees at a level that is unrealistic to obtain the best quality and quantity of work from the Planning team. Addition of a non-management, supervisory planning position allows direct oversight to day-to-day operations to increase productivity, efficiency, continuity, and accuracy.

In reviewing the needs for the new Senior Planner position, it became apparent the entire Planner job series could be simplified. Merging the two Assistant Planner positions together into a single job description allows the City to recruit entry level candidates, provide growth and enrichment opportunities, and eventual promotional opportunity to Associate Planner through a Flexible Staffing program. Through successful completion of this job series, an employee could then apply for promotion to a Senior Planner to gain the skills needed to continue in a career path to Planning management.

The combination of the proposed changes will benefit both the City as an organization and the employees themselves by having positions available that deliver quality services to the community while encouraging the growth and retention of quality personnel.