



DATE: March 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Assistant/Associate Planner

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Assistant/Associate Planner to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Assistant Planner and Associate Planner job descriptions are combined into one job description and were last revised in April 2013. The current change is to modify the distinguishing characteristics to a flexibly staffed Assistant/Associate Planner position and to align the format to the current City standards. Flexing the position will allow for more flexibility in recruitments and for Assistants to advance to the Associate level. The City will be able to fill both positions from the same recruitment and expedite the process. It will also allow the hiring manager to promote current Assistant Planners into the Associate planner position. The changes to the job description are as follows:

Assistant/Associate Planner

Distinguishing Characteristics Section

Added: "Incumbents may advance from the Assistant Planner to the Associate Planner level based on a recommendation by their supervisor and approval from the Director of Development Services or designee. Advancement may result after the incumbent gains sufficient knowledge and experience in professional Planning work, as well as City and departmental practices and procedures, to be able to consistently perform the work of the higher classification."

Replaced: "...in that the latter" with "..., which..."

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved By:

A handwritten signature in black ink, appearing to read "K. McAdoo", written over a horizontal line.

Kelly McAdoo, City Manager