

DEPARTMENT: Planning and Building BY: Edward J. Johnson PHONE: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_ No\_X\_)

Adoption of Resolution amending Planning Director class specification; and creating a new Planning Manager position with class specification and salary range, and allocating the position to the Planning and Building Dept. For immediate appointment. This is the first phase of the Planning and Building Dept. Reorganization and includes assigning the Air Pollution Control duties to the Planning Director and creating two parallel divisions of the Planning and Building Department, each with a clearly designated Division Head. This action assigns all day-to-day planning functions to a Planning Manager thus allowing the Planning Director to concentrate on air pollution functions and the next reorganization phase.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On June 14, 1994, the Board ordered the transfer of the Air Pollution Control function to the Planning and Building Department and directed staff to return with a plan for implementation. The Board also ordered staff to review the possible transfer of transportation, septics and wells. Staff will report back to the Board on these items at a later time.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not complete transfer of air pollution function and leave it with the Health Department.
2. Direct staff to consider an alternate reorganization strategy including other functions.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:

Memo to Board of Supervisors \_\_\_\_\_

Job Descriptions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 94-292 Ord. No. \_\_\_\_\_

Vote - Ayes: 3 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

(X) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: *W*

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: ED JOHNSON, Planning & Building Director

FROM: JANET BIBBY, Deputy Clerk of the Board

SUBJECT: Amendment to the Planning Director Class Specifications; Creation of a New Planning Manager Position with Class Specification and Salary Range; Allocating Position of Planning Manager to the Planning & Building Department for Immediate Appointment  
Resolution Number 94-292

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  
ADOPTED THIS Order on July 11, 1994

ACTION AND VOTE:

**9:45 a.m.** Ed Johnson, Planning & Building Director; Resolution Amending Planning Director Class Specification; and Creating a New Planning Manager Position with Class Specification and Salary Range, and Allocating the Position to the Planning and Building Department for Immediate Appointment

**BOARD ACTION:** Ed Johnson, Planning & Building Director, provided input. (M) Taber, (S) Balmain, with discussion. Following discussion, Res. 94-292 adopted amending the class specifications of the Planning Director, including the addition of Air Pollution Control Officer's responsibilities; establishing a new non-exempt management position of Planning Manager and adopting a class specification for this position; setting salary range of 200-216.5 for the position of Planning Manager; and allocating the position of Planning Manager to the Planning Department for immediate appointment. County Counsel requested that resolution include direction to the Personnel Department as to the adopted departmental changes/Ayes: Unanimous.

cc: Mike Coffield, County Administrative Officer  
Jeffrey G. Green, County Counsel  
Ken Hawkins, Auditor  
File

MARIPOSA COUNTY

JOB TITLE: Planning Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To manage the programs and activities related to the long range planning, and the issuance of permits, for land development. This includes managing the Planning Division and Building Division; acting as the County Air Pollution Control Officer and the Executive Officer of the Local Agency Formation Commission (LAFCo); and managing other related divisions and functions as assigned by the Board of Supervisors; and to serve as personnel and financial administrator for these functions. Employees in this classification receive executive direction within a framework of overall objectives. This is a management level position responsible for accomplishment of administratively established goals and objectives through the application of initiative and professional experience.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors.

TYPICAL DUTIES

- Plans, organizes, and directs the County's various programs and activities related to land development.
  - Manages, coordinates, supervises and enforces State statutes and local regulations regarding air pollution control.
  - Prepares and reviews plans, reports, and ordinance amendments
  - Attends official hearings and meetings regarding land development projects and programs
- Prepares and administers the budget of the Planning and Building Department
- Oversees administration and management of the Planning and Building Department including correspondence, fiscal matters, personnel situations, intra-departmental projects and related projects
  - Attends informal meetings concerning proposed development projects

MARIPOSA: Planning Director

**TYPICAL DUTIES (Cont'd):**

- Coordinates plans and policies with other County, State and Federal agencies.
- Performs other related duties similar to the above in scope

**DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from the next lower level in that it serves as the administrative department head and the legally designated authority for administering and enforcing all functions within the department.

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's license

**Knowledge of:**

- management principles and techniques
- principles, methods, and techniques of land use and environmental planning
- Federal and California State Planning law, including the California Environmental Quality Act, California Surface Mining and Reclamation Act, Local Government Reorganization Act of 1985, Clean Air Act, and County regulations adopted pursuant to these laws
- current trends in Federal, State and local planning
- research methodology and standard statistical methods and procedures as applied to use of socioeconomic and environmental data
- financial, fiscal and personnel administration.

**Ability to:**

- manage and direct a technical land development oriented department
- hire, train, supervise, and evaluate staff

MARIPOSA: Planning Director

Ability to (Cont'd):

- determine appropriate research methodology for project studies and insure analysis is complete and accurate
- effectively assemble, organize, and present in written and/or oral form reports containing alternative solutions and recommendations relating to land development projects
- advise citizen groups and various boards and commissions concerning specific programs and projects
- analyze situations and develop appropriate course of action
- understand and execute both oral and written instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- promote quality customer service to the general public

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university, with course work in planning, geography, architecture, landscape architecture, economics, environmental studies, or closely related courses and four years of full time professional land use related experience of which two years shall have been at a level equivalent to a management position.

Plandir.frm  
Creation Date: 4/88  
Revision Date: 7/94

B/S 94-292 - 7/5/94

MARIPOSA COUNTY

JOB TITLE: Planning Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, perform, organize, direct, supervise and administer the programs and activities of the Planning Division; to perform and manage programs and activities of the Local Agency Formation Commission; and to assist the personnel and financial administrator in the Planning Division. Employees in this classification receive minimal direction within a framework of overall objectives. Employees in this class direct programs and activities for the Planning Division and the Local Agency Formation Commission; and direct, supervise and formally evaluate the work of others. This is a working, mid-management level position responsible for accomplishment of administratively established goals and objectives through the application of initiative and professional experience.

SUPERVISOR: This position is appointed and supervised by the Planning Director.

TYPICAL DUTIES

- Plans, organizes, and directs the County's Planning Division and the Local Agency Formation Commission (LAFCo)
- Prepares and reviews plans, reports, policies, regulations and ordinances for consideration by the County
- Schedules hearings and prepares Planning Commission meeting agendas
- Attends official hearings and meetings regarding planning projects and programs
- Provides information to the general public and supervises staff support of the Planning Division public counter.
- Prepares and administers the budget of the Planning Division
- Oversees administration and management of the Planning Division including correspondence, fiscal matters, personnel situations, intra-departmental projects and related projects
- Attends informal meetings concerning proposed development projects

MARIPOSA: Planning Manager

**TYPICAL DUTIES (Cont'd):**

- Performs site inspections on various planning projects and programs
- Assigns, prioritizes and reviews project applications.
- Prepares and reviews staff reports and other technical planning documents.
- Performs administration duties in conjunction with LAFCo including plans, reports, correspondence, fiscal matters and meetings
- Performs other related duties similar to the above in scope

**DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the next level positions in that it supervises all planning functions but is not final legal authority for administration and enforcement of related codes and regulations.

**EMPLOYMENT STANDARDS**

**Possession of:**

- a valid California Driver's license

**Knowledge of:**

- management principles and techniques
- principles, methods, and techniques of land use and environmental planning
- Federal and California State Planning law, including the California Environmental Quality Act, California Surface Mining and Reclamation Act, Local Government Reorganization Act of 1985, and County regulations adopted pursuant to these laws
- current trends in Federal, State and local planning
- research methodology and standard statistical methods and procedures as applied to use of socioeconomic and environmental data
- financial, fiscal and personnel administration.

MARIPOSA: Planning Manager

Ability to:

- manage and direct a Planning Division
- hire, supervise, train, and evaluate staff
- determine appropriate research methodology for project studies and insure analysis is complete and accurate
- effectively assemble, organize, and present in written and/or oral form reports containing alternative solutions and recommendations relating to Planning Division projects
- advise citizen groups and various boards and commissions concerning specific programs and projects
- analyze situations and develop appropriate course of action
- understand and execute both oral and written instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- promote quality customer service to the general public

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university, with course work in planning, geography, architecture, landscape architecture, economics, environmental studies, or closely related courses and four years of full-time professional land use planning experience of which two years shall have been at a level equivalent to a supervisory or management position.

PlanMgr.frm  
Creation Date: 7/94

B/S 94-292 - 7/5/94