



County of Santa Cruz

0083

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 950604073

(631) 454-2600 FAX: (931) 454-2411 TDD: (831) 454-2123

DANIA TORRES WONG, DIRECTOR

January 25, 2001

AGENDA: February 6, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Adopt Resolution to Add a Planner IV Trainer to the Planner IV(B) Range and Approve Two Gross Pay Adjustments

Dear Members of the Board:

In 1993, the Board approved the creation of alternate salary range (Range "B") for the class of Planner IV, for an employee when assigned as the Zoning Administrator. The alignment for alternate range B was established at the time at 5% above the class of Planner IV.

In 1998, the class of Hydrologist was established and aligned at the same range as the Planner IV (range "B") to maintain appropriate internal alignment between these very specialized jobs in the Planning Department.

In negotiations for the new Memorandum of Understanding for the General Representation Unit, a number of special salary adjustments were established. These included special adjustments for all Planner classes, including the Planner IV (B) and Hydrologist. At that time, these equity adjustments were given, it did not take into account the earlier requirement of Section 160 for the Planner IV (B) and Hydrologist to be 5% above the Planner IV series. We would like to remedy the inaccuracies of the special equity adjustments by reinstating the 5% between the classes.

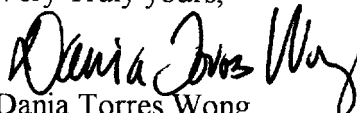
In addition, on October 17, 2000, your Board adopted a series of measures to improve efficiencies within the Planning Department. As part of this comprehensive effort to address department issues, your Board approved a new Training Program, to be developed and implemented by a newly created Staff Trainer, which was classified as a Planner IV position. As the Department has evaluated the duties and responsibility associated with this position, it is clear that, because the Training Program will involve providing training to a variety of positions in the department, including existing Planner IV positions, that the Range "B" classification would be appropriate for this new staff trainer function. To this end, in addition to establishing the Staff Training Position as a Planner IV, it will be necessary to adopt criteria for an incumbent of this position to be placed at Range "B" when assigned as the staff

development trainer for the Planning Department. It is also necessary to amend the exiting criteria for the placing the Planner IV assigned as the Zoning Administrator to "Range B," for consistency with that for the staffing development function.

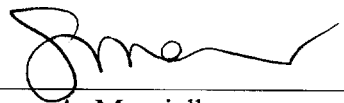
It is therefore RECOMMENDED that your Board:

1. Adopt the attached amendment to Resolution No. 279-75 to adjust the salary range for the Planner IV (B) series and the Hydrologist to 5% above the Planner IV series, and authorize the same special adjustments for this salary range (i.e., 1.6% effective 9/29/01) that is scheduled for the class of Planner IV under the MOU with the General Representation Unit; and
2. Approve gross pay adjustments for the two employees currently serving in the Planner IV (B) and Hydrologist positions in the amounts of \$184.15 and \$2 15.40, respectively; and
3. Approve the attached criteria for employees in the class of Planner IV to be placed at "Range B" when assigned as the staff development trainer and/or the Zoning Administrator for the Planning Department and incorporate such changes into Personnel Regulation Section 160.

Very Truly yours,


 Dania Torres Wong
 Personnel Director

RECOMMENDED:



 Susan A. Mauriello
 County Administrative Officer

Attachments: Resolution amending resolution 279-75; criteria for placement at "Range B"

cc: Auditor Controller, Auditor Payroll, Planning Director, SEIU Local 4 15, Personnel (2)

PLANNER IV - ALTERNATE RANGE B CRITERIA**Zoning Administrator Assignment**

The alternate rate salary for each step in the alternate range B shall be 5% above the hourly rate for each step in the standard (base) salary range for Planner IV.

Alternate range B shall apply to an employee in a budgeted position in the class of Planner IV when assigned as the Zoning Administrator. The assignment shall include: reviewing and making decisions on development proposals with respect to zoning adjustment and land use applications by conducting public hearings and issuing findings, including issuing development permits, coastal permits, variances, and other special reviews; assists other departments, various committees and the public in interpreting the Zoning Ordinance; ensuring that private development conforms with environmental and all other applicable County regulations; hearing and ruling on all administrative appeals.

A maximum of one employee may be placed at alternate range B for Planner IV when assigned as the Zoning Administrator.

Staff Development Trainer Assignment

The alternate rate salary for each step in the alternate range B shall be 5% above the hourly rate for each step in the standard (base) salary range for Planner IV.

Alternate range B shall apply to an employee in a budgeted position in the class of Planner IV when assigned full-time with responsibility for the staff development training for the Planning Department. To qualify for the alternate range, the assignment shall include: planning, developing, conducting and assessing group and individual training for new and continuing staff; analyzing training needs and developing effective programs to meet needs; developing, implementing and maintaining systems to track training required of and received by all levels of employee.

A maximum of one employee may be placed at alternate range B for Planner IV when assigned as the staff development trainer for the Planning Department.

BEFORE THE BOARD OF SUPERVISORS

OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0086

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75
BY CHANGING STEPS IN SALARY RANGES
(Amendment No.)

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Personnel Director has recommended that salary range VI be changed to place it 5% above the range for Planner IV;

WHEREAS, it is now desirable and necessary to amend said resolution to effect said change.

NOW THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended effective February 3, 2001, at 12:01 a.m, by changing the hourly rates in range VI as follows:

	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step4</u>	<u>Step5</u>	<u>Step6</u>	<u>Step 7</u>
Delete:	23.80	24.75	25.74	26.77	27.84	28.95	30.11
Add:	23.84	24.79	25.78	26.81	27.88	28.99	30.15

and effective 9/29/2001 an equity adjustment of 1.6% to maintain consistency with the Planner IV adjustments to maintain the 5% differential between them

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this day of , 2001, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

TONY CAMPOS, Chairperson of the Board

ATTEST: _____
 Clerk of the Board

Approved as to form



Assistant County Counsel

cc: Auditor-Payroll, Planning, SEIU Local 415, Personnel (2)