



Legislation Details (With Board Report)

**File #:** 14-036      **Name:** Planning & Building Services Manager  
**Type:** General Agenda Item      **Status:** Consent Agenda  
**File created:** 1/14/2014      **In control:** Board of Supervisors  
**On agenda:** 1/28/2014      **Final action:**  
**Title:** a. Amend the FY 2013-14 Resource Management Agency RMA Admin Unit 8222 to delete one Management Analyst III (14C31) and add one Planning & Building Services Manager (14K51) as indicated in the attached Exhibit A; and  
b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department’s Budget as approved by the Board.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit A, 2. Completed Board Order - Continued to 02-04-14

| Date      | Ver. | Action By            | Action    | Result |
|-----------|------|----------------------|-----------|--------|
| 1/28/2014 | 1    | Board of Supervisors | continued | Pass   |

a. Amend the FY 2013-14 Resource Management Agency RMA Admin Unit 8222 to delete one Management Analyst III (14C31) and add one Planning & Building Services Manager (14K51) as indicated in the attached Exhibit A; and  
b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department’s Budget as approved by the Board.

**RECOMMENDATION:**

It is recommended that effective January 28, 2014, the Board of Supervisors:

- a. Amend the FY 2013-14 Resource Management Agency (RMA) Admin Unit 8222 to delete one Management Analyst III (14C31) and add one Planning & Building Services Manager (14K51) as indicated in the attached Exhibit A; and
- b. Authorize the Human Resources Department and County Administrative Office to make the adjustment in the Department’s Budget as approved by the Board.

**SUMMARY:**

There is presently a vacant Management Analyst III position budgeted in the Resource Management Agency Admin Unit. To more appropriately address current operating needs within the RMA, the RMA is requesting the reallocation of the Management Analyst III to a Planning & Building Services Manager so it may begin recruiting activities for this position. This Planning & Building Services Manager will act as the Permit Coordinator for the RMA managing the [front] counter, assist land use staff in resolving issues, and facilitating the permit process with all land use agencies (RMA-Planning, RMA-Building, RMA-Public Works, Environmental Health, Parks, MCWRA, and Fire). This position will also be given special project and develop and implement policies to improve the land use permit process.

For these reasons, it is recommended that your Board approve this action.

**OTHER AGENCY INVOLVEMENT:**

The Human Resources Department concurs with the proposed position change request.

FINANCING:

There is no negative impact to the general fund as a result of this action. The anticipated increase in salary costs from this action is estimated to be \$15,875. RMA is recommending to absorb the increase in expenditures within its current Board approved FY 2013-14 appropriations.

Prepared by: Shawne Ellerbee, Finance Manager III, (831) 755-4794

Approved by: Benny J. Young, Resource Management Agency Director

James E. May, Director of Human Resources

Attachments:

Exhibit A