



Legislation Details (With Board Report)

**File #:** RES 22-015      **Name:** Water Resources Technician  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 1/12/2022      **In control:** Board of Supervisors  
**On agenda:** 1/25/2022      **Final action:** 1/25/2022

**Title:** Adopt a Resolution to:  
a. Amend the Housing and Community Development Department Budget Unit Environmental Services (001-3100 -8543-HCD002) to authorize one (1) FTE Water Resources Technician; and  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the approved position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget (001-3100-8543-HCD002).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A – Position Summary, 3. Attachment B - Draft Resolution, 4. Completed Board Order Item No. 37, 5. Completed Resolution Item No. 37

Date	Ver.	Action By	Action	Result
1/25/2022	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:  
a. Amend the Housing and Community Development Department Budget Unit Environmental Services (001-3100 -8543-HCD002) to authorize one (1) FTE Water Resources Technician; and  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the approved position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget (001-3100-8543-HCD002).

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a resolution to:  
a. Amend the Housing and Community Development Department Budget Unit Environmental Services (001-3100 -8543-HCD002) to authorize one (1) FTE Water Resources Technician; and  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the approved position changes in the FY 2021-22 Housing and Community Development Department Adopted Budget (001-3100-8543-HCD002).

**SUMMARY/DISCUSSION:**

In July 2020, the Board of Supervisors received a report by Citygate Associates, LLC (Citygate) that provided 76 recommendations. In accordance with recommendations, the Board directed splitting the Resource Management Agency (RMA) into two departments, including splitting the Environmental Services Unit in half. Half of the Water Resources Hydrologists and the Water Resources Technicians were placed in the newly formed Public Works, Facilities and Parks Department (PWFP) leaving the 4 Full Time Equivalent (FTE) professional positions in the Housing and Community Development Department (HCD). Current staffing of the HCD Environmental Services staff includes an Associate Hydrologist, two Water Resources Hydrologist, and a Water Resources Technician.

Leading up to the dissolution of RMA, Citygate conducted an audit of the department and found that

Environmental Services permit backlog is substantial, measuring 16 weeks during Fiscal Year 2018/19, based upon RMA performance reviews. Due to the dissolution of RMA and splitting Environmental Services, the backlog of permits and process timelines remains at the same.

The Environmental Services staff continues to have a weakened ability to meet federal and state program mandates, and to be pro-active in meeting these mandates rather than reacting to federal and state agencies demands, in addition to meeting the private project demands. The additional Water Resource Technician position would reduce the permit backlog and provide greater opportunity to meet the regulatory State and Federal obligations.

The Department requests the authorization of a Water Resources Technician. The tasks and duties of the newly allocated Water Resources Technician would be at a 1.0 FTE professional position. Key duties would include ministerial and discretionary permit review (60%) and preparation of flood zone reports (20%). The position is responsible for performing a variety of duties related to land use permitting process, which requires the application of grading, drainage, erosion control, floodplain management, and stormwater management regulations to ensure adherence to professional standards.

On December 16, 2021, the Board's Budget Committee voted to support the appropriation and position changes in the HCD 2021-22 Budget.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify and supports the recommendations.

FINANCING:

The position of HCD Water Resources Technician is a new position. Annual salary range for this position is \$58,692-\$80,172. Funding for a new Water Resources Technician is available in the FY2021-22 Adopted Budget for HCD Unit 8543, Appropriation Unit HCD002 from salary savings resulting in several vacant positions not including the ARPA funded positions. The salary and benefits estimated range is between \$41,010 and \$56,011 based on six months, assuming staff would be hired by January 2022 (there is opportunity to fill the position from an existing eligibility list). This position would be incorporated into the budget development for FY2022-23.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Project supports the Board of Supervisors' Administration Initiatives by facilitating the clear and efficient use of staff time and allocation of staff salary budget.

- Economic Development
- Administration
- Health & Human Services  Infrastructure
- Public Safety

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Approved by: Lori Woodle, Finance Manager I, HCD  
Approved by: Erik Lundquist AICP, Director, HCD

The following attachments are on file with the Clerk of the Board:  
Attachment A - Position Summary  
Attachment B - Draft Resolution