Council Communication

Department: Community Development Case/Project No.:	Ordinance No.: Resolution No.: 22-	City Council: 4-11-2022

Subject/Title

Resolution approving the abolishment of the Housing and Economic Development Manager and Division Secretary positions and the creation of one Housing and Economic Development Planner and one Community Development Technician positions.

Background/Discussion

Background/Discussions

The Community Development Department wishes to restructure two positions within the department for better utilization:

1. Abolishment
    a. Housing and Economic Development Manager position is currently vacant after the promotion of the manager to Community Development Director. The Director will continue to directly manage the HED Division and maintain a portion of the workload assigned to the Manager.
    b. The Division Secretary position is currently vacant. This position provided administrative support to the Permit Technicians but was under-utilized.
2. Creation
    a. One Housing and Economic Development Planner position to support the HED Division and better divide duties between division staff. Pay Grade 22 which aligns with the other HED Planners.
    b. One Community Development Technician that will provide support to the Community Development Department. This position will absorb the previous duties of the Division Secretary as well as provide high level administrative support to the Planning Division. Pay Grade 16 which aligns with the other department Technicians.

These changes are not adding payroll expense to the current authorized strength.

Staff Recommendation

The Community Development Department recommends that City Council adopt a resolution approving the abolishment of the Housing and Economic Development Manager and Division Secretary positions and the creation of one Housing and Economic Development Planner and one Community Development Technician positions.

Attachments

Resolution

Submitted by: Courtney Harter, Director of Community Development