

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 6/24/2013

AGENDA ITEM: Classification & Compensation Analysis for Planning Assistant	
PREPARED BY: Kristie Guy DEPARTMENT: Human Resources	DIRECTOR APPROVAL:
ATTACHMENTS: Classification & Compensation Analysis, Planning Assistant Job Description	
BUDGET CODE:	AMOUNT:

SUMMARY:

Human Resource was asked to do a classification and compensation analysis for a new Planning Assistant position in Community Development to support the Community Development Block Grant Program (CDBG). This project included creating a job description, evaluating placement in the city's pay grid, and surveying comparable positions at comparable jurisdictions.

The City of Maryville's population growth, over 50,000, has made it eligible as an entitlement community for the federal CDBG program which provides communities with resources to address a wide range of unique community development needs. The Planning Assistant is a new position which will provide administrative and technical support activities and requirements of this federally compliant program.

Based on the findings, the proposed job description accurately captures the responsibilities assigned to the position and the knowledge, skills and abilities required to perform them. Additionally, placing the position on the non-represented, non-management classification grid at range N-4 reflects its market value and preserves internal equity among the city's non-represented, non-management positions.

The Planning Assistant position will be a full-time, benefited position that is tied to the City receiving CDBG funds.

RECOMMENDED ACTION:
Staff recommends that Council authorized the Mayor to: <ol style="list-style-type: none">1. Adopt the proposed job description for Planning Assistant, which captures the responsibilities assigned to the positions and the knowledge, skills, and abilities required to perform it.2. Place this position at range "N-4" on the non-represented, non-management classification grid; this placement reflects its market value and preserves internal equity among the city's non-represented, non-management positions.

CLASSIFICATION AND COMPENSATION ANALYSIS OF PLANNING ASSISTANT

MARCH 2013

I. Background

Human Resources was asked to conduct a classification and compensation analysis regarding a new position within the planning division of the Community Development Department. The City of Marysville's population growth, over 50,000, has made it eligible as an entitlement community for the federal Community Development Block Grant Program (CDBG) which provides communities with resources to address a wide range of unique community development needs. The Planning Assistant is a new position which will provide administrative and technical support for activities and requirements of this federally compliant program.

II. Job Classification Analysis

PLANNING ASSISTANT JOB RESPONSIBILITIES

This position performs professional planning work including administrative and technical support of Community Development Block Grant program; land use, planning and environmental research to support department goals.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to make non-routine judgments and recommendations to management regarding complex issues; incumbents operate independently and select appropriate methods to accomplish project assignments.

This is the entry level in the land use planning job series. Positions in this class perform the more routine land use planning and development activities. This class differs from the Associate and Senior Planner class in that the work of the entry level class is more closely reviewed and supervised, and assignments are less complex and narrower in scope.

[A proposed job description is included]

III. COMPENSATION ANALYSIS

The focus of the compensation analysis is to evaluate placement of these positions within the City's classification and compensation grid. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job while preserving the internal equity of the City's classification and compensation system by compensating the position fairly relative to other City job classifications. It is also appropriate to look at external market comparables (since the City's compensation philosophy is generally a market-value approach) to ensure that qualified candidates will be attracted to the position.

PLANNING ASSISTANT

External comparisons:

To measure external equity, we looked at the cities of Lakewood, Bellingham, Burien, Renton and Shoreline. All these cities have similar entry level positions that perform more routine duties which are more closely reviewed and supervised than other classifications in their planning series.

The City of Lakewood's Assistant Planner and the City of Bellingham's Planner I positions require knowledge and skills acquired through completion of a bachelor's degree in planning or a combination of education and some prior planning experience. These positions perform duties primarily focused on providing information and assistance to the public as well as the review of building permit and land use applications. Both the City of Lakewood's Assistant Planner and the City of Bellingham's Planner I positions are bargaining unit positions. The monthly salary range for the City of Lakewood Assistant Planner is \$3,926 - \$4,080. The monthly salary range for the City of Bellingham Planner I is \$4,022 - \$4,803.

The City of Burien Assistant Planner provides primary day-to-day customer contact and public information through the permit counter and by phone and email contact. However, this position is the most closely aligned to the City of Marysville Planning Assistant. Both positions require a bachelor's degree, provide support to other planners and department staff, perform technical and administrative tasks, and require the ability to operate specialized software applications that support the planning function including data analysis, mapping and project tracking. The City of Burien Assistant Planner is a non-represented position and the monthly salary range is \$4288 - \$5211.

The City of Renton Planning Assistant I and the City of Shoreline's Assistant Planner perform entry level planning duties but do not serve as a point of contact at a customer service counter. Both positions respond to customer inquiries, conduct research, provide support to other planners, maintain records and prepare written reports. In addition, the City of Shoreline's Assistant Planner creates and analyzes databases, evaluates statistical information, and prepares reports and recommendations based on this information. This position also participates in the development of the Comprehensive Plan. Both positions require a bachelor's degree and a minimum of one year of general planning experience. Additionally, graduate level courses in planning are desirable for the City of Shoreline Assistant Planner. The monthly salary range for the City of Renton Planning Assistant I is \$4467 - \$5439. The monthly salary range for the City of Shoreline Assistant Planner is \$4600 - \$5597. Both positions are non-represented positions.

Internal comparisons:

To gauge internal equity, we looked at the responsibilities and the knowledge, skills, and abilities required by other positions within the City of Marysville. Currently Program Specialists in the Planning Department collect fees for building permits and land use applications, check for completeness of land use and permit applications, and provides staff support in preparing mailing and notifications of public meetings and hearings. This is a bargaining unit position which requires one year of experience performing a variety of the essential duties. Possession of ICBO certification as a permit technician is desirable but not required. This classification does not require college level coursework in a planning related field. The monthly salary range for Program Specialists is \$3685 - \$4679.

The City of Marysville Associate Planner classification, N7, performs professional planning work including land use and environmental reviews; comprehensive land use planning; and staff assistance at public hearings and meetings. Assignments are wider in scope than those performed by the Planning Assistant. Associate Planners operate independently and select appropriate methods to accomplish project assignments. This position requires a Bachelor's degree, a minimum of one year of related experience, and knowledge of land use planning processes, research design and methods, and analysis techniques. The Associate Planner is a non-represented position and the monthly salary range is \$4501 - \$6031.

As a comparison, the City of Marysville Computer Support Technician I classification, N3, is another entry level position in the computer support job series in the Information Services Division. Similar to a Planning Assistant, the incumbent operates independently but supervision and guidance are readily available. This classification does not require a bachelor's degree, however, an associate's degree is desirable as well as two years experience supporting users on PC software, and Microsoft coursework certification. This is a non-represented position and the monthly salary range is \$3703 - \$4962.

IV. RECOMMENDATIONS

3. Adopt the proposed job description for Planning Assistant, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position.
4. Place the Planning Assistant position at range N4 on the Non-represented grid with a monthly salary range of \$3889 - \$5209. This placement reflects the external market value and preserves internal equity among the City's positions.

**City of Marysville
Job Description**

Job Title:	Planning Assistant
Department/Division:	Community Development Department
Reports To:	division manager
FLSA Status	non-exempt
Union Status:	non-union
Approval/Revision Date:	February 2013

POSITION SUMMARY:

Performs professional planning work including administrative and technical support of Community Development Block Grant program; land use, planning and environmental research to support department programs.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to make non-routine judgments and recommendations to management regarding complex issues; incumbents operate independently and select appropriate methods to accomplish project assignments.

DISTINGUISHING CHARACTERISTICS OF THE JOB CLASS:

This is the entry level in the land use planning job series. Positions in this class perform the more routine land use planning and development activities. This class differs from the Associate and Senior Planner class in that the work of the entry level class is more closely reviewed and supervised, and assignments are less complex and narrower in scope.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Provides administrative and technical support of Community Development Block Grant (CDBG) program. Read, review and understand federal and local regulations and guidelines pertaining to CDBG programs. Provide support in preparing forms, checklists, and reports that support a federally compliant program.
2. Communicate with non-profit organizations, public agencies and federal program staff to monitor and enforce CDBG program regulations and guidelines.
3. Respond to inquiries regarding the Comprehensive Plan, Zoning, Subdivision and Land Use Codes at the counter, over the phone, in writing, and at formal and informal meetings.
4. Research and prepare background data and draft correspondence and reports to supervisor and others, as requested, on both current and long-range planning projects.
5. Analyze and compile background information for land use recommendations.
6. Establish and maintain databases, application files and tracking systems.
7. Perform special studies, reports and projects.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Financial management, administrative skills for grant program oversight.
- Land use planning processes, research design and methods, and analysis techniques.
- Policies, procedures, and operations of the city's land use planning and development function.

Ability to:

- Provide technical and policy expertise to department management, including preparing analyses, reports and maps.
- Read and interpret plans and maps, including zoning maps, site plans, topographic maps, and soils maps.
- Plan and organize work to meet required deadlines with a minimum amount of supervision.
- Communicate complex ideas orally and in writing to a variety of audiences in a clear, effective and professional manner.
- Ability to meet work independently and exercise good judgment.
- Administer zoning, subdivision, and planning codes.
- Prepare and deliver presentations to a variety of audiences, including community groups, citizen advisory committees, and the planning commission.
- Operate a computer for word processing, data analysis, mapping and project tracking.
- Operate specialized software applications, including grant tracking that support the CDBG program, land use planning and development function.
- Establish and maintain effective working relationships with a variety of people, including citizen groups, citizen advisory committees, the general public, interest groups, and the planning commission, when dealing with potentially sensitive land use issues.
- Maintain confidentiality of business records and other information.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

Internship or experience in planning or research related to land use is desired.

Education and Training:

Bachelor's degree in urban planning, environmental planning, geography, public administration or related field is required.

Licenses or Certificates:

- Must possess, or have the ability to possess within six months of hire date, a Washington State Driver's License.

PHYSICAL DEMANDS / WORKING CONDITIONS:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position works in an office, and the noise level in the work environment is usually low to moderate.

This position works a regular schedule, however, incumbents may be required to work some evening hours to attend public meetings.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.