



Legislation Details (With Text)

**File #:** 22-1001  
**Type:** Consent Calendar                      **Status:** Agenda Ready  
**File created:** 11/10/2022                      **In control:** Personnel Commission  
**On agenda:** 11/16/2022                      **Final action:**  
**Title:** Revisions to the Planning Manager Job Class Specification  
**Attachments:** 1. Planning Manager Job Class Specification Mark Up, 2. Planning Manager Job Class Specification Rev

Date	Ver.	Action By	Action	Result
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**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** Brittany Mello, Director of Community Development

**DATE:** November 16, 2022

**Subject:**  
Revisions to the Planning Manager Job Class Specification

The **Planning Manager** job classification is assigned to the Community Development Department at the City and is represented by the Management Employees Organization (MEO).

Modifications to the **Planning Manager** job class specification are recommended to: 1) update reporting relationships; 2) update job duties; and 3) update minimum qualifications including knowledge, ability, education, experience, and licensing requirements; 4) add DMV Employer Pull Program notice and Disaster Service Worker requirements; and 5) update the physical tasks and environmental conditions, in accordance with the needs of the position and department. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department collaborated with Human Resources on the recommended changes, and MEO has reviewed the proposed changes.

**Job Class Title:** Planning Manager  
**Pay Grade:** 231  
**Affected Employees:** One

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City’s Classification Plan.

**STAFF RECOMMENDATION:**  
Approve the updates to the job class specification of Planning Manager.

**Attachment(s):**

1. Planning Manager Job Class Specification Mark Up
2. Planning Manager Job Class Specification Rev