



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of March 10, 2020

**TO:** Members of the City Council

**SUBMITTED BY:** Lori Martin, Administrative Services Director/City Clerk  
David Biggs, City Manager

**SUBJECT:** Request for Reclassification of Planning Director to Community Development Director

**RECOMMENDED ACTION:** Adopt a Resolution Approving the Reclassification of Planning Director to Community Development Director.

**FISCAL IMPACT OF RECOMMENDATION:** None.

**DISCUSSION:** City staff conducts reviews of its job classification plan and typically will update classifications as needed based on changes in the organization structure and service delivery needs. A classification and compensation study is currently underway where all job descriptions are being reviewed and updated to ensure they reflect current duties, responsibilities, and qualifications. The study is recommending a re-classification of the Planning Director position to Community Development Director. This position is responsible for overseeing planning, contract building inspection, and code compliance. The title of Community Development Director more accurately reflects the full scope of duties and responsibilities. Staff is in support of this change as it more accurately reflects the broader scope of community development duties performed.

Due to an upcoming vacancy and the need to conduct a recruitment, staff is recommending approval of this title change ahead of the acceptance of the classification and compensation study. There is no recommended salary change and therefore no fiscal impact.

A job description for Community Development Director is attached hereto and if approved would be an exempt professional level position.

### **ATTACHMENTS:**

1. Resolution
2. Community Development Director Job Description