

Issue Analysis Form (rev. July 2013)



Date: July 12, 2022
Item: Planning Position Reclassification
Lead Department(s): Planning & Zoning Division, CDCC
Contact Person(s): Julie Walton, DCA - Dir. CDCC or Corrie Hurt, HR Director

Description and Current Status

Currently the Planning and Zoning Division of CDCC is staffed with two Planners and an Administrative Support Specialist II position (which is currently vacant). Staff is requesting the administrative position be reclassified to a more technical position in order to assist with the technical work load of the department. The position of Planning and Zoning Technician is proposed to assist with both technical and administrative duties. The replacement of the administrative position with a technical position will assist with our customer service delivery time frames, our case development, and provide technical support to our Planners.

Board Action Requested: Authorize change to FY22-23 Position Control Chart and transfer from General Fund Contingency of \$15,939 to cover FY23 fiscal impact (with estimated fill date of 9/1/2022, 10/12ths of the fiscal year).

Requested FY2023 Budget Amendment / Transfer is shown below:

Fund/Organization:

General Fund

Expenditure Increase / (Decrease)

0100-08-301-0301-41100	Planning Salaries	\$	12,645.00
0100-08-301-0301-42100	Planning FICA	\$	967.00
0100-08-301-0301-42210	Planning VRS Retire	\$	2,079.00
0100-08-301-0301-42300	Planning Health Ins.	\$	-
0100-08-301-0301-42400	Planning GT Life Ins	\$	169.00
0100-08-301-0301-42500	Planning Disability Ins.	\$	67.00
0100-08-301-0301-42700	Planning Wrkrs Comp.	\$	12.00
0100-09-401-0917-49199	Gen Fund Contingency	\$	(15,939.00)

Government Path

Does this require IDA action? Yes No
Does this require BZA action? Yes No
Does this require Planning Commission action? Yes No
Does this require Board of Supervisors action? Yes No
Does this require a public hearing? Yes No
If so, before what date?

Fiscal Impact Statement

A full year fiscal impact is estimated at \$19,127 (salary and benefits). With an estimated fill date, the impact is estimated as \$15,939 for FY2023 (10 of 12 months).

County Impact

Staff can improve our service delivery to citizens and customers with a combined position that is able to provide both technical and administrative services. With our increasing work load in the Planning Division, this reclassification will make the best use of our positions without adding any additional staff.

Notes