



**RESOURCE
MANAGEMENT AGENCY
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
CONNIE CONWAY
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: December 18, 2007

Public Hearing Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>						
CONTACT PERSON: Celeste Perez PHONE: 559-733-6291						

SUBJECT: Reorganization of Resource Management Agency Branches

REQUEST(S):

That the Board of Supervisors:

1. Approve the transfer of the Building Inspection Division from the Community & Development Services Branch to the Planning Branch;
2. Approve the transfer of the Special Projects Division from the Planning Branch to the Community & Development Services Branch;
3. Approve the transfer of the GIS Division from the Planning Branch to the Engineering Branch;
4. Approve effective date of reorganization to coincide with appointment of Assistant RMA Director – Planning;
5. Approve the equivalent of 26 pay periods accrual of vacation and sick leave hour balances for the Assistant RMA Director - Planning with the understanding that during the first 26 pay periods of employment the appointee shall accrue no additional sick leave or vacation hours; and
6. Authorize for recruitment purposes a salary range of \$86,667-\$110,000 for the Assistant RMA Director – Planning.

SUMMARY:

The Assistant RMA Director – Planning will be retiring in March 2008. The anticipated vacancy will provide RMA with a unique opportunity to not only attract and recruit a high level Director to help lead the Agency forward with the major challenges currently facing the County and its communities, but also to reorganize

SUBJECT: Reorganization of RMA Branches

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the Agency's programs to continually improve delivery of service.

RMA currently has two major branches involved in planning and development activities: the Community and Development Services Branch and the Planning Branch. RMA proposes to transfer the Building Inspection Division, which includes the Permit Center, from the Community and Development Services Branch to the Planning Branch. This change will group divisions together which work closely with each other and which rely on each other to service the County's citizens and developers with building improvements and proposed construction.

This move also recognizes that the Community and Development Services Branch is growing rapidly due to large scale projects throughout the County which will require additional staff and development oversight in that branch. Consequently, the Special Projects Division is proposed to move from the Planning Branch to this branch since the division's activities feed into or out of the Community and Development Services Branch's functions.

Finally, the GIS Division is proposed to move from the Planning Branch to the Engineering Branch to link it with the technical graphics and design activities provided there.

These changes will require revising the existing job descriptions for the affected branch director positions. The effective date of reorganization will coincide with appointment of Assistant RMA Director – Planning.

For recruitment and retention purposes, it is requested that new Assistant RMA Director – Planning receive a full year's accrual of vacation and sick leave at the time of hire. Additionally we are requesting a starting salary range of \$86,667 - \$110,000 to be competitive with the other San Joaquin Valley counties.

FISCAL IMPACT/FINANCING:

There is no fiscal impact from the requested reorganization of the RMA branches or the advance sick and vacation accruals for the Assistant RMA Director – Planning. The proposed recruitment salary range has an upper limit of \$110,000; that will exceed the salary of the incumbent (with cost of living adjustment effective 12/9/07) by almost \$5,000 and would be an impact to the General Fund (budget 001-230-6110).

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The proposed reorganization directly relates to "Organizational Performance, 4.8: Continually evaluate the organizational structure to improve service delivery." The proposed leave advance and recruitment salary range directly relates to "Organizational Performance, 4.3: Provide a qualified, productive and competitively compensated workforce."

SUBJECT: Reorganization of RMA Branches

DATE: December 18, 2007

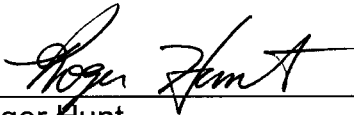
ALTERNATIVES:

Your Board could authorize a recruitment salary range with a different upper limit. The maximum salary range in this band is \$130,000. A higher upper limit would increase the County's ability to recruit the best qualified candidate for the position. A lower upper limit would have the opposite effect.

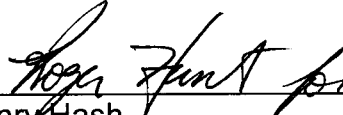
INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

County Administrative Office, Human Resources and Development

ADMINISTRATIVE SIGN-OFF:



Roger Hunt
Assistant Director
Administrative Services



Henry Hash
Director

cc: Auditor/Controller
County Counsel
County Administrative Office (2)

Attachment(s)

Current and Proposed Organization Charts for Planning, Community and Development Services and Engineering Branches

Proposed Job Descriptions for Assistant RMA Directors – Planning, Community and Development Services and Engineering

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF Reorganization)
Of Resource Management Agency)
Branches)

RESOLUTION NO. _____
AGREEMENT NO. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD ON DECEMBER 18,
2007, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JEAN ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved the transfer of the Building Inspection Division from the Community & Development Services Branch to the Planning Branch;
2. Approved the transfer of the Special Projects Division from the Planning Branch to the Community & Development Services Branch;
3. Approved the transfer of the GIS Division from the Planning Branch to the Engineering Branch;
4. Approved effective date of reorganization to coincide with appointment of Assistant RMA Director – Planning;
5. Approved the equivalent of 26 pay periods accrual of vacation and sick leave hour balances for the Assistant RMA Director - Planning with the understanding that during the first 26 pay periods of employment the appointee shall accrue no additional sick leave or vacation hours; and
6. Authorized for recruitment purposes a salary range of \$86,667-\$110,000 for the Assistant RMA Director – Planning.

Class Title: **Assistant RMA Director-Community & Development Services**

Salary Band: \$76,667.00 - \$115,000.00 annually

Description

To plan, organize, manage and direct the Community and Development Services Branch of the Resource Management Agency; and to do responsible and specialized professional planning work.

DISTINGUISHING CHARACTERISTICS

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Resource Management Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Resource Management Agency Director or the Associate Director.

Responsibilities include the direct and indirect supervision of professional and technical personnel.

Typical Duties:

DUTIES may include, but are not necessarily limited to:

- Establish and evaluate branch goals, objectives and policies.
- Develop and administer comprehensive planning, economic development, film commission, tourism, community development and redevelopment, code compliance, and coordinate services with other agencies.
- Review service delivery efforts and means to enhance customer relations.
- Supervise directly and through subordinate supervisors the activities of a diversified professional and technical staff engaged in a wide range of projects including the details of plan review, and application of code, zoning and development ordinances.
- Interpret and administer state mandates and provisions of County Ordinances relating to processing of land use applications and maintenance of land use plans and maps.
- Direct the preparation, justification and administration of the branch budget, redevelopment agency, contracts and pay estimates; determine financial needs and recommend fee schedules to the Board of Supervisors; assure adequate fiscal controls are established and that program objectives are met in a cost effective manner.
- Represent the branch in meetings with community agencies, advisory boards, and other public groups.
- Maintain cooperative working relationships with Federal, State, local public and private agencies.
- Interview, evaluate, select, counsel and discipline staff.
- Prepare reports and recommendations for matters involving the Community and Development Services Branch.
- Make presentations before legislative bodies, regulatory commissions, advisory

panels and citizens groups.

- Keep abreast of current trends in regional planning, community development, and building codes and trades.

Perform related duties as assigned. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

Employment Standards:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

- The principles and practices of community and regional planning.
- Laws and regulations pertaining to planning, zoning and building codes administration including State Planning Act, Subdivision Map Act and various uniform codes related to building.
- Principles of personnel management and supervision.
- Budget preparation and management practices.
- Customer service practices.
- Requirements of CEQA, NEPA, and other environmental laws.
- FAA Airport requirements.
- Federal/State grant administration requirements.
- Redevelopment law.

Skill/Ability to:

- Analyze and evaluate complex planning studies and operations.
- Plan, supervise and direct the activities of planning, operations and administrative support staff.
- Supervise the review and approval of land use applications and standards; negotiate resolution to planning issues, and building and zoning violations.
- Establish a strong customer orientation in delivery of services.
- Prepare and complete comprehensive reports and make recommendations.
- Analyze various complex problems and situations and take an effective course of action.

Education and Experience:

Education:

- Equivalent to graduation from an accredited college or university with major course work in urban, regional or city planning, environmental studies, geography, public administration or a closely related field.

Experience:

- Five years of progressively responsible professional, governmental, planning, and redevelopment experience, at least three of which must have been in an administrative or management capacity that included supervision of professional, technical planners, program and project managers and redevelopment budget preparation.

LICENSE OR CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Assistant RMA Director-Engineering

Class Code:
070402

COUNTY OF TULARE
Revision Date: Dec 1, 1999

SALARY BAND

\$86,667.00 - \$130,000.00 Annually

DEFINITION:

To assist in the administration and operation of the Resource Management Agency; and to do responsible and specialized professional engineering work.

DISTINGUISHING CHARACTERISTICS

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Resource Management Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Associate Resource Management Agency Director.

Responsibilities include the direct and indirect supervision of professional and clerical personnel.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to:

Perform responsible and technical work of a high degree in connection with the analysis and development of policies, planning and procedures necessary to successfully supervise the activities of a diversified engineering staff engaged in a wide range of projects. Plan and direct official field surveys; supervise the checking of surveys filed for record. Plan and direct all engineering operations necessary to the preparation of plans for construction of such projects as roads and road structures, solid waste facilities, flood control projects, and sewer and water projects including the details of surveying, design, preparation of plans and specifications and letting of contracts or issuance of work orders to county forces. Plan and direct engineering supervision of all construction operation and maintenance projects. Supervise the preparation and implementation of budgets, contracts, and pay estimates. Make presentations before legislative bodies, regulatory commissions, advisory panels and citizens groups.

Perform related duties as assigned. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

The principles and practices of civil engineering. Surveying, engineering mathematics, properties and uses of materials and stress analysis. State and County laws pertaining to road building and rights of way, solid waste management, flood control and water and sewer facilities. Common descriptions of real property and familiarity with valuation methods, procedures and terminology. Principles of personnel management and supervision. Budget preparation and management. Environmental elements and requirements of National and State Environmental Policy Act.

Skill/Ability to:

Plan and direct the activities of an engineering, operations and administrative support staff. Supervise the preparation of detailed engineering plans and specifications. Prepare complete and comprehensive reports and make recommendations. Analyze various complex problems and situations and take an effective course of action.

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to graduation from and accredited college or university with major course work in civil engineering or a closely related field.

Experience:

Five years of progressively responsible experience in civil engineering.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of:

California Environmental Quality Act relevant to Tulare County. Industry standard computer based CAD and GIS programs.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of, or ability to obtain, registration as a civil engineer as issued by the California Board of Registration for Professional Engineers and Land Surveyors.

Class Title: Assistant RMA Director-Planning

Salary Band: \$86,667.00 - \$130,000.00 annually

Description

To plan, organize, manage and direct the Planning Branch of the Resource Management Agency; and to do responsible and specialized professional planning work. Perform the duties of Planning Director, the County Environmental Assessment Officer, and the Local Agency Formation Commission (LAFCO).

DISTINGUISHING CHARACTERISTICS

This classification is in the non-competitive service of the County and, as such, is appointed by and serves at the will of the Resource Management Agency Director.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Resource Management Agency Director or the Associate Director.

Responsibilities include directing the activities of the Permit Center, Building Inspection, Project Review, and the Long Range Planning Divisions.

Typical Duties:

DUTIES may include, but are not necessarily limited to:

- Establish and evaluate branch goals, objectives and policies.
- Develop and administer comprehensive planning, general plan, long range planning, LAFCO, EIR, project review, building inspection and permitting programs and activities and coordinate services with other agencies.
- Supervise directly and through subordinate supervisors the activities of a diversified professional and technical staff engaged in a wide range of projects including the details of plan review, and application of code, zoning and development ordinances.
- Interpret and administer state mandates and provisions of County Ordinances relating to land use planning, processing of land use applications and maintenance of land use plans and maps.
- Direct the preparation, justification and administration of the branch budget, contracts and pay estimates; determine financial needs and recommend fee schedules to the Board of Supervisors; assure adequate fiscal controls are established and that program objectives are met in a cost effective manner.
- Represent the branch in meetings with community agencies, advisory boards, and other public groups.
- Maintain cooperative working relationships with Federal, State, local public and private agencies.
- Interview, evaluate, select, counsel and discipline staff.
- Prepare reports and recommendations for matters involving the Planning Branch.
- Make presentations before legislative bodies, regulatory commissions, advisory panels and citizens groups.

- Keep abreast of current trends in regional planning and community development.

Perform related duties as assigned. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

Employment Standards

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

- The principles and practices of community and regional planning.
- Laws and regulations pertaining to planning, zoning and building codes administration including State Planning Act, Subdivision Map Act and various uniform codes related to building.
- Principles of personnel management and supervision.
- Budget preparation and management practices.
- Requirements of CEQA, NEPA, and other environmental laws.

Skill/Ability to:

- Analyze and evaluate complex planning studies and operations.
- Plan, supervise and direct the activities of planning, operations and administrative support staff.
- Supervise the review and approval of land use applications and standards; negotiate resolution to planning issues, and building and zoning violations.
- Prepare complete and comprehensive reports and make recommendations.
- Analyze various complex problems and situations and take an effective course of action.

Education and Experience:

Education:

- Equivalent to graduation from an accredited college or university with major course work in urban, regional or city planning, environmental studies, geography, public administration or a closely related field.

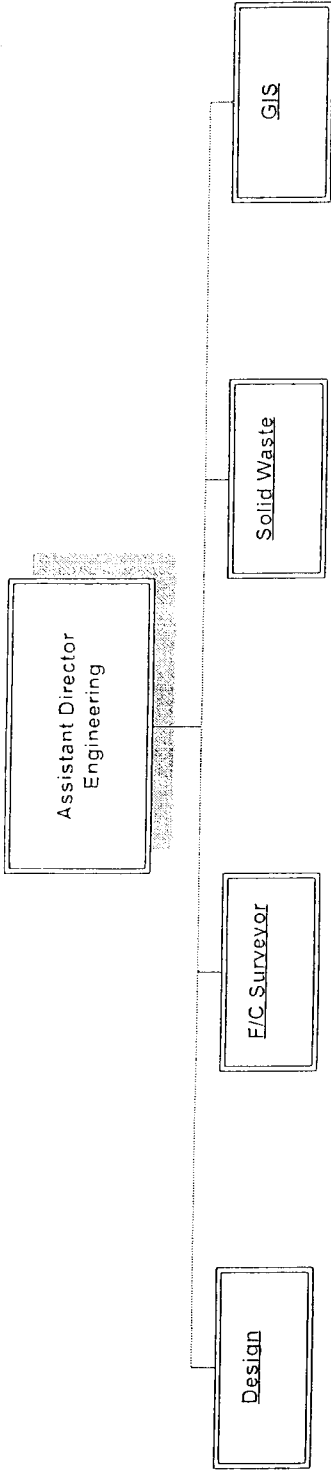
Experience:

- Five years of progressively responsible professional and governmental planning experience, at least three of which must have been in an administrative or management capacity that included supervision of professional and technical planners.

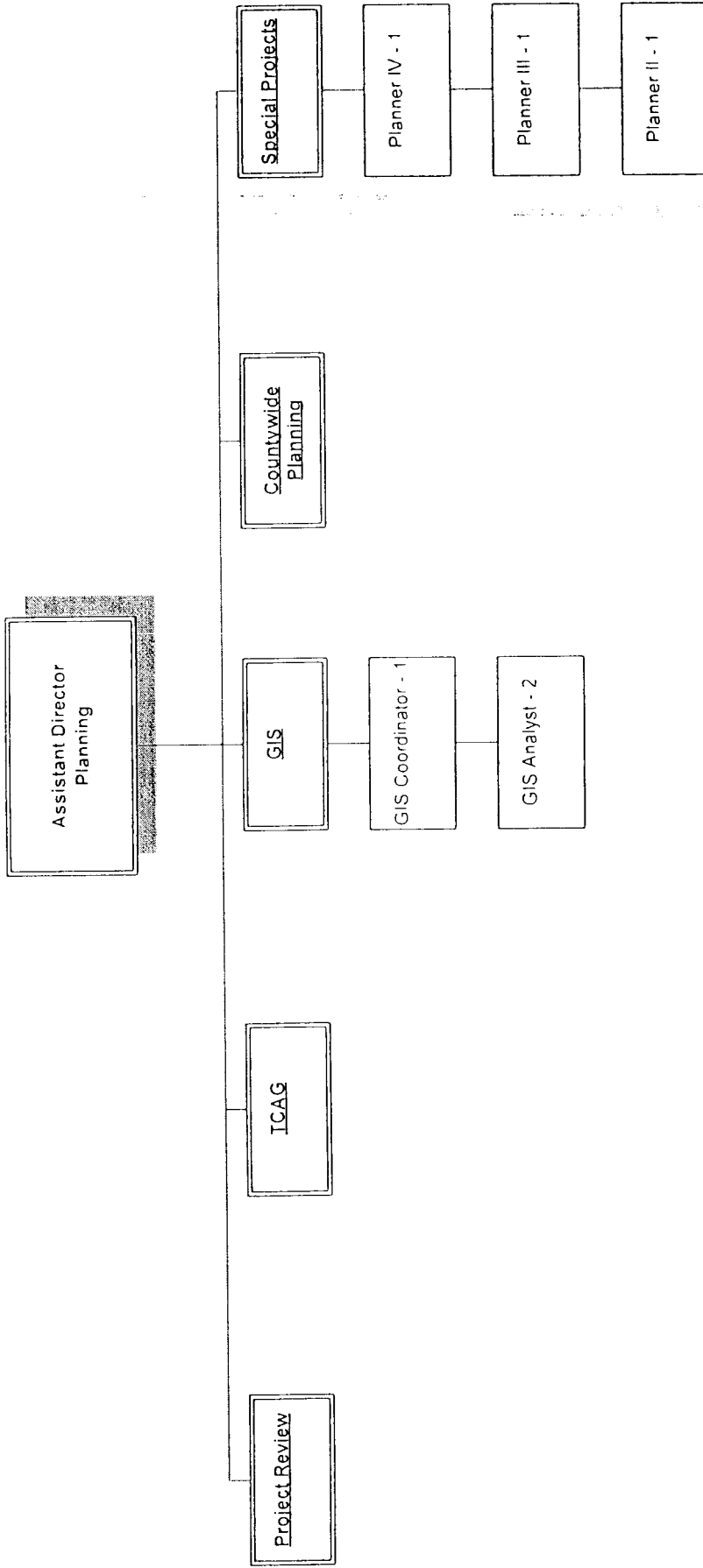
LICENSE OR CERTIFICATE

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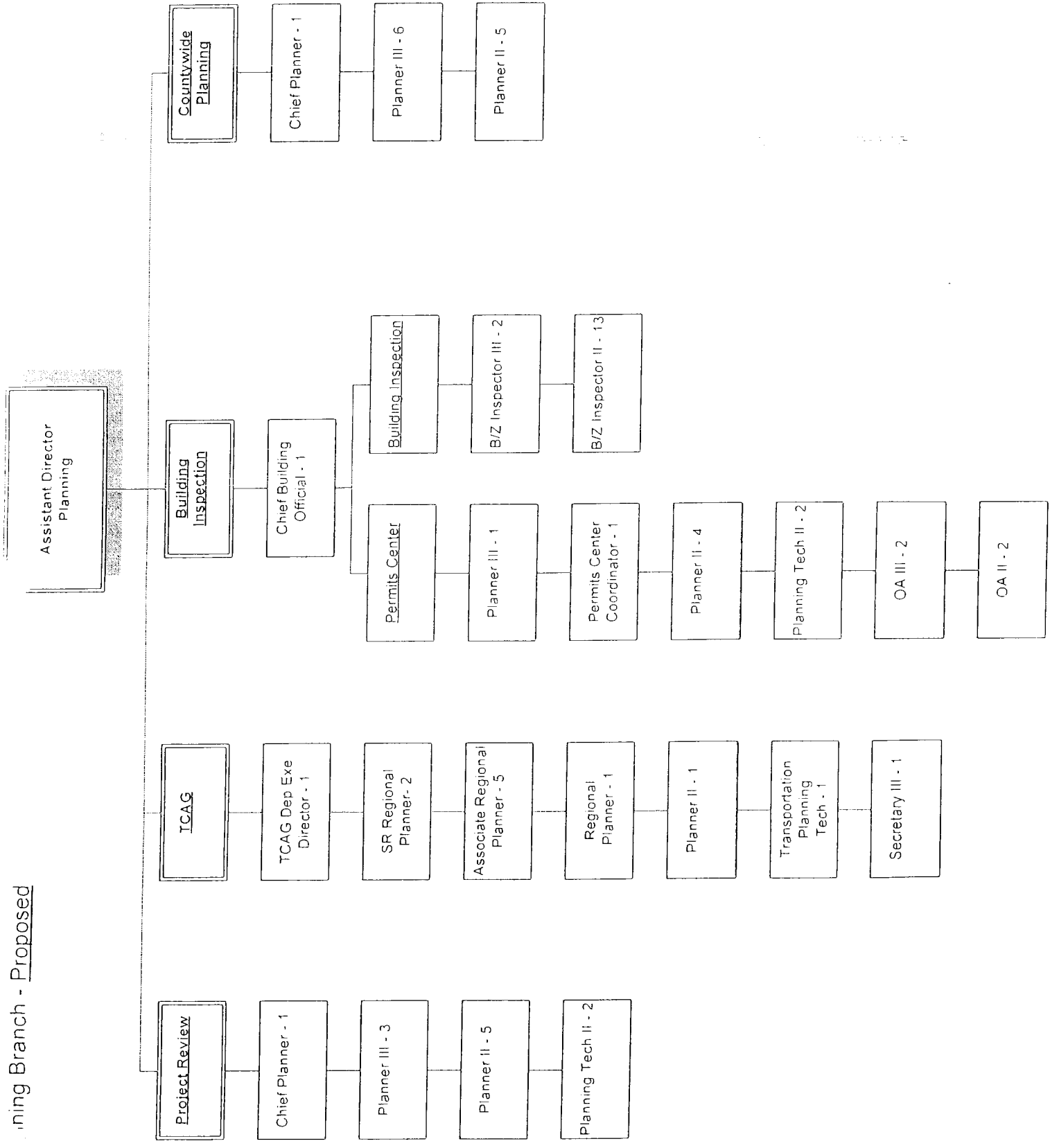
RMA Engineering - Proposed



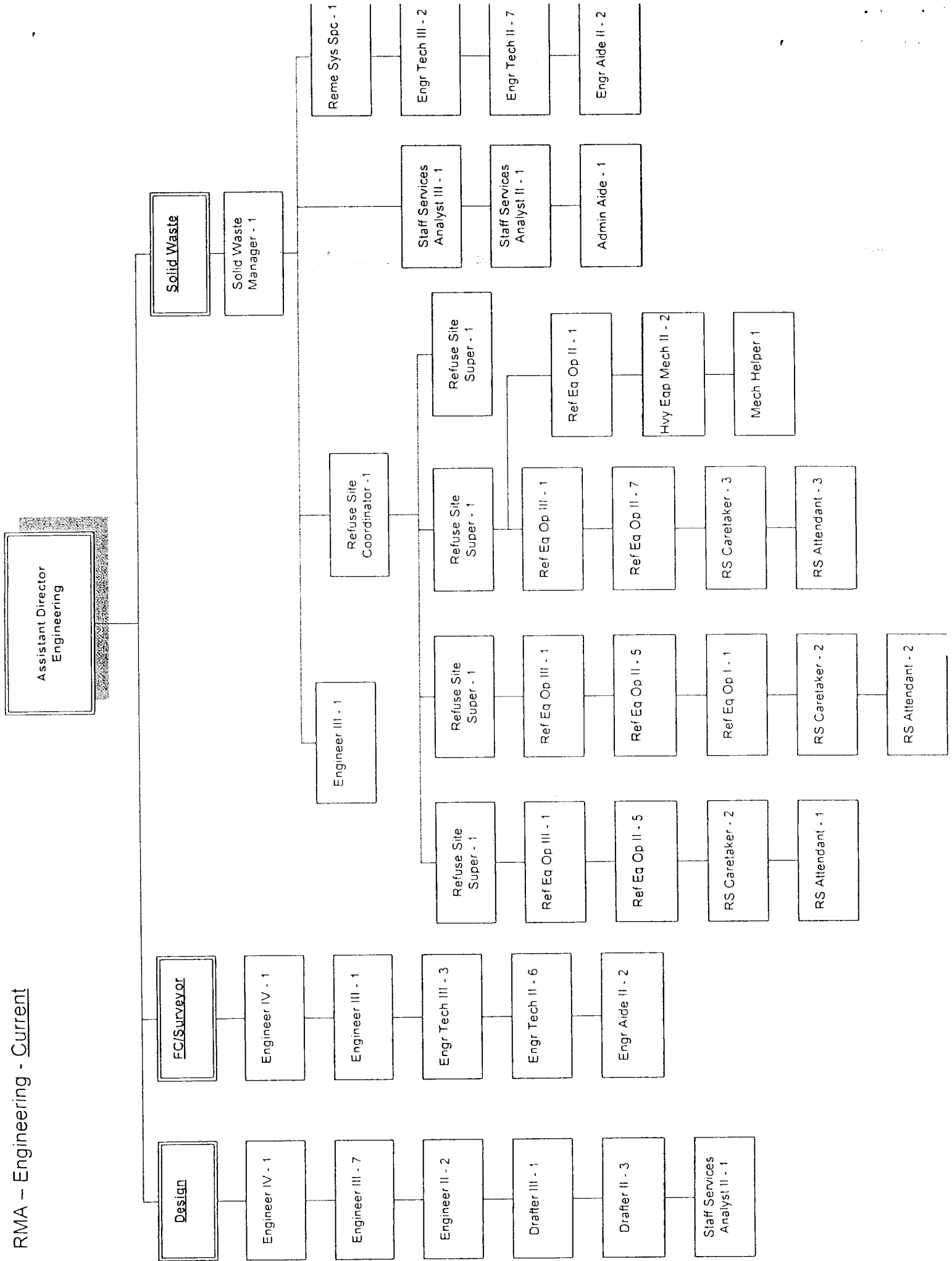
RMA – Planning Branch - Current

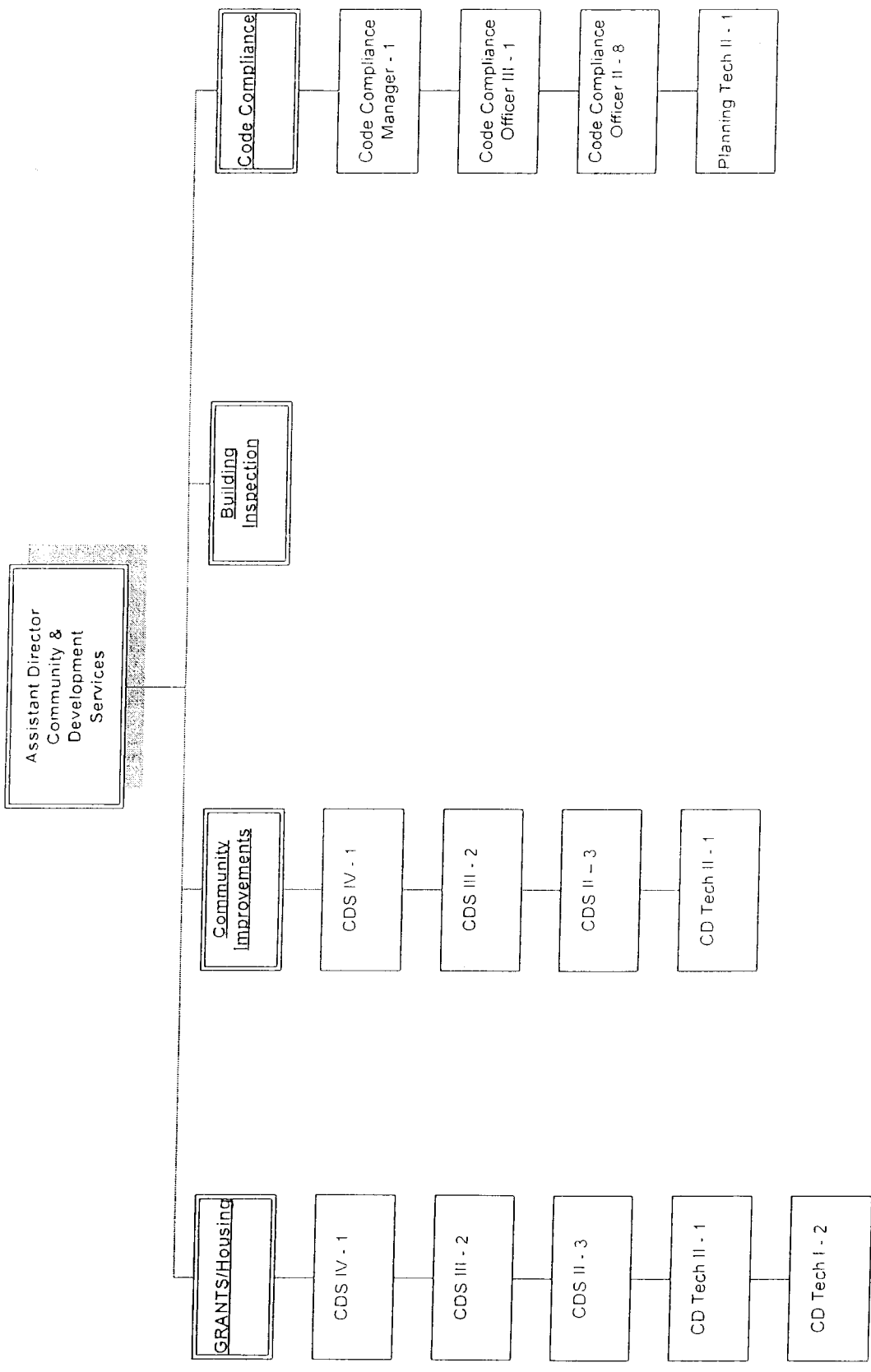


RMA -- Financing Branch - Proposed



RMA – Engineering - Current





RMA Community & Development - Proposed

