



Agenda Item: 10.E
Date of Meeting: March 10, 2025
Department: Administration

STAFF REPORT

To: City Council
From: Deston Dishion
Subject: **Principal Planner Job Description and Full-Time Salary Schedule**
Prepared On: March 5, 2025
Attachments: Principal Planner Job Description
2024-2025 Full Time Salary Schedule

Background/History:

In 2023 the City of Bishop created a full time Planning Position. In that same year the City hired Ana Budnyk to fill the Assistant Planner position. Over the past 2 years the job duties of the Assistant Planner have outgrown the job description.

Analysis/Discussion:

After a lengthy review of the duties required of the Planning Department staff it has been determined that the creation of the position of Principal Planner is warranted. City Staff including Personnel, Public Works Director and City Administrator carefully drafted an new job description for a Principal Planner. If this position is approved it will take the place of the Assistant Planner position.

Economic Impacts:

City of Bishop residents and developers will realize the benefit of this position by an increased level of planning and development leadership.

Budget Impacts:

When and if the position is approved and filled the Finance Department will make necessary adjustments to accommodate the additional salary.

Legal Review:

Recommended Action:

Council consideration to approve the proposed Principal Planner job description and proposed Full-Time Salary Schedule.

Approved By: Jana Currie 3/6/2025
Approved By: Deston Dishion 3/6/2025
Approved By:

Approved By: