



City Council Staff Report

Subject:

Reallocation of Director of Long Range Planning and Housing to Principal Planner and Adoption of a Principal Planner Salary Range

Date:

August 22, 2023

Submitted By:

Tameka Usher, Administrative Services

Department:

Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Reallocating One Director of Long-Range Planning and Housing to Principal Planner; and Adopting Revised Management Employees' Salary Schedule.

Background:

Title 2 of the California Code of Regulations, Section 570.5, requires the City's salary schedules to be adopted at a public meeting.

A recent vacancy in the Community Development Department created an opportunity to reevaluate the department's organization structure. Consistent with a recent organizational study conducted by Matrix Consulting Group, staff recommends reallocating the Director of Long-Range Planning and Housing position to a Principal Planner.

In the Fiscal Year 2023/24 Operating Budget the housing components were transitioned to the City Manager's Office, leaving the remaining long-range planning duties as well as day-to-day supervision activities of the Planning Division to be performed by the proposed Principal Planner.

In accordance with the definition of Management Employee in the City of Rocklin Employee/Employer Resolution, staff recommends that the classification of Principal Planner be assigned to the Management Group.

Additionally, staff recommends making this position at-will, as defined in the City of Rocklin Personnel Rules. Staff further recommends that the salary for the classification be set to salary range 18 (\$98,514 - \$135,802) of the Management Salary Schedule.

In summary, staff recommends that the City Council:

1. Delete 1.0 FTE Director of Long-Range Planning and Housing allocation in the Community Development Department; and
2. Add 1.0 FTE Principal Planner allocation in the Community Development Department.

Fiscal Impact:

The fiscal impact to the General Fund from the staff recommendation is expected to be a savings of approximately \$56,400.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Management Salary Schedules A and B Effective 8-26-23](#)
3. [Principal Planner Class Specification](#)