

**REPORT TO MAYOR AND COUNCIL****TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: January 26, 2016

SUBJECT: ADOPTION OF RESOLUTION NO. 16-3493.1 APPROVING THE CREATION OF THE COMMUNITY REUSE AREA PLANNER CLASSIFICATION ASSIGNED TO THE UNREPRESENTED GROUP AT PAY GRADE M-8 (GENERAL FUND)**Report in Brief**

The Human Resources Department periodically reviews job classifications, and may make modifications to them based on the City's operational needs. The Peckham & McKenney recruiting firm handled the initial stages of the City's Principal Planner – Community Reuse Project recruitment in the fall of 2015. The recruitment did not yield candidates with the requisite level of experience. Subsequent review of the Planner job classification series revealed the need for a new Community Reuse Area Planner job classification that would more effectively align with the Community and Economic Development Department's needs for high level advanced planning experience for the Community Reuse Project. It is anticipated that this action will result in a larger pool of qualified candidates better suited to performing the duties required by the Project.

Staff recommends that the City Council adopt Resolution No. 16-3493.1, approving the creation of the Community Reuse Area Planner job classification, assigned to the Unrepresented group, at pay grade M-8 (approximate salary range \$101,000-\$139,500 per annum). It should be noted that the additional salary and benefits cost of approximately \$20,000 shall be addressed as part of the mid-year budget process by the Community and Economic Development Department, and will reflect that in this instance, the cost associated with the position will be funded by the Master Developer.

Background

Policy and Procedure No. 37.6 (Classification Plan) provides the rules and procedures for implementing sections of the Concord Municipal Code, including the creation of new classifications within the City's workforce. The Human Resources Department is responsible for implementing that policy and procedure, and conducts classification and compensation surveys for positions as requested by City departments or based on periodic reviews in response to the City's overall operational needs.

In August 2015, the City hired Peckham and McKenney to recruit qualified candidates for a Principal Planner position that would work exclusively on the Concord Community Reuse Project for the Concord Naval Weapons Station. That Principal Planner position was advertised at the M-6 level with a salary of up to \$117,000. The recruitment did not generate interest from candidates with the desired level of experience for the position, and no hires resulted.

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An external interview panel, comprised of public sector professionals who possessed expertise in long-range planning, land use, and military base reuse management concluded that none of the potential candidates possessed sufficient and appropriate experience for this very critical position. As a result of the failed recruitment and the feedback provided from the highly qualified external interview panel, the departments of Human Resources, Community and Economic Development, and Local Reuse Authority engaged in a collaborative process to identify an appropriate solution. Ultimately, the determination was made that the Project required a higher skill set and experience level than previously sought, with greater emphasis placed on specific planning or advanced planning experience, and complex project management experience that includes negotiating with developers on planning issues. The position would further operate with high level of autonomy, while continuing to report to the Planning Manager.

In order to accomplish this, the City would need to create a new Planning job classification. The Principal Planner is at a salary level M-6, and the Planning Manager is at a salary level M-9. There is currently no classification in the Planning series between these two levels. Therefore, staff recommends creating a new job classification, Community Reuse Area Planner, at the M-8 level. The M-8 salary range is from \$101,000 to approximately \$139,500. Based on the City's recent recruiting experience, and the external interview panel recommendations, it is expected that this change would enable the City to effectively recruit for this critical position.

Discussion

In January 2012, the City Council adopted the Concord Community Reuse Project Area Plan. Selection of a Master Developer is projected for early 2016. The City anticipates initiating a Specific Plan process for the Concord Community Reuse Project Area shortly thereafter.

The Community Reuse Area Planner (the classification specification which is described in Attachment 2) would work exclusively on the Concord Community Reuse Project for the Concord Naval Weapons Station. The new Community Reuse Area Planner classification would be distinguished from the Principal Planner classification in that it would require a higher level of autonomy, and broader experience in complex negotiations, project management, long-range planning, and other project development responsibilities.

This Community Reuse Area Planner would play a key role in facilitating the short and long-term planning and entitlement process for the Concord Community Reuse Project. The Community Reuse Area Planner would be a Planning Division staff person under direct supervision of the Planning Manager, and work closely with the Director of Community Reuse Planning. The Community Reuse Area Planner would lead the Specific Plan process on the City's behalf, and serve as the Planning liaison between the Master Developer and the City, as well as any Advisory Committee or Commission established as part of the entitlement review process for the Community Reuse Project and Area Plan. Upon completion of the Specific Plan, this position would facilitate the entitlement process for development undertaken as part of the first phase of the Community Reuse Area Plan.

Public Contact

The City Council Agenda was posted.

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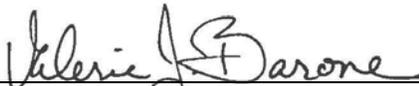
Fiscal Impact

The recommended adoption of the Community Reuse Area Planner classification would have no immediate fiscal impact unless and until the position is filled, at which point the fiscal impact would fall within the M-8 approximate salary range of \$101,000-\$139,500 per annum (plus applicable benefits). The Community and Economic Development Department, as part of the mid-year budget process, will address the differential costs between the classification which was previously approved (Principal Planner) and the new classification of Community Reuse Area Planner.

Recommendation for Action

Staff recommends that the City Council adopt Resolution No. 16-3493.1, approving the creation of the Community Reuse Area Planner classification assigned to the Unrepresented group at pay grade M-8.

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Attachment 1: Council Resolution No. 16-3493.1

Attachment 2: Community Reuse Area Planner classification specification, draft

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Adopting the Classification of
Community Reuse Planner**

Resolution No. 16-3493.1

WHEREAS, pursuant to Policy and Procedure No. 37, The Personnel Rules, the Human Resources staff recommends that Council adopt Resolution No. 16-3493.1 approving the new managerial classification of Community Reuse Planner (pay grade M-8), and

WHEREAS, the City Council at its meeting of January 26, 2016, considered the recommendation of the Human Resources staff.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES
RESOLVE AS FOLLOWS:**

Section 1. Resolution No. 16-3493.1 is adopted, thereby approving the new classification.

Section 2. This resolution shall be effective immediately.

PASSED AND ADOPTED by the City Council of the City of Concord on January 26, 2016, by the following vote:

AYES: Councilmembers –

NOES: Councilmembers –

ABSTAIN: Councilmembers –

ABSENT: Councilmembers –

I HEREBY CERTIFY that the foregoing Resolution No. 16-3493.1 was duly and regularly adopted at a regular joint meeting of the City Council of the City of Concord on January 26, 2016.

APPROVED AS TO FORM:

Joelle Fockler, City Clerk

Brian Libow, Interim City Attorney



Community Reuse Area Planner

Class Code:2133

Bargaining Unit: Management

CITY OF CONCORD
Established Date: January 26, 2016
Revision Date:

SALARY RANGE

\$48.77 -\$67.05 Hourly
\$101,144.60 - \$139,464.00 Annually

JOB CHARACTERISTICS:

Purpose

The position will be responsible for project management and coordination related to the specific planning, entitlement process and development of the Community Reuse Project for the Concord Naval Weapons Station; including representing the City at all complex negotiations regarding the project. Supervise subordinate staff and/or consultants as assigned; recommend innovative project alternatives, including design alternatives; manage major multi-faceted projects arising from the Community Reuse Project; and perform related work as required within the context of the City's Mission, Vision, Values Statement with a strong and progressive customer service orientation.

Equipment, Methods & Guidelines

Uses principles of planning, California planning law (including CEQA), California redevelopment law, urban and site design, and public administration. Uses computers and has knowledge of relevant computer programs including G.I.S. Uses telephones, other means of voice and written communication, and City vehicles.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites and other assignments outside of the office, as necessary. Work involves attendance at meetings held during the workday and evenings. Work may include occasional weekend assignments and occasional out of town travel.

Physical Demands

Emphasize speech, hearing, and vision. The incumbent is expected to work full work days followed by attendance and active participation at evening meetings.

Supervisory Guidance Received/Given

Supervision received is characterized by general supervisory direction from the Planning Manager and the Director of Community Reuse Planning, intended to define

objectives and problems. Control over work methods is general. A position in this class is empowered to make planning decisions with minimum supervision and guidance, and expected to supervise and manage subordinate Planning Staff and/or consultants

EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Manage the Specific Plan process for the City of Concord Community Reuse Project Area Plan.
2. Manage the duties of assigned planning staff and performs activities pertaining to the processing of applications for consideration by the City Council, Planning Commission, Design Review Board, Zoning Administrator, and other bodies, as assigned.
3. Work closely and collaboratively with the Director of Community Reuse Planning to facilitate the successful implementation of the Community Reuse Plan.
4. Serve as a liaison to the Master Developer for the Community Reuse Project and facilitate the entitlement process for development of the Community Reuse Project.
5. Supervises and directs the duties of assigned Planning Staff and performs activities pertaining to the processing of applications related to the Community Reuse Project for consideration by the City Council, Planning Commission, Design Review Board, Zoning Administrator, and other bodies, as assigned.
6. May act as Zoning Administrator and conduct hearings on applications as well as take action on applications under the jurisdiction of the Zoning Administrator which do not require hearings.
7. Supervises professional Planners on assigned projects relating to the Community Reuse Project; coordinates and provides lead direction to consultants, coordinates and reviews the preparation of reports and correspondence. Coordinates and participates in meetings to provide and receive information regarding applications and proposed plans and ordinances. Makes presentations before authoritative bodies such as the City Council, Planning Commission, Design Review Board, and other agencies, as assigned.
8. Performs complex project management duties related to the Community Reuse Project, including negotiating with developers on planning issues.
9. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

QUALIFICATIONS:

Competencies, Knowledge and Abilities:

Public Planning – Knowledge of functions, principles, methods, and techniques of public sector planning including land use planning, urban design, planning and zoning law, and environmental impact analysis.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats and/or opportunities.

Land Use and Development – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Supervision – Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Process Development/Improvement – Uses experience and observation to map existing processes and identify improvements, or develops new processes and procedures to address existing gaps.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues to facilitate the implementation of the Community Reuse Plan.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect a planning area, manages time efficiently, encourages feedback, and invests in self-development.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

External Awareness – Identifies and understands economic, political, and social trends that affect the organization.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives and to make recommendations, and initiates actions aligned with the strategic objectives of the section, unit, or project.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out projects, ideas, systems, or policies that affect the planning area. Legal, public, and financial consequences are generally limited to related area(s).

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Team Building – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method

and procedures are inapplicable or are unavailable.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Leadership – Initiates and sustains action to accomplish the goals by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

MINIMUM QUALIFICATIONS:

Education/Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Education: Completion of a Bachelor's Degree in City Planning or closely related field is required. (Master's degree preferred).

Experience: Eight years of increasingly responsible professional planning experience involving program management and supervision of staff. Extensive advanced planning experience is highly desirable.

OTHER:

A California Driver's License and a satisfactory driving record are conditions of initial

and continued employment.