

Request for New Staff Resources

Department: Planning Department
Working Title of Position: Current Project Planner Position AND
Planning Technician Position
Effective Date: December 1, 2017

A. Type of Request (If more than one of the same position please indicate the number)

- 2 **New Permanent Full Time Position(s)**
 Extend Existing Part Time Position to Full Time Position
X **Other – Describe** 2 Positions to replace existing Planning Manager Position
and the unfunded Planner I Position

B. Rationale

Please classify this request into one of the following categories (1, 2, 3, or 4) and provide requested additional information:

1. **Addresses a state or federal mandate:** (Cite law or mandate and describe how the position addresses it.)
N/A
2. **Addresses a Board of County Commissioners' goal or initiative:** (Cite the goal/initiative and describe how the position addresses it.)
N/A
3. **Service level increase** – a new program/initiative or expansion of existing program: (Include a detailed description of the program, including any policy issues that you can identify.)
N/A
4. **Other:** (Please specify and include justification.)

As a part of the recent restructuring of the Planning Department, the existing Planning Manager Position is reallocated into two positions that focuses on meeting the higher activity levels being experienced especially related to customer service and project review/approval.

The Brunswick County Planning has been experiencing increases in activity that is creating increase demands on existing staff and is compromising vital customer service initiatives. Brunswick County continues to be the fastest growing county in the state and projections indicate continued steady growth over the coming decades. To accommodate

this growth and the improved economy, additional professional level and technician level staff resources are needed to maintain responsive and high-quality customer service. The Current Project Planner Position and the Planning Technician are proposed to address these need, in place of the Planning Manager Position.

Note that previously a Planner I Position and a Land Planner Position were listed on the department roster. The Planner I Position was defunded due to cut-backs related to the national recession and the employee in the Land Planner Position was recently promoted.

C. Needs/Issues/Problems

What needs/issues/problems does this request for additional staff address?

The reallocation of the Planning Manager position to the two development related positions will provide staff resources at the level needed to maintain responsive and high-quality customer service.

D. Alternatives

What alternate measures have been taken to address this need/issue/problem?

The two positions are considered the best alternative to meet the increasing service demands the department is facing.

E. Cost

Recommended Pay Grade (or established pay grade for existing position):

Current Project Planner – TBD (*Likely similar to the Land Planer pay grade* 66)

Planning Technician – TBD 63

Other associated costs (Finance will calculate benefits. Additional costs might include furniture, supplies, equipment, vehicle, etc.)

Two computers and possibly furniture depending on the Economic Development Transfer.

Department Head Signature: Kurtis D. Date: 11-16-17

Please include a current job description with request.

Human Resources Review

Job description and Pay Grade Verified:

☒ Yes

No ☐

Human Resources Signature: Ah Date: 1/11/18