

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF:

=====

To: Honorable Mayor and City Councilmembers
From: City Manager Don Schwartz
Subject: Approve Community Development Director Classification and Pay Range

=====

RECOMMENDATION: Establish New Classification of Community Development Director, Approve Related Specification and Pay Range, and Authorize City Manager to Recruit for the position and make any necessary changes to documents, schedules, and staff assignments to affect the changes.

=====

EXECUTIVE SUMMARY: The City’s current Planning Director position will be vacant on May 1, 2024. This item requests Council’s consideration to establish a new classification of Community Development Director and the related specification and pay range. The new classification is needed to allow the City the flexibility and agility to combine some or all community and economic development services under one department. This item further requests authority to recruit for the new classification of Community Development Director. A recruitment is needed to provide leadership for current projects through the hire of a skilled retired annuitant as an Interim Planning Director for 30-hours per week. California Government Code 7522.56 requires, among other things, that the City recruit for a permanent position during the appointment of a retired annuitant to an interim position. Staff intends to terminate the retired annuitant appointment upon completion or termination of the recruitment.

BACKGROUND: Planning Director Kari Svanstrom has submitted her notice to separate from City service on April 30, 2024. The Planning Department is in City Hall and consists of three staff members: the Planning Director, an Associate Planner, and a Permit Technician. Major current projects include

1. City Ventures – an 80-unit residential project
2. Awarded Grants:
 - a) CalTrans Sustainable Transportation (\$250,000),
 - b) Association of Bay Area Governments Priority Development Area Planning Grant (\$250,000),
 - c) State Housing & Community Development “LEAP” Planning Grant – One-time funds to help meet housing element RHNA requirements.

The City’s Economic Development functions have historically been performed by the former Planning Director with input from the City Manager. The Planning Department was responsible for the former Business Outreach Committee as well as was responsible for a contract with the Chamber of Commerce for a former economic development position that was seated in the Chamber of Commerce. Building plan check and permitting functions are performed through a contract for services and supported by a .5 FTE Senior Admin Assistant located in the Fire Department. The City of Sebastopol Building and Safety Division, with input from Engineering, Police, and Planning Departments, provides an integrated approach to code enforcement to promote a clean, safe, and healthy environment for all residents by enforcing the City’s Municipal Code. Staff receives and responds to citizen complaints regarding substandard housing, nuisance abatement, zoning violations, and building use violations.

ANALYSIS: The placement of a retired annuitant as Interim Planning Director is needed to provide leadership to the City’s existing planning staff and lead current initiatives and grant funded projects. An open recruitment is required for hiring a retired annuitant into the Interim role.

Every vacancy is an opportunity to review business needs and organizational structure. We believe that combining planning functions with housing, economic development, and potentially building will create efficiencies. Adding economic development responsibilities to this role may allow us to become more effective at supporting our local economy.

Given the City’s fiscal crisis, we have looked extensively for alternatives to filling the Planning Director position. We recognize that holding an executive-level position vacant could generate significant savings, and this remains an option. Our efforts have included soliciting proposals for part-time assistance from three planning firms, hoping that hiring them on an interim basis could allow us to meet key expectations while saving money. However, their costs are around \$200/hour, making them prohibitively expensive and well above the costs of filling the position full-time at either the Planning Director or Community Director role.

We also explored filling the position at the Planning Director level, including speaking with qualified candidates and consultants in the field. The labor market for senior-level planning staff is very limited and the role of Community Development Director is a better fit for our long-term needs.

While we propose to create and begin recruitment for the position, we do not anticipate making offers until after budget hearings in June. Holding the position vacant is part of our approach of exploring all options for savings, recognizing that doing so could have significant consequences.

As part of the analysis of the Planning Director position we looked at alternate ways to structure planning and the related activities and services provided by the City by looking at how comparable cities structure related programs and services.

Many cities in Sonoma County combine multiple development and housing related services into one department commonly called a Community Development Department or Development Services Department. The charts below show common structures and the cities and titles of positions who lead their Community Development activities. As you can see, all cities combine planning, building, development, and zoning.

	American						
	Canyon	Cloverdale	Healdsburg	Petaluma	Rohnert Park	Sonoma	St. Helena
Current Planning	X	X	X	X	X	X	X
Long-Range Planning	X	X	X	X	X	X	X
Zoning	X	X	X	X	X	X	X
Development Projects	X	X	X	X	X	X	X
Building	X	X	X	X	X	X	X
Housing			X	X	X	X	X
Economic Development		X					
Code Enforcement		X		X	X	X	X
Engineering		X			X		
Climate Action & Sustainability						X	
Public Art Projects	X	X					

Some cities have also combined other functions into the same department such as housing, economic development, engineering, code enforcement, and in a few cases, community sustainability and public art.

The department head titles used for the above departments are listed in the chart below.

Municipality	Classification Title
Cloverdale	Assistant City Manager/Community Development Director
Petaluma	Director of Community Development
Healdsburg	Community Development Director
Sonoma	Community Development Director (established July 2023)
Windsor	Community Development Director
Rohnert Park	Director of Development Services
American Canyon	Community Development Director
St. Helena	Director of Community Development

Sebastopol’s organizational model separates planning and building into two departments and uses a collaboration of departments for enforcement of related municipal codes. The Council and the City Manager’s office provide input on policies for the Economic Development initiatives for the city. In response to a staffing study conducted and to streamline City services as well as create opportunity for cross training of employees, the Council has previously directed staff to combine the functions of building and planning into a single department as a “one-stop-shop” for the community.

The proposed new Community Development Director classification provides for oversight of the City’s planning activities and greater organizational flexibility to include combining related functions into one Community Development department which could include most or all the following over time:

Planning: Development services, current planning, planning plan check and permitting, long-range planning, administration of the City’s General Plan, Housing, and Parks Planning

Economic Development: Promotes a healthy and sustainable economy within the community and a business environment to attract, retain, and support the growth of local businesses and visitors

Building: Inspection, construction and repair building project plan check, enforcement of the City’s construction codes, investigates complaints against City ordinance, zoning violations, and Housing Code violations

Housing: Promote and support the availability, adequacy, and affordability of housing through the City’s guiding policy documents, General Plan, Housing Element, and development codes

Code Enforcement: Investigation of complaints against zoning, housing, building, and other development related ordinance and laws, negotiating remedies, and where necessary administering citations and condemnations

Combined staffing of these functions in one department can help to streamline permitting and promote collaboration between services and functions. Continuity and collocation of services provides opportunities for cross-training, which may lead to career paths and retention.

The attached new classification specification focuses on planning and adds oversight of economic development, building, and other related programs and functions as assigned by the City Manager and through policy direction from the City Council. The added functions may be performed by staff or through contracted services as City needs evolve over time. Staff recommends establishment of the new classification and approval of the related specification.

SALARY RECOMMENDATION

When establishing a new classification, it is customary to also establish a salary recommendation and new pay range for the classification. To assess market competitiveness, staff surveyed eight similar municipalities.

**City of Sebastopol
Top Monthly Salary Data
April 2024**

COMMUNITY DEVELOPMENT DIRECTOR				
	Agency	Class Title	Max Monthly Salary	Effective Date
1	American Canyon	Community Development Director	\$18,217	7/1/2023
2	Cloverdale	Community Development Director	\$14,005	7/1/2023
3	Healdsburg	Community Development Director	\$17,428	10/16/2023
4	Rohnert Park	Director of Development Services	\$16,912	07/25/23
5	Sonoma	Development Services Director/Building Official	\$15,159	7/15/2023
6	St. Helena	Director of Community Development	\$18,058	7/1/2023
7	Windsor	Community Development Director	\$15,956	7/1/2023
8	Petaluma	Director of Community Development	\$17,981	7/1/2023
Median of Comparators			\$17,170	
Average (Mean) of Comparators			\$16,714	

Market competitiveness is one aspect for consideration when setting salary. Another critical aspect is internal parity with other similar positions within the City. A salary of 5% below or above the market average for a position is considered competitive in the market. A competitive salary contributes to a higher likelihood that a recruitment would be successful and may contribute to the retention of a successful candidate. Sebastopol’s executive pay ranges at the top monthly step currently lag the market averages by between 3% and 28%. The City does not currently have a pay philosophy or policy that sets salary at a level in relation to market.

Internal parity and fiscal sustainability are other important factors in pay administration. Sebastopol’s top monthly salaries for its executives currently are:

Internal Parity Existing Positions	City Top Monthly
City Manager	\$20,417
Assistant City Manager / City Clerk	\$15,081
Administrative Services Director	\$14,665
Police Chief	\$14,159
Fire Chief	\$13,915
Planning Director	\$13,777

Planning Director is the lowest at \$13,777 per month. There is not enough data in the City’s comparable labor market to set salary for the Planning Director based on market because many similar municipalities combine services under one director. The added responsibilities of directing a department with combined services such as planning, building, economic development, and code enforcement create a broader and more complex scope of

work and increase the responsibilities of the position. Is it typical to value a position a little higher when increasing responsibility and authority. To determine how much more, we looked at the placement of a Community Development Director within the organizational structure of the comparator Cities.

All comparator cities place the Community Development Director below the City Manager in top monthly salary. Five comparator cities (62.5%) place Community Development Director salary below the Assistant or Deputy City Manager. Half of the cities also place the salary below the Chief of Police. And two of the comparator cities placed the Community Development Director top monthly salary below either the Administrative Services, Finance Director, or the Public Works Director.

	Below City Manager	Below Asst CM	Below Pol Chief	Below Admin Serv Dir	Below PW Director
American Canyon	X	X			
Cloverdale	X		X		
Healdsburg	X	X	X	X	
Petaluma	X	X	X	X	X
Rohnert Park	X	X	X		
Sonoma	X				
St Helena	X	X			
Windsor	X	n/a			
	8	5	4	2	1

Therefore, staff recommends Council consider setting top monthly salary for the new Community Development Director below that of the City Manager and somewhere between market average and possibly at or below that of the City’s Assistant City Manager / City Clerk.

Among the city’s comparator entities, the average differential between City Manager and Community Development Director is 30% below the City Manager. The average differential between Assistant City Manager and Community Development Director is 7% below Assistant City Manager. Sebastopol’s Assistant City Manager / City Clerk salary is 17% below market average resulting in limited space to set salary for Community Development Director significantly below Assistant City Manager / City Clerk without compromising competitiveness in the market which can affect the City’s ability to recruit qualified candidates. Options, differentials, and market placement for salary ranges between Assistant City Manager and the Market Average are shown below for consideration and Council direction.

Staff recommends Council select one of the following options for setting pay for the Community Development Director. The options are shown in text and chart form for clarity:

STAFF RECOMMENDATION

Option A: Set top monthly wages at 10% below the Market Average and 35.7% below the City Manager (\$15,043). This is also slightly below the Assistant City Manager. We believe this option to be a balance of responsive to our fiscal situation and relatively competitive in the market.

Option	Low Salary	Top Salary	Relation to Market Average	% below City Manager	% below Assist. City Manager	Considered Competitive
Option A	\$12,377.17	\$15,043.00	10% below	35.7%	0.3%	Maybe

ALTERNATIVES FOR CONSIDERATION

Option B: Set top monthly wages at 5% below the Market Average and 28.6% below the City Manager (\$15,878).

Option C: Set top monthly wages at the Market Average and 22.2% below the City Manager (\$16,714).

Option B	\$13,064.20	\$15,878.00	5% Below	28.6%	Not below	Yes
Option C	\$13,752.05	\$16,714.00	At Market Ave.	22.2%	Not below	Yes

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

Considering the City’s fiscal crisis, we have looked extensively for alternatives to filling the Planning Director position. Holding the position open provides a savings estimated to be just over \$40,000 for FY23-24 and approximately \$204,000 for FY 24-25. At least in the short-term, this is not recommended. Higher level leadership is necessary to continue to shepherd forward the current project list and several grant funded initiatives, and to support the city’s existing planning staff.

Filling the position at the Planning Director level with qualified consultants on a project-level basis is also not recommended. Consultants quoted their assistance at an average of \$200 an hour which is more costly than the Planning Director position and therefore, cost prohibitive.

Therefore, staff will hire a skilled retired annuitant as an Interim Planning Manager to support the existing planning staff, the City, and Council, at least in the short term, and recommends establishment of the new position. Government Code 7255.56 requires the City to recruit for the vacant position during the appointment of a retired annuitant to an interim role. The salary savings from the Planning Director vacancy will be used to pay the FY 23-24 estimated cost of \$32,000 for the retired annuitant. The cost of the recruitment required, estimated to be \$3,000 - \$5,000, is included in the current agreement with the City’s human resources consultant.

While we propose to create and begin recruitment for the position, we do not anticipate making offers until after budget hearings have concluded. Holding the position vacant is part of our approach of exploring all options for savings, recognizing that doing so may result in unintended consequences.

Possible fiscal impacts to fiscal year 24-25 related to each compensation option shown above are reflected in the chart below:

STAFF RECOMMENDATION

OPTION A

10% Below Market Average, 35.7% below City Manager, .3% below Assistant City Manager

Option A	Classification	Top Monthly \$	Annual Top Earnings	Annual Benefits	Total Top Annual Earnings	Impact FY 24-25
Add	Community Development Director	\$15,043	\$180,516	\$43,593	\$224,109	
Delete	Planning Director	(\$13,776)	(\$168,618)	(\$40,862)	(\$209,480)	\$14,866

ALTERNATIVES FOR CONSIDERATION
 OPTIONS B & C

5% Below Market Average, 28.6% below City Manager

Option B	Classification	Top Monthly \$	Annual Top Earnings	Annual Benefits	Total Top Annual Earnings	Impact FY 24-25
Add	Community Development Director	\$15,878	\$190,536	\$44,615	\$235,151	\$25,908
Delete	Planning Director	(\$13,776)	(\$168,618)	(\$40,862)	(\$209,480)	

At Market Average, 22.2% below City Manager

Option B	Classification	Top Monthly \$	Annual Top Earnings	Annual Benefits	Total Top Annual Earnings	Impact FY 24-25
Add	Community Development Director	\$16,714	\$200,568	\$45,639	\$246,207	\$36,963
Delete	Planning Director	(\$13,776)	(\$168,618)	(\$40,862)	(\$209,480)	

It is of note that because the salaries and impacts above are calculated at the top step of the range. Should the Council decide to authorize the hiring of a Community Development Director in the future, and should the city be successful in negotiating a placement of the successful candidate at a low step in the approved pay range, each option provides some savings from the current planning director compensation at lower ranges. This is because the current Planning Director also receives \$3,300 in longevity pay due to her tenure with the City which the new Director will not.

OPTIONS:

1. Establish the new classification of Community Development Director, approve the specification and the recommended pay range (Option A), and authorize recruitment of Community Development Director
2. Establish the new classification of Community Development Director, approve the specification and pay range Option B or Option C, and authorize recruitment of Community Development Director
3. Provide staff direction and request return of item based on direction
4. Establish Classification of Community Development Director, approve the specification, and authorize recruitment of Planning Director not Community Development Director.
5. Reject and authorize recruitment of Planning Director

ATTACHMENTS:

Resolution and Exhibit A: Community Development Director Classification Specification

APPROVALS:

Department Head Approval:

Approval Date: 4-19-2024

CEQA Determination (Planning):

Approval Date: 4-19-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL

WHEREAS, the City of Sebastopol maintains a classification plan that includes classification specifications for all positions within the City; and

WHEREAS, the City Council of the City of Sebastopol authorizes allocations for each position within the City as part of the annual budget process; and

WHEREAS, any substantive change to a classification specification or position allocation must be approved by the City Council; and

WHEREAS, the City's Planning Director position will soon be vacant and the City Manager and City Council desire to establish the classification of Community Development Director and combine the functions of Planning with other related functions such as Building, Code Enforcement, Economic Development, and Preservation and Sustainability of Neighborhoods and approve the related classification specification and pay range; and

WHEREAS, the Council desires to authorize the City Manager to recruit for the new position and make any non-substantive changes to the classification and related lists and schedules to affect the establishment of the position and rename the Department; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol hereby:

- 1.) Establishes the new classification of Community Development Director and Approves the related specification and pay range as shown in Exhibit A.
- 2.) Authorizes the City Manager to recruit for the position and to make the necessary staff assignments and changes to documents and schedules to effect the change.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 23rd day of April 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Diana Gardner Rich, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Larry McLaughlin, City Attorney

Exhibit A: Community Development Director Job Description and pay range.

DRAFT

April XX, 2024
FLSA: EXEMPT

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction the Community Development Director oversees all functions and activities of the Community Development Department. Focused on planning activities, this position materially participates in current and long-range planning, affordable housing and development activities, administers housing and zoning codes, and serves as a liaison to the business community, including developing economic development strategies. The position may also oversee the building, inspection, and code enforcement functions of the City. The position coordinates Community Development Department activities with other City departments, officials, contractors, consultants, outside agencies, and the public to ensure cohesive and efficient development and planning processes. This position provides highly responsible and complex professional consult to the City Manager to advance the City's planning, housing, economic development, and building and development goals and objectives and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This is an "at will" classification serving at the pleasure of and receiving administrative direction from the City Manager. This role's duties allow for a broad scope of independent decision-making within legal, policy, and regulatory guidelines. It involves exercising general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This Department Director role oversees, directs, and engages in all activities of the Community Development Department with a key focus on current and long-range planning, housing, and economic development, including staff support of various boards, committees, and commissions, and serving as liaison to the business community. The incumbent is responsible for achieving the department's planning and operational goals and objectives, while also advancing the City's broader goals and objectives within established policy guidelines. Additionally, this position acts on behalf of the City Manager in various administrative, coordinative, analytical, and liaison capacities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all assigned Community Development Department programs, services, and activities, including current and long-range planning, housing and development programs, the development of economic development strategies, and may also oversee City building and code inspection and enforcement activities.
- Oversees, administers, and directs the professional and technical staff, consultants, or contractors performing work on department activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Prepares, establishes, and implements appropriate budget, service, and staffing levels.
- Interprets, implements, directs, coordinates, enforces, recommends changes for, and reviews amendments to the General Plan, including the Housing Element, housing, zoning codes, and other codes related to the maintenance of community standards.

- Conducts research and analysis of land use and related issues.
- Assesses and collects fees and penalties and participates in fee studies and fee hearings.
- Prepares environmental review documents and directs the work of consultants.
- Produces and/or coordinates public events, various meetings, and community workshops.
- Serves as Zoning Administrator and conducts public hearings on proposed projects.
- Serves as City Manager or Assistant City Manager in either manager's absence, as assigned.
- Supervises, trains, develops, evaluates the performance of, and works with assigned employees on the correction of performance.
- Serves as liaison to the business community, owners, developers, contractors, residents, and various boards and Commissions. Develops economic development strategies and proposes options, recommendations, and solutions to planning issues.
- Prepares, reviews, and presents compelling, accurate, timely, and informative reports charts, and presentations staff reports, various management and information updates to the Planning Commission, Design Review body, City Council, and various community groups and organizations, as assigned.
- Confers with developers regarding development applications and processes; completes processing of the most difficult and complex planning applications; and advises staff on processing applications.
- Performs the most complex and sensitive planning duties, prepares documentation and responses for appeal hearings; and serves as staff resource in technical areas.
- Receives, coordinates, investigates, maintains records for, and resolves questions and complaints relating to planning and zoning matters and other department functions.
- Works closely and effectively with other City departments and governmental jurisdictions to coordinate the department's programs and projects.
- Provides analysis, recommendations, and implements policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes, and applications.
- Manages efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees professional services contracts including request for proposal development, advertising and distribution, selection, award administration, work performance, and contract compliance.
- Conducts various departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in community development and other services as they relate to the assignment area.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Interprets and communicates departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and contents of General Plan, housing strategies, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Theories, principles, and methods of economic development and community vitality.
- Administrative and supervisory principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Zoning, housing, and building codes and their application and use.
- Processes for efficient operation of permitting, inspection, and code enforcement processes.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

- Principles and practices of municipal government administration.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of community development programs.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources cost-effectively.
- Manage projects, programs, and consultants timely and effectively.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel, delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special community development programs, and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with stakeholders.
- Effectively and persuasively convey thoughts and ideas.
- Discern and interpret governmental regulations related to housing, planning, and code enforcement activities and meet compliance requirements.
- Develop and inspire staff to meet department and city objectives and benchmarks in an environment that is often changing and challenging.
- Explain complex ideas in easily understood terms patiently and effectively.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations. ,
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and five (5) years of management and/or administrative experience in community development, urban planning, and project administration.

Licenses and Certifications:

- The ability to convey oneself between multiple geographic locations daily and timely or possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXHIBIT A - ATTACHMENT 1

Recommended Option A

Option B

Option C

*the approved Option will be attached to Exhibit A of the final Resolution

Community Development Director Pay Range

Option A – Recommended

Set pay at 10% below Market Average for current salary administration

Step A	\$12,377.17
Step B	\$12,995.70
Step C	\$13,645.14
Step D	\$14,327.03
Step E	\$15,043.00

Community Development Director Pay Range

Option B

Set pay at 5% below Market Average for current salary administration

Step A	\$13,064.20
Step B	\$13,717.06
Step C	\$14,402.55
Step D	\$15,122.29
Step E	\$15,878.00

Community Development Director Pay Range

Option C

Set pay at Market Average for current salary administration

Step A	\$13,752.05
Step B	\$14,439.29
Step C	\$15,160.87
Step D	\$15,918.50
Step E	\$16,714.00