



To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager 
Date: April 21, 2016
Initiated By: Homer C. Rogers, Jr., Director of Human Resources
Re: Ordinance 19-16 – Amending the “Compensation Plan”

Background

With the resignation of an employee performing duties as an Administrative Support I in the Planning Division, the Director of Planning sees an opportunity to address the operational and customer service needs of the Division. As such, he has requested the reclassification and upgrade of one current Administrative Support I (Pay range 6.1) position to a newly created Planning Technician (5.1) position. This position will require a minimum of an Associate’s Degree in Civil Engineering, landscape architecture or a related field and will be responsible for evaluating application submittals against code requirements, provide an initial review of development/site plans, and provide technical support to applicants at the front counter. This will provide a much needed enhancement to the customer service provided to the public and allow more senior level Planners to remain focused on their current projects, thus increasing overall effectiveness of the Division.

While this position will represent an approximate \$15,000 increase to the Planning Division payroll, based upon the difference in pay ranges, it will not require an increase to the 2016 payroll budget due to other current vacancies, including the Administrative Support I position. What this means for the City is creating an additional position within the planning field. Even though this particular Administrative Support I position will be reclassified, the Administrative Support I position will remain in the overall Compensation Plan as the position remains active in other parts of the City structure. It is recommended to adopt the new position of Planning Technician in 2016.

Summary

Attached for your consideration is Ordinance No. 19-16, amending Ordinance No. 73-06 (“Compensation Plan” for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Incorporate a new Planning Technician job classification into the Planning Division
- Enable the City to continue on a path of making more effective use of its Human Capital
- Provide adequate resources within the Planning Division to address critical customer service needs to the public

It is not anticipated that the amendments contained within this legislation regarding the creation of a new job classification title will require an amendment to the 2016 annual appropriations.

Section 1: New Classification

Per the City’s current and future demands, it is proposed to create a new Planning Technician position, which will enable us as a City to accomplish goals and administer and maintain programs and operations while improving customer service to the public. The new classification title and

corresponding pay grade would be grouped within the Land Use Planning and Zoning heading. The proposed new job classification and corresponding pay grade are:

Planning Technician

Pay Grade 5.1

Recommendation

Staff recommends adoption of Ordinance 19-16 at the second reading/public hearing on May 9.

Attachments: Exhibit A - Redline of job classifications and pay grades

Exhibit A

Land Use Planning/Zoning

| Classification | Pay Grade |
|--|------------------|
| Landscape Inspector | 5.2 |
| Code Enforcement Officer | 5.2 |
| Zoning Inspector | 5.2 |
| Code Enforcement Supervisor | 5.1 |
| Planning Technician | <u>5.1</u> |
| Planner I | 4.3 |
| Planner II | 4.2 |
| Senior Planner | 4.1 |
| Planning Manager | 3.3 |
| Director of Land Use and Long Range Planning | 3.1 |

RECORD OF ORDINANCES

Ordinance No. 19-16

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL")

WHEREAS, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

WHEREAS, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin and will enhance the City of Dublin's competitive position in the labor market, thus aiding in the recruitment and retention of a talented, high quality workforce; and

WHEREAS, Council desires that the City of Dublin remain an "Employer of Choice" in the Central Ohio region.

NOW, THEREFORE, BE IT ORDAINED By the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring that:

Section 1. Section 2 (Wage & Salary Structure/Administration), paragraph A of Ordinance No. 73-06 be amended by incorporating the following new classification title and corresponding pay grade under the functional categorical headings:

Land Use Planning/Zoning

| Classification | Pay Grade |
|-----------------------|------------------|
| Planning Technician | 5.1 |

Section 2. This Ordinance shall take effect and be in force at the earliest point permitted by law.

Passed this _____ day of _____, 2016.

Mayor – Presiding Officer

ATTEST:

Clerk of Council