

2022 PERSONNEL REQUEST FORM - PERSONNEL FTE ADDITIONS, OVERTIME CHANGES, ON CALL CHANGES

Department Manager		Board		Human Resource Manager		Department Manager				Department Manager	Department Manager	Department Manager	Department Manager	Department Manager												
FTE Position Name	FTE Description	BCC Approved, Rec. Recommended, Yes, No, Pending, Withdrawn, P, A, C, D, I, P	Board Comments	Name, Resources, Recommendation, Yes, No, Withdrawn, Y, A, P, N, Information, Y, A, P, N	HR Manager/History	HR Mgr. Comments	Governmental or Business	Department	Department Manager Priority	Year of Initial Request	Year to Include in Budget	Ranking (1, 2, 3, ...)	Justification	Persons/ Entities to Benefit	Alternatives	Consequences of Postponement/ Denial	FTE Quantity	USE DISPOSITIONS Submitted to Personnel (Y or N)	FTE Physical Location	Total \$ Revenue or Divisible Funding	Source of Revenue or Divisible Funding	Cost including salary and benefits	Net Cost	Where Operating Costs (Y or N)	Description of Related Operating Costs	
<b>Governmental Activities</b>																										
Code Enforcement Officer	Code Enforcement officer for the County						G	PLNG	2	2020	2022	2	The County is exploring a FTE, for a shared code enforcement officer to take complaints and investigate them for potential violations. The new position would be handling code enforcement complaints for largely Planning, Building and then Public Works, GIS and Environmental Health. There have been preliminary discussions between the departments as to determine a needs assessment and shared cost options and job scope. However, a discussion has not happened with the Board for further discussion on this matter which is planned for September. I expect more details to be forthcoming over the next few months.	COUNTY	Maintain the system in place for process complaint driven complaints and each dept handle their own violations in the existing job structure.	inefficient and no linear code enforcement process.	1	N	PLNG	\$ -		\$ 32,408	\$ (32,408)	\$ -	TBD	
<b>TOTAL GOVERNMENTAL Business Activates</b>																	0.50			\$ -		\$ 32,408	\$ (32,408)	\$ -		
<b>TOTAL BUSINESS ACTIVITIES</b>																	-			\$ -		\$ -	\$ -	\$ -		
<b>TOTAL GOVTAL + BUSINESS</b>																	0.50			\$ -		\$ 32,408	\$ (32,408)	\$ -		
<b>ERP STAFFING</b>																										
<b>GOVERNMENTAL ERP</b>																										

2021 PERSONNEL REQUEST FORM - FTE RECLASSIFICATIONS

Department Manager		Board		Human Resource Manager							Department Manager										
Current Position Title	New Position Title	BCC Approved, Completed, Denied, Resubmitted, Filled (A, C, D, I, P)	Board Comments	Human Resource Recommendation (Y or N)	Human Resource Recommendation (Y or N)	HR Mgr. Recommendation (Y or N)	HR Mgr. Comments	Governmental or Business	Department	Dept. Manager Priority	Year of Initial Request	Year to include in Budget	Justification	Persons/ Entities to Benefit	Alternatives	Consequences of Postponement /Denial	Job Description Submitted to Personnel (Y or N)	Total \$ Revenue or Outside Funding	Source of Revenue or Outside Funding	FTE Cost including salary and benefits	Net Cost
<b>GOVERNMENTAL ACTIVITIES</b>																					
Planner II	Planner III							G	PLNG	1		20	After being appointed to Director, I have continued to assess the department's needs and its structure. My goal is to have a well structured staff hierarchy that has the flexibility to support development needs and workloads in areas we anticipate increases in. My priority as the permanent Director was to eliminate the Asst. Director position and hire a Planner Tech, to support the increases we were experiencing in the department, specifically at Minor and Administrative levels of review and code enforcement. My other intention included in this request is to reclassify one of the two Planner II positions to a Planner III. Reclassification would support a linear structure with personnel able to process more complex land use applications and development reviews in a streamlined manner. I anticipate this position will help me manage the Master Plan and the more difficult reviews formerly handled by me as the department's Assistant Director which is vacant.	PUBLIC	Relying on Safebuilt to assist with development projects rather than anticipated Building permit reviews I have them contracted for. Having Safebuilt review DP's is a more cost efficient option if necessary over development review for more complex projects as it takes less training, time and experience to review DP's which would save the County money to reclassify to a Planner III over a contract employee for development review.	There are two substantial long-range anticipated development projects on the horizon (West Steamboat and Stagecoach). If these projects are submitted, I will need to pivot work types and rely on one of my senior planners, who is reliable and capable of increased workloads and responsibilities.	N	\$ -		\$ 5,674	\$ 5,674
													Currently there is a considerable gap between the Planner II role to the Director position. Therefore, another goal of this request is to relieve the Planning Director of the duty of overseeing applications being managed by other Planners and providing direction on Planner of the Day questions. Planner III would take on this role and free the Planning Director to focus on the day-to-day and long-term goals and responsibility of managing the Planning Department and strategic initiatives of the Board of County Commissioners through the County Manager.								
<b>GOVERNMENTAL TOTAL</b>																		\$ -		\$ -	\$ -
<b>Business Activities</b>																		\$ -		\$ 5,674	\$ 5,674
<b>BUSINESS TOTAL</b>																		\$ -		\$ -	\$ -
<b>GRAND TOTAL</b>																		\$ -		\$ 5,674	\$ 5,674