

Tulare County Association of Governments

AGENDA ITEM VIII-L

June 27, 2022

Prepared by Brideget Moore and Leslie Davis, TCAG Staff

SUBJECT:

Action: Adoption of Resolution: Approve Position Amendment and Compensation for Principal Regional Planner

BACKGROUND:

Annual review of the performance of the TCAG agency was done and the following is provided as a conceptual position recommendation. Recommendations are then provided to the TCAG Board for consideration followed by submission to County BOS for approval and implementation.

DISCUSSION:

An Annual review of the TCAG agency was conducted and along with additional funding provided by federal planning funds as well as ongoing state funding, it is recommended in order, to meet the growing needs of TCAG and provide planning services commensurate with expectations, a position amendment to current position number 08021- Regional/Associate Regional/Senior Regional Planner, be amended to a Principal Regional Planner.

1. Approve the amendment of a Regional/Associate Regional/Senior Regional Planner Flex position to a Principal Regional Planner.

Senior Regional Planner*

| Salary Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--------------|---------|---------|---------|---------|---------|
| Hourly | 38.0586 | 39.9880 | 42.0152 | 44.1452 | 46.3832 |
| Annually | 79,162 | 83,175 | 87,392 | 91,822 | 96,477 |

Principal Regional Planner*

| Salary Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--------------|---------|---------|---------|---------|---------|
| Hourly | 42.3773 | 44.5215 | 46.7786 | 49.1501 | 51.6418 |
| Annually | 88,137 | 92,605 | 97,299 | 102,232 | 107,415 |

*Positions to receive an 8% cost of living increase effective July 3, 2022.

2. Authorize the Executive Director to approve minor changes as necessary to implement the action.

ALTERNATIVES:

1. Approve recommendation as presented
2. Amend recommendations
3. Delay action or do not approve

FISCAL IMPACT:

The potential financial impact for FY 21/22 starting at step 1 or with step 5 is a difference of \$8,975 and a maximum of \$10,938 including benefits from the previous position. This position is primarily funded with state and federal planning funds.

ATTACHMENTS:

1. Resolution to Approve the Amended Position
2. Job Description and Compensation Details

BEFORE THE
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVING TCAG POSITION AMENDMENT)
AND COMPENSATION FOR A PRINCIPAL)
REGIONAL PLANNER POSITION)

Resolution No. 2022-xxx

WHEREAS, an annual review of the TCAG agency was conducted and along with additional funding provide by federal planning funds as well as ongoing state funding; and

WHEREAS, in order to meet the growing needs of TCAG and provide planning services commensurate with expectations, an adjustment in staff is needed; and

WHEREAS, it is proposed that TCAG amend position number 08021 to a Principal Regional Planner in consultation with Tulare County Administrative Office and Tulare County Human Resources and Development with the following compensation.

Principal Regional Planner*

| Salary Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---------------------|---------------|---------------|---------------|---------------|---------------|
| Hourly | 42.3773 | 44.5215 | 46.7786 | 49.1501 | 51.6418 |
| Annually | 88,137 | 92,605 | 97,299 | 102,232 | 107,415 |

*Positions to receive an 8% cost of living increase effective July 3, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Tulare County Association of Governments hereby approves the position amendment as specified to provide the necessary staffing needed to handle the volume of planner funding and related work.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to make minor changes as necessary to implement the action.

The foregoing Resolution was adopted upon motion of Member _____, seconded by Member _____, at a regular meeting held on the 27th day of June 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

TULARE COUNTY ASSOCIATION OF GOVERNMENTS

Pete Vander Poel III
Chair, TCAG

Ted Smalley
Executive Director, TCAG



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

Principal Regional Planner

Class Code:
092334

COUNTY OF TULARE
Established Date: Sep 20, 2015
Revision Date: Nov 10, 2015

SALARY RANGE

\$42.37 - \$51.64 Hourly
\$3,389.88 - \$4,131.35 Biweekly
\$7,344.75 - \$8,951.25 Monthly
\$88,137.00 - \$107,415.00 Annually

(This is not a telework position. TCAG employees work on-site with optional 1.5 telework days for no-probationary employees.)

DEFINITION:

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To direct and control the planning and implementation of a regional transportation plan, program or other plans. Manages, directs and assists technical and professional planning personnel in the performance of their duties. Performs highly complex professional level transportation planning and analysis. May assist with the preparation and monitoring of the division's budget.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Executive Director or Executive Director.

Responsibilities include the direct and indirect management of Planners, technical staff and other support personnel.

TYPICAL DUTIES:

DUTIES - may include but are not necessarily limited to:

Manage and direct the activity of a Transportation Planning Unit; support the executive management with administrative duties such as budget preparation, budget monitoring, workload and project management; may assist in interviewing, hiring, training, and evaluating staff; prepare, schedule and monitor work assignments including the review and editing of work by subordinates; manage, research and prepare information for use in special studies and complex reports; review and comment on reports, legal notices, and documents prepared by other agencies; organize, conduct and attend meetings to represent the TCAG

and make informative presentations; respond to information requests regarding Regional planning in writing, by telephone, in person, at counter, and addressing groups and meetings; direct and develop methodologies for the collection, synthesis, and analysis of data inputs and research assignments; assist in the identification and development of planning alternatives, strategies and department policies; manage and direct the preparation of complex planning documents, graphic displays and illustrations; meet with consultants and other departments in solving problems of common interest; use a personal computer and various software programs to create memos and reports, spreadsheets, monitor progress, and other documents; keep staff informed of changes in laws, policies and procedures; present reports to the TCAG Board regarding projects, plans, ordinances and other planning related matters; prepare, direct, or assist in the preparation of grant applications; organize and conduct meetings with public and private groups; perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

Knowledge of: Theory and principles of transportation planning and research methods, trends and history of transportation planning; public information techniques; statistical analysis; principles of transportation forecasting models; Federal and State laws, including C.E.Q.A. and N.E.P.A., relating to transportation planning; Traffic Impact Study reports; intersection and roadway capacity analysis; all phases of regional transportation planning, including programs and transportation modeling; Federal transportation grant programs; methods of financing and operating transportation systems; general budgeting and fiscal administration; principles and practices of supervision and training;

Skill/Ability to: Gather and analyze factual data and summarize findings; prepare reports, and develop forms; assist in the study of transportation planning problems; maintain cooperative working relationships with local agencies, employees and the public; communicate effectively with people from a variety of educational and socioeconomic backgrounds; use a personal computer and various software programs, including word processing, spreadsheets, and graphics/presentation packages; evaluate the effectiveness of a transportation model; conduct studies related to transportation planning; summarize and combine technical and statistical information into reports and develop formats to present and display data; interpret, explain and apply pertinent laws and regulations; plan, organize, supervise and conduct major research studies; evaluate Traffic Impact Reports, including capacity analysis.

Education and Experience: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Equivalent to bachelor's degree from an accredited college or university with major course work in transportation planning; urban or regional planning; geography; public administration or a closely related field. Major emphasis in transportation planning highly desirable.

AND

Experience:

Four years of progressively responsible experience in transportation planning, urban or regional planning, including supervision of other professional and support staff.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

DESIRABLE EMPLOYMENT STANDARDS

Knowledge of: Budgeting principles to assist with or prepare and implement work programs; Geographic Information Systems.