



County of Frederick

Michael J. Marciano
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors
FROM: Michael J. Marciano
DATE: February 4, 2022
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, February 11, 2022** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Request for New Positions and Range Adjustments** – Presentation by Department Representative
 - a. Department of Planning and Development – Creation of Planner I (Range 7) position and Retitle the Existing Planner position to Planner II (Range 9)



County of Frederick

Department of Human Resources

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To: Frederick County HR Committee
Frederick County Board of Supervisors

From: Michael Marciano, Director of Human Resources

Date: February 4, 2022

Re: Department of Planning and Development Request for New Positions and Range Adjustments for Planner I and Planner II

The Department of Planning and Development is requesting to adjust Frederick County Salary Administration Program (SAP) to create an entry level Planner I position. The SAP currently identifies an unfunded position titled “Planner” with the assigned salary range 9. This request seeks to retitle the existing Planner position to Planner II at a salary range 9, while adding the entry level Planner I position to the SAP at a salary range 7.

The Human Resources Department has reviewed the job descriptions submitted for this adjustment, studied the positions listed in the County’s SAP, considered the desire of the Planning Director to make these changes, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the proposed changes to the SAP regarding Planner I and Planner II positions.



Department of Planning and Development
Wyatt Pearson, AICP, Director
540/ 665-5651
Fax: 540/ 665-6395
E-mail: wyatt.pearson@fcva.us

TO: Frederick County Human Resources Department

FROM: Wyatt Pearson, Director of Planning and Development

RE: SAP Modification & Position Justification – Planner I & Planner II

DATE: January 31, 2022

The Department of Planning and Development requests a modification to the Salary Administration Program (SAP), to create an entry level planner position (Planner I). The SAP currently identifies an unfunded position titled ‘Planner’ with the assigned salary range 9. This request seeks to retitle the existing Planner position to Planner II at a salary range 9, while adding the entry level Planner I position to the SAP at a salary range 7. The Department’s FY 23 budget request includes funding the Planner I position only. As proposed, the minimum salary for the Planner I position would be \$50,195, and with fringe benefits, the position cost would total \$76,217. It is worth noting that the Department’s FY23 revenue projections for Development Review Fees are anticipated to be \$80,000 higher than what was received in FY22, which could offset the annual cost of this position request if approved.

| Proposed Amendment to SAP | | |
|---------------------------|------------------------|-------|
| Title | Department | Range |
| PLANNER I | PLANNING & DEVELOPMENT | 7 |
| PLANNER II | PLANNING & DEVELOPMENT | 9 |

| SALARY RANGES | | | | | |
|-------------------|----------|----------|----------|----------|-----------|
| Adopted July 2021 | | | | | |
| Range | Minimum | Progress | Midpoint | Advance | Maximum |
| 9 | \$63,188 | \$72,739 | \$82,178 | \$91,617 | \$101,168 |
| 8 | \$55,637 | \$63,965 | \$72,295 | \$80,623 | \$88,953 |
| 7 | \$50,195 | \$57,746 | \$65,297 | \$72,850 | \$80,402 |

Justification

Since 2008 the Department of Planning & Development has operated with three fewer positions due to the decrease in submitted development applications. Prior to the defunding of these positions, which thus became vacant in 2008, they served as entry level planning and zoning positions. These positions provided staff with a pathway for advancement and helped ease staff turnover and the loss of institutional knowledge. The absence of entry level positions in the Department has created a situation which necessitates senior level staff to

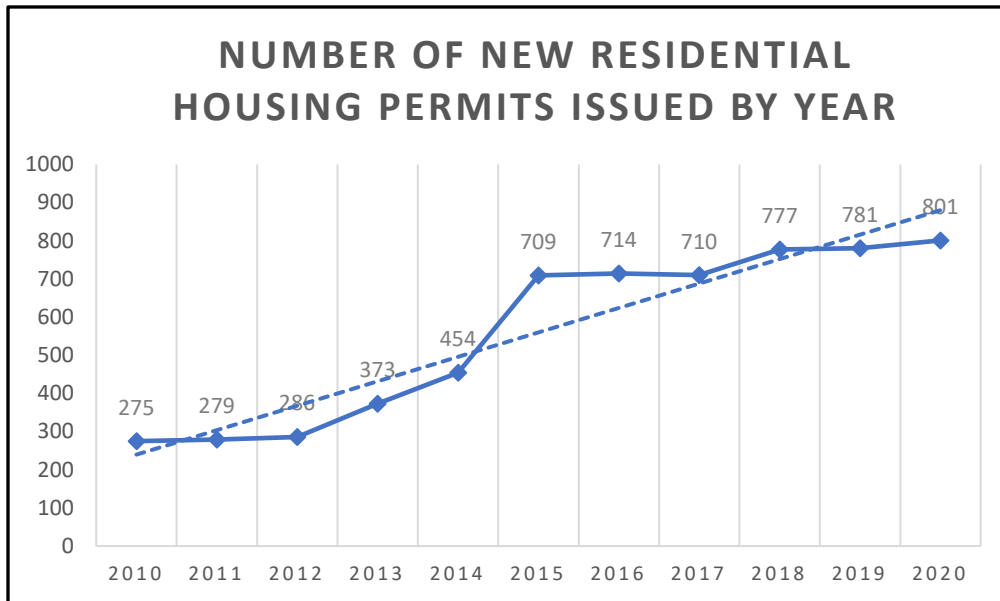
New Position Request and Justification

January 31, 2022

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dedicate large amounts of time to handle entry level applications and to manage matters not traditionally associated with their job description and/or background.

Additionally, the current economy has led to an increase in development applications in recent years. This increase may not be readily apparent from the outside looking in, as the vast majority of projects were legislatively approved (e.g., rezonings) prior to 2010. There are two useful metrics shown below which help demonstrate how the current market impacts the Department's administrative functions (site plans, MDPs, etc.).



As the Department continues to transition into conducting more proactive planning activities, such as updating small area plans, transportation funding initiatives, and improvements to the monetary guarantee policies, it is expected that additional staff time will be necessary for senior level staff to accomplish these Board directives. The creation and funding of a new entry level Planner I position would provide other staff within the Department with time to begin working on these priority projects. This entry level position and modification to the existing 'Planner' position would also create a pathway for advancement within the Department to help address succession planning as senior staff approach retirement.

Comparable Positions and Pay

The charts below show comparable positions and pay scales. It is important to note that each other locality has a different range of positions with some having as many as five or six different planner positions. This requires us to select position titles that may not exactly match our position titles but accurately represent the associated work the position is being asked to do.

| Planner I Comparable Position and Pay | | | |
|--|-----------------------|-----------------------|-----------------------|
| Locality | Position Title | Salary Minimum | Salary Maximum |
| Frederick County | Planner I | \$50,195 | \$80,402 |
| Albemarle County | Planner | \$48,791 | \$79,643 |
| Albemarle County | Senior Planner | \$52,348 | \$85,448 |
| Augusta County | Planner I | \$42,363 | \$65,845 |
| Fauquier County | Planner I | \$47,229 | \$89,184 |
| Fauquier County | Planner II | \$52,065 | \$98,312 |
| Spotsylvania County | Planner I | \$50,004 | \$80,006 |
| Stafford County | Planner I | \$50,960 | \$86,632 |
| Loudoun County | Planner II | \$60,103 | \$105,181 |
| Fairfax County | Planner I | \$52,323 | \$87,205 |

| Planner II Comparable Position and Pay | | | |
|---|-----------------------|-----------------------|-----------------------|
| Locality | Position Title | Salary Minimum | Salary Maximum |
| Frederick County | Planner II | \$63,188 | \$101,168 |
| Albemarle County | Senior Planner II | \$56,165 | \$91,678 |
| Albemarle County | Principal Planner | \$60,260 | \$98,361 |
| Fauquier County | Principal Planner | \$60,255 | \$113,789 |
| Spotsylvania County | Planner II | \$55,129 | \$88,207 |
| Spotsylvania County | Planner III | \$63,819 | \$102,110 |
| Stafford County | Planner II | \$58,344 | \$99,195 |
| Loudoun County | Planner III | \$66,638 | \$116,616 |
| Fairfax County | Planner III | \$69,407 | \$115,678 |
| Fairfax County | Planner II | \$60,276 | \$100,461 |

Position Specifics

The Planner I position will contribute to the Department by:

- Assisting senior staff by conducting research on planning and policy matters.
- Reviewing administrative development applications.
- Serving as staff planner for routine Conditional Use Permit applications.
- Working directly with the general public answering questions and addressing concerns.
- Assisting other members of the Planning staff with tasks identified in the Department's work program.

Please find attached both draft job descriptions. The Department's FY23 budget proposal will only include a request for funding of the Planner I position.

Attached: Planner I Position Job Description (Exhibit A)
 Planner II Position Job Description (Exhibit B)

Exhibit A

Planner I

February 11, 2022 HR Committee Meeting

County of Frederick



Job Title: Planner I

DATE: 11/30/2021

PREPARED BY: Wyatt Pearson

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 7

DEPARTMENT: Planning & Development

REPORTS TO: Planning Director

Essential

Exempt

Non-Essential

Non-Exempt

JOB PURPOSE

SUMMARY: Entry-level planning position responsible for a variety of functions related to long-range and current land use planning. This position assists with the review of land development applications, zoning ordinance amendments, conducting planning research, and will assist with special projects as necessary. This position also provides support to the Board of Supervisors, Planning Commission, Planning Director, and various committees.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Conducts research on issues, policies, and concepts pertaining to land use planning.
- Assists with various planning issues including short- and long-range projects, plan updates, and amendments to the zoning and subdivision ordinances.
- Provides preliminary review of various development applications including master development plans, conditional use permits, and site plans.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Assists with the preparation and presentation of staff reports analyzing compliance of development proposals with the County's development regulations and Comprehensive Plan.
- Provides staff support to the Board of Supervisors, Planning Commission and various committees; attends and presents at meetings as necessary.
- Communicates in person, electronically and by telephone, with the public, other professionals, and government officials, concerning planning and development rules, regulations, policies, procedures, and activities.
- Performs related duties as assigned.

JOB REQUIREMENTS

EDUCATION: Bachelor's Degree in Urban Planning or related field, or any equivalent combination of experience and/or training which provides the required knowledge, skills and abilities. Considerable practical experience may be considered for degree requirements.

EXPERIENCE: Two (2) years of professional planning experience preferred but not required.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of the principles and practices of land use planning and local government regulations, and requirements for land development, engineering practices and applicable procedures. Some knowledge of economics, political science, sociology, and municipal finance as applied to professional planning. Ability to conduct extensive research, write technical reports and prepare data. Strong written and verbal communication skills as well as the ability to adapt to a variety of situations including frequent interactions with staff, applicants, governmental officials, and citizens. Ability to perform a wide variety of tasks simultaneously, including

handling interruptions, with accuracy and speed under the pressure of time-sensitive deadlines. Able to work independently, with minimal supervision, functions well under pressure and maintains a calm and professional demeanor under stressful conditions. Proficiency with standard office software tools such as databases, word processing, spreadsheets, presentations, email, and Internet browser programs.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Possesses a valid driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires light physical effort working almost exclusively with lightweight materials (up to 30 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

ENVIRONMENTAL CONDITIONS: Heated and air-conditioned office. The worker is not subject to adverse environmental conditions. May be exposed to high or low temperatures, humid conditions, and other unfavorable weather conditions throughout the year.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I understand that it is my responsibility to comply with all of the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name

Exhibit B

Planner II

February 11, 2022 HR Committee Meeting

County of Frederick



Job Title: Planner II

DATE: 4/23/2021

PREPARED BY: Wyatt Pearson

HR APPROVAL: Click or tap here to enter text.

HR APPROVAL DATE: Click drop down to enter date.

SALARY RANGE: 9

DEPARTMENT: Planning & Development

REPORTS TO: Planning Director

Essential

Exempt

Non-Essential

Non-Exempt

JOB PURPOSE

SUMMARY: Entry-level planning position responsible for a variety of functions related to long-range and current planning. This position assist with the review of land development applications and zoning ordinance amendments and assists with special projects and conducts planning research. Provides support the Board of Supervisors, Planning Commission, Planning Director, and various committees.

ESSENTIAL FUNCTIONS

ESSENTIAL DUTIES AND RESPONSIBILITIES: The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Conducts research on issues, policies, and concepts pertaining to planning.
- Assists with various planning issues including short- and long-range projects, plan updates, and amendments to the zoning and subdivision ordinances.
- Reviews various development applications including master development plans, conditional use permits, site plans, and rezonings.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Assists with the preparation and presentation of staff reports analyzing compliance of development proposals with the County's development regulations and comprehensive plan.
- Provides staff support to the Board of Supervisors and the Planning Commission.
- Attends and presents at meetings of the Planning Commission, Board of Supervisors and various committees.
- Communicates in person, electronically and by telephone, with the public, other professionals and government officials, explaining rules, regulations, policies, procedures, and activities.
- Assists with identifying and resolving concerns.
- Performs related duties as assigned.

JOB REQUIREMENTS

EDUCATION: Bachelor's Degree in Urban Planning or a related field or any equivalent combination of experience and/or training which provides the required knowledge, skills and abilities. Considerable practical experience may be considered for degree requirements.

EXPERIENCE: Four (4) years of professional planning experience preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of land use planning and local government regulations. Considerable knowledge of planning principles, practices, and techniques as well as planning-related ordinances, regulations and policies. Ability to conduct extensive research, write technical reports and prepare data. Demonstrates strong written and verbal communication skills and ability to make presentations

to the Board of Supervisors, commissions and citizen groups. Capable of successfully managing the legislative review cases, review applications, and planning projects. Ability to adapt to a variety of situations including frequent interactions with staff, applicants, governmental officials, and citizens. Ability to perform a wide variety of tasks simultaneously, including handling interruptions, with accuracy and speed under the pressure of time-sensitive deadlines. Able to work independently, with minimal supervision, functions well under pressure and maintains a calm and professional demeanor under stressful conditions. Proficiency with standard office software tools such as databases, word processing, spreadsheets, presentations, email, and Internet browser programs.

CERTIFICATES, LICENSES AND/OR REGISTRATIONS: Possesses a valid driver's license, and an American Institute of Certified Planners (AICP) certification is preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires light physical effort working almost exclusively with lightweight materials (up to 30 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

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ACKNOWLEDGMENT OF JOB DESCRIPTION

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I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Employee Name