

ATTACHMENT B - REQUESTED POSITIONS

PDD Additional Position Requests July 2021			
Title	Division - Section	Team	What Does this Position address?
HR Supervisor	Management Services	Human Resources	Human Resources Supervisor needed to provide management/leadership commensurate with the size of the Planning and Development Department. Prior to the Great Recession, the department had an HR Supervisor.
Senior HR Analyst	Management Services	Human Resources	Additional Senior Human Resources Analyst needed for proactive approach to talent acquisition/recruitment of hard to fill positions and to assist current analyst with very high volume of other recruitment related work (significant admin workload).
HR Aide	Management Services	Human Resources	Additional Human Resources Aide to support increasing volume of employment-related transactions because of increased department staff.
Principal Engineering Tech Senior Engineering Techs (2 positions) Engineering Techs (4 positions)	Management Services	Payments and Submittals	Electronic Plan Review (EPR) volume and transition to new EPR system in a two-phased approach that requires working in two separate systems for up to two years. These EPR positions will more quickly screen and route for review plans submitted electronically, which now accounts for 80 percent of all plans submitted.
Planner I (2 positions)	Planning	Site Planning	Add two Planner I positions to be assigned to EPR pre-log duties and 5-Day site plan reviews.
Principal Engineering Tech	Development Inspections	Civil Inspection	To assist in the review of residential grading and drainage as-built plans and investigate flooding complaints.
Civil Inspector II (3 positions) Civil Inspections Field Supv Civil Inspector III	Development Inspections	Civil Inspection	The five civil inspector positions will create a third civil area team that is necessary to address increased work volume, the TSMC project timeline, increased complexity of civil improvements/flooding issues as well as the heightened importance of trees due to the Tree and Shade Master Plan.
Structural Inspector II	Development Inspections	Commercial Inspection	To address increase in inspections due to construction activity.
Electrical Inspector II	Development Inspections	Commercial Inspection	To address increase in inspections due to construction activity.
Fire Prevention Specialist II	Development Inspections	Fire Prevention Inspection	To address increase in inspections due to construction activity.
Planning & Dev Team Leader Architect Fire Protection Engineer Electrical Plans Engineer	Development Plan Review	Commercial Plan Review	To create a new major commercial team to better manage existing and new projects to meet critical review deadlines and issue permits.

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Building Code Examiner	Development Plan Review	Commercial Plan Review	To assist the minor commercial team with pre-log review, building plan review and processing of self-certified building plans.
Construction Permit Specialist II	Development Plan Review	Residential Plan Review	To assist in reducing turnaround times for residential building plans, responding to customer inquiries and pre-log of residential plans.
Chief Engineering Tech*U7	Development Plan Review	Residential Plan Review	To provide supervisory support over team responsible for processing of single-family home permits, pool permits, fence permits and other miscellaneous residential permits.
Senior Engineering Tech (2 positions)	Development Plan Review	Residential Plan Review	To assist with residential plan review, primarily preparing and processing plot plan submittals.
Fire Prevention Specialist II	Development Plan Review	Fire Prevention Plan Review	To assist in the timely review of preapplication and preliminary site review plans, reduce turnaround times and provide site plan review assistance for some major projects.
Planner II	Historic Preservation	Residential Plan Review	Address preapplication backlog for Certificates of Appropriateness to improve development response times.
FT Admin Intern (2 positions)	Planning	Site Planning	To provide additional administrative and site plan review support, conduct research on difficult projects, and provide a pool of future planner candidates.
Total Staff Requested: 34			