

## ATTACHMENT A – PDD FY 20-21 ADDITIONAL POSITIONS

POSITION	NEED
<b>Assistant Director (1)</b> <b>Planning &amp; Development</b>	An additional Assistant Director Position is needed to oversee the development of the TSMC campus and supplier sites because of the scale, complexity, timing and number of these project moving forward simultaneously over the next few years. This new position will also allow the current Assistant Director position to oversee existing operations that have increased in number and complexity over the last several years. There has been no increase in executive level positions to oversee the almost doubling of staff and increase number of projects.
<b>Engineering Technician (2)</b> <b>Management Services- Payments and Submittals</b>	To assist Electronic Plan Review (EPR) Triage Team with administration of the day-to-day operations of EPR, including plan intake, processing, customer notification, and payment. The team provides internal and external technical support with the EPR Projectdoox software application, which includes staff and customer training.
<b>Principal Engineering Technician (1)</b> <b>Management Services- Payments and Submittals</b>	To lead and train EPR Triage team for Self-Certification project coordination and adequately staff EPR team. Offsite work to install ramps, repair sidewalks, and install driveways has now been added to the Self-Certified submittals, requiring more coordination by the EPR Team with the Site, Civil and Traffic for offsite plans/associated permits.
<b>Chief Engineering Technician *U7 (1)</b> <b>Management Services- Payments and Submittals</b>	To provide enhanced supervision for the expanded EPR Triage Team. The combination of major shift to electronic submittals with need to navigate between new and old systems also results in significant quality control and timeliness challenges.
<b>Senior Engineering Tech (1)</b> <b>Management Services- Payments and Submittals</b>	To assist EPR Triage Team with quality control. The combination of major shift to electronic submittals with the need to navigate between multiple new and old systems also results in significant quality control challenges.
<b>Building Code Examiner (1)</b> <b>Plan Review- Commercial</b>	To assist with reducing turnaround times for Self-Certified building plan submittals. The Minor Commercial team has seen a significant increase in electronic plan submittals and needs one Building Code Examiner for pre-log reviews of minor commercial building plans.

<b>Senior Engineering Tech (1) Plan Review- Commercial</b>	To assist with commercial plan review of complex construction projects. Commercial plan review activity remains strong and the TSMC plant (the largest development project in our history), will take the majority of time for one of our four major commercial teams.
<b>Engineering Technician (2) Plan Review- Residential</b>	To assist residential plan review with the increase in Single Family Residence plot plan submittals compared to last fiscal year. Additional staffing resources are needed to reduce the turnaround times for these reviews and maintain turnaround times in the future.
<b>Senior Engineering Tech (1) Plan Review- Residential</b>	To assist with residential plan review preparing and processing plot plans, residential single-family standard plans, pools, gas lines, minor electrical and demo.
<b>Electrical Plans Examiner II (1) Plan Review- Residential</b>	To assist with electrical plan review and address the 90% increase in photovoltaic submittals.
<b>Electrical Inspector II (1) Inspections- Commercial</b>	To address increase in Inspections due to the development of the TSMC site, in order to ensure responsiveness to questions and speed of inspections.
<b>Structural Inspector II (1) Inspections- Commercial</b>	To address increase in Inspections due to the development of the TSMC site, in order to ensure responsiveness to questions and speed of inspections.
<b>Plumbing Mechanical Inspector II (1) Inspections- Commercial</b>	To address increase in Inspections due to the development of the TSMC site, in order to ensure responsiveness to questions and speed of inspections.
<b>Fire Prevention Specialist II (1) Inspections- Commercial</b>	To address increase in Inspections due to the development of the TSMC site, in order to ensure responsiveness to questions and speed of inspections.
<b>General Inspector II (2) Inspections- Residential</b>	To address need for increased residential inspections Over the last two Fiscal Years, Residential Inspections has completed 90,000 inspections. Plan submittal numbers are up, and we need more staff to complete inspections.
<b>Engineering Technician (1) Inspections- Non-permitted Construction</b>	To address increase in Non-Permitted Construction (NPC) cases, and the concurrent increase of civil citations and preparation of court documents.
<b>Training Specialist (1) Management Services- Human Resources</b>	To adequately assist with on-boarding processes, New Employee Orientation, and coordination of technical training for Code Enforcement staff. Due to significant growth in staff over the past few years, a single Curriculum and Training Coordinator is unable to meet the training and continuing education needs of the department.

<b>Landscape Architect I (1)</b> <b>Planning-</b> <b>Site Planning</b>	To assist with landscape submittals and provide field reviews on an as-needed basis, verify conditions of existing plant material and resolve construction conflicts. This is required to achieve installation of required landscape and trees that support the landscape requirements and administration of Trails Masterplan outside of city parks and preserves.
<b>Planner II (1)</b> <b>Planning-</b> <b>Site Planning</b>	To assist plan review team for “downtown, infill and light rail corridor projects” and ensure projects assigned to teams receive site plan reviews, because of their increased complexity and public involvement.
<b>Administrative Assistant I (1)</b> <b>Planning-</b> <b>Site Planning</b>	To support transition to a Web based service model and oversee a variety of process improvements aimed at enhancing submittal, routing and review procedures. Position will provide required administrative oversight and support to public hearing processes assigned to the Site Planning Team which includes Abandonment Hearing Officer and Design Review Committee hearings.
<b>TOTAL STAFF: 23</b>	