

W. S. C.
03-7-30-2

AGENDA COVER MEMO

AGENDA DATE: July 30, 2003

TO: Board of County Commissioners

DEPARTMENT: Public Works – Land Management Division

PRESENTED BY: Jeff Towery, Manager



AGENDA TITLE: IN THE MATTER OF INCREASING A LAND MANAGEMENT TECHNICIAN POSITION FROM 0.8 FTE TO 1.0 FTE AND INCREASING THE PUBLIC WORKS – GENERAL FUND FTE FROM 31.6 TO 31.8 EFFECTIVE AUGUST 1, 2003.

I. MOTION

TO ADOPT THE ORDER IN THE MATTER OF INCREASING A LAND MANAGEMENT TECHNICIAN POSITION FROM 0.8 FTE TO 1.0 FTE AND INCREASING THE PUBLIC WORKS – GENERAL FUND FTE FROM 31.6 TO 31.8 EFFECTIVE AUGUST 1, 2003.

II. ISSUE OR PROBLEM

Shall the Board authorize a Land Management Technician (LMT) in the Land Management Division to be increased from 0.8 FTE to 1.0 FTE?

III. DISCUSSION

A. Background / Analysis

Several years ago this Land Management Technician (LMT) position was reduced to 0.8 FTE to accommodate the request of the former incumbent in the position. The position is currently vacant due to an internal promotion to a Planner position. In order to address the organization needs and to ensure the ability to fill the position with the most suitable candidate, the position should be restored to 1.0 FTE status. The LMT position has not yet been posted and would take an additional 2-3 months to fill.

As a result of an internal promotion of an existing Land Management Technician (LMT) to a Planner position, we are requesting the review and approval of filling the now vacant Land Management Technician position. The Vacancy Review Committee has reviewed and approved this proposal.

This position provides the staff resources for the rural addressing responsibilities of the Division. In addition, the position provides technical support for the Sierra Permit Tracking system, and technical support for site plan review of building permits and planning applications.

For the last few years, the position has been filled at 0.8 FTE to accommodate the former incumbent. Budgeted salary and benefit costs for the position total \$50,456 (Step 9, 0.8 FTE). Annual costs for a full-time position filled at Step 3 would be \$51,434. It is unlikely that the position will be filled before September, allowing for savings from the vacancy to more than make up the difference. M&S and indirect costs are fully budgeted and will not change based on a 0.2 FTE increase.

B. Alternatives / Options

1. To approve the order increasing the 0.8 FTE to 1.0 FTE for the Land Management Technician position.
2. Not to approve the order increasing the 0.8 FTE to 1.0 FTE for the Land Management Technician position.

C. Recommendation

To approve number one above.

IV. IMPLEMENTATION / TIMING

The division will post for this position at the same time as the posting for the LMT that is part of the expanded Long Range Planning Program (after the Legislature has adjourned).

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF INCREASING A LAND MANAGEMENT
) TECHNICIAN POSITION FROM 0.8 FTE TO 1.0 FTE AND
) INCREASING THE PUBLIC WORKS – GENERAL FUND FTE
) FROM 31.6 TO 31.8 EFFECTIVE AUGUST 1, 2003.

WHEREAS, the Department of Public Works – Land Management Division has a vacant Land Management Technician position; and

WHEREAS, this increase can be funded within the appropriations in the FY 03-04 Budget as adopted by the Board of Commissioners; and

WHEREAS, the Department of Public Works – Land Management Division desires to increase a Land Management Technician position from 0.8 FTE to 1.0 FTE.

IT IS HEREBY ORDERED that the Board of County Commissioners increase a Land Management Technician position from 0.8 FTE to 1.0 FTE thereby increasing the Public Works – General Fund FTE from 31.6 to 31.8 effective August 1, 2003.

DATED this _____ day of July, 2003

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 7-23-2003 lane county
Stephen J. Corbin
OFFICE OF LEGAL COUNSEL