

EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

AGENDA

MONDAY, APRIL 15, 2019

4:00 P.M.

EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE MEMBERS: Paul Ruskiewicz, Chair
Rob Sassi, James D. O'Donnell, Barry J. Cheney, Laurie R. Tautel, Joel Sierra, Joseph J. Minuta, Kathy Stegenga

**I. LINDA DAUER, VICE PRESIDENT OF ADMINISTRATION AND FINANCE,
ORANGE COUNTY COMMUNITY COLLEGE**

Budget Process and State funding Update

II. NICOLE ANDERSEN, DIRECTOR, COMMUNITY DEVELOPMENT

**Request to create new position of Community Development Project
Manager, Grade 15, to replace the Rehabilitation Planner Position, Grade
14, which was vacated due to retirement (position is grant funded)
(LR#096)**

III. LUCY T. JOYCE, EXECUTIVE DIRECTOR, CORNELL COOPERATIVE EXTENSION

UPDATE



Jean

County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/19)
2019 * 096
(County Executive Dept.'s Use Only)

DATE:* 3/28/2019	DATE LEGISLATIVE ACTION REQUIRED: * May 2, 2019 meeting	DEPARTMENT/DIVISION: Community Development
SYNOPSIS:* Request the Legislature adopt a resolution authorizing the County Executive to create a new position of Community Development Project Manager (Grade 15) to replace the Rehabilitation Planner Position (Grade 14) which was vacated due to retirement. Position classifications have been reviewed against current organizational needs of the Office of Community Development and the classification of Rehabilitation Planner is no longer appropriate.		
		INITIAL NA DATE 3/29/19

II

COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL	
COMMENTS	
INITIAL HMM	DATE 4-2-19

COUNTY ATTORNEY APPROVAL	
COMMENTS	
INITIAL CC	DATE 4/10/19

HUMAN RESOURCES - DEPARTMENT REQUEST		
TITLE:*	GRADE: *	STEP:*
DEPARTMENT COMMENTS:*		
PERSONNEL DEPARTMENT COMMENT: Abolish Rehabilitation Planner, Grade 14 (#19521) and create Community Development Project Manager, Grade 15.		
INITIAL SW	DATE 4/10/19	

BUDGET					
BUDGETED:*	AMOUNT *	FUNDING - STATE: *	FUNDING - FEDERAL: *	OTHER FUNDING: *	FUNDING - COUNTY: *
<input type="checkbox"/> YES <input type="checkbox"/> NO					\$ 0.00
BUDGET COMMENTS: As requested. Position is grant funded.					
				INITIAL des	DATE 4/10/19

COUNTY EXECUTIVE'S FINAL APPROVAL	
COMMENTS	
INITIAL HMM	DATE 4-10-19

LEGISLATIVE ACTION: (SYNOPSISIZE VOTING AND COMMENTS)			
STATUTORY: *	NAME:	DATE:	TIME:
*	Personnel + Comp.	4/15/19	3:30 pm
*	Education + Eco. Dev.	4/15/19	4:00 pm
*	NAME:	DATE:	TIME:
SPECIAL:**	NAME:	DATE:	TIME:
		rec'd 4/10/19	



**INTER-OFFICE MEMO
DEPARTMENT OF HUMAN RESOURCES**

TO: NICOLE ANDERSEN, DIRECTOR OF COMMUNITY DEVELOPMENT

FROM: ALISON TYACK, DIRECTOR OF PERSONNEL MANAGEMENT

RE: POSITION CLASSIFICATION REVIEW AND RECOMMENDATION

DATE: MARCH 20, 2019

Based on meetings with you and review of information provided, in conjunction with your vision as the new Director, position classifications have been reviewed against the current organizational needs of the Office of Community Development.

The position of Rehabilitation Planner, Grade 14, was recently vacated due to retirement. Upon the vacancy, a thorough review of the duties and office needs were evaluated, as well as recruitment feasibility as the position is currently structured. It has been determined that the classification of Rehabilitation Planner is no longer appropriate.

A need exists for planning and managing functions of the Office of Community Development related to the HUD funded rehabilitation and construction of residential buildings, public facilities, and infrastructure improvements. This position will be responsible for the development and implementation of policies and procedures based on HUD regulations; project development and monitoring. The work will involve frequent contact with program applicants, private contractors, engineering firms, community organizations, and public officials.

Therefore, it is the recommendation of this office that the vacant Rehabilitation Planner, Grade 14 (position #19521) should be abolished, and a Grade 15 position of Community Development Project Manager should be created. Attached is a draft job description for your review. The entry salary for Grade, 15, Step 02 is \$32.3147 per hour, \$58,812.75 annually.

If you concur and wish to pursue these classification changes, you may submit a Legislative Request to the County Executive for consideration. Should you have any questions, please do not hesitate to contact me at 291-2557.

cc: Steven Gross, Commissioner of Human Resources

