



County of Los Alamos

Los Alamos, NM 87544
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Council Meeting Staff Report

August 31, 2021

Agenda No.:	G.
Indexes (Council Goals):	* 2021 Council Goal - N/A
Presenters:	Ty Ryburn
Legislative File:	14783-21

Title

Amendment to the FY22 Compensation & Classification Plan, for the addition of 2 new job descriptions: Plans Examiner and Senior Plan Examiner and the re-grading of the Planning Manager because additional duties and responsibilities have been added to the job description.

Recommended Action

I move that Council approve the amendments to the FY22 Compensation & Classification Plan, to include the new Plans Examiner positions and the re-grade of the Planning Manager
County Manager's Recommendation

The County Manager recommends that Council approve the amended FY22 Compensation & Classification Plan as requested.

Body

Staff is requesting that Council approve the amendments to the FY22 Compensation and Classification Plan (Attachment A). This document represents the new salary grade assignments for the Plans Examiner (Grade 122 \$22.74 - \$33.53) FLSA Non-Exempt and the Senior Plans Examiner (Grade 125 \$26.33 - \$38.81) FLSA Non - Exempt and the re-grading of the Planning Manager up to a Grade 210 \$75,231 - 110,900 (from Grade 209) the position remains FLSA Exempt

The addition of the Plans Examiner job series will enable the Community Development Department to be more responsive to customers submitting new plans for the permitting and building process. The addition of this job series does not represent any change in FTE or projected budgeting because the Department will be utilizing /re-purposing a vacant Sr. Building Inspector position.

The changes to the Planning Manager are a result of the Departmental restructuring in an effort to facilitate and coordinate Code Compliance duties and enhance communication between the Department and Citizens.

Summary Changes to the Plan:

The amended FY22 Compensation & Classification Plan reflects the addition of the two new salary job classifications and the change to the Planning Manager

Alternatives

Council could choose not to approve the amendment to the FY22 Compensation & Classification Plan.

Fiscal and Staff Impact/Planned Item

The amended FY22 Compensation & Classification Plan is in compliance with the FY22 Budget.

Attachments

- A - FY22 Salary Plan - Job Class Order
- B - Plans Examiner and Sr. Plans Examiner Job Description
- C - Revised Planning Manager Job Description