



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Deputy City Manager - Development  
Jennifer Johnston, Human Resources and Labor Relations Director

**DATE:** February 10, 2025

**SUBJECT:** Community Development Department – Reclassification of Planning Division Administrative Specialist II to Administrative Technician III

### **Recommendation**

Accept this report.

### **Background**

On June 15, 1998, the City Council adopted Ordinance #2272, which established the Community Development Department. The Department is responsible for the regulation and facilitation of development activities within the City as set forth in Article 30-2-20 of the Code of Ordinances. The Department is comprised of the following Divisions: Administration (which includes Economic Development and Special Projects / Initiatives), Code Administration, Community Planning, and Engineering Services.

On July 8, 2024, the City Council approved Ordinances #3164, #3165, and #3611 which transferred administration and enforcement of the Zoning Ordinance from the Code Division to the Planning Division. However, administrative staff support for the Zoning Board of Adjustment remained vested with the Code Division's Fiscal Supervisor. Administrative staff support entails working with the City Planner and Assistant City Planner – Zoning to prepare Zoning Board of Adjustment agendas, public notices / abutter notices, and meeting minutes.

### **Discussion**

1. Reclassification of Planning Division Administrative Specialist II to Administrative Technician III: In January 2025, the Code Division's Fiscal Supervisor was promoted to Deputy City Clerk. As such, City Administration desires to transfer administrative staff support duties for the Zoning Board of Adjustment from the Code Division to the Planning Division.

As a result of this change, the Human Resources Department has determined that it would be appropriate to upgrade the Planning Division's Administrative Specialist II position to Administrative Technician III.

The Administrative Specialist II position is governed by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) collective bargaining agreement, and is classified at Labor Grade 11 with a salary range of \$43,971.20 to \$63,710.40 annually.

The Administrative Technician III position is also governed by the UAW contract, is classified at Labor Grade 12, and has a salary range of \$46,280 to \$66,892.80.

Sufficient funds are available within the Community Development Department's FY2025 budget to support the financial implications of this adjustment.

Approval of this modification would complete the transfer of zoning related responsibilities from the Code Division to the Planning Division, and therefore is recommended by City Administration.

2. Other Modifications to Planning Division Job Descriptions: Due to recent staff changes in the Planning Division, City Administration has modified job descriptions for other positions with the Division. The Human Resources Department has determined that these modifications do not warrant any revision to Labor Grade classifications. Therefore, no City Council action is required. Rather is informing the City Council of these changes for informational purposes only:

- Staff liaison duties for the Architectural Design Review Committee have been transferred from the Senior Planner to the Assistant City Planner – Community Planning.
- Staff liaison duties for the Conservation Commission have been transferred from the Assistant City Planner – Community Planning to the Senior Planner.
- Oversight of the Division's two part-time, twenty-hours per week positions (i.e. the Open Space and Trails Ranger and Planning and Zoning Inspector) have been consolidated under the City Planner. However, flexibility has been provided to delegate supervisory responsibilities for these positions to other staff within the Division as might be appropriate in the future.

These changes better tailor job responsibilities with staff skill sets, thus enhancing the Division's ability to perform its duties and provide quality service to the community.