

**RESOLUTION NO. 45-2024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
REVISING THE JOB DESCRIPTION FOR PLANNING DIRECTOR TO  
COMMUNITY DEVELOPMENT DIRECTOR POSITION**

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**WHEREAS**, Article 4, Section 2-5.403 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

**WHEREAS**, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

**WHEREAS**, the Planning Director position became vacant, and the job specification was reviewed to ensure adequate reflection of the job; and

**WHEREAS**, based on the job analysis by the independent consultant performing a citywide classification study, reclassifying this position to Community Development Director will more accurately reflect the complex duties performed; and

**WHEREAS**, the salary range for the new classification was compared to the market median of the San Mateo County cities and internally aligned to the other executive classes in Pacifica and is established at the top monthly salary of \$19,152 in FY2024-25;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Pacifica that:

- The job specification for the Planning Director is hereby reclassified into the Community Development Director, and the classification plan is hereby amended to add this new class and salary to the unrepresented management and confidential employees' plan.
- The Planning Department name is hereby changed to be referred to as the Community Development Department in City records and documents. The related classification title of the Deputy Planning Director should be changed to the Deputy Community Development Director accordingly, with no other changes to the job classification or salary ranges.

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**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on the 10<sup>th</sup> day of June, 2024, by the following vote:

**AYES**, Councilmembers: *Beckmeyer, Bier, Bigstyk, Bales, Vaterlaus.*

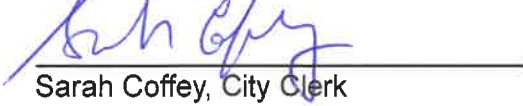
**NOES**, Councilmembers: *n/a*

**ABSENT**, Councilmembers: *n/a*

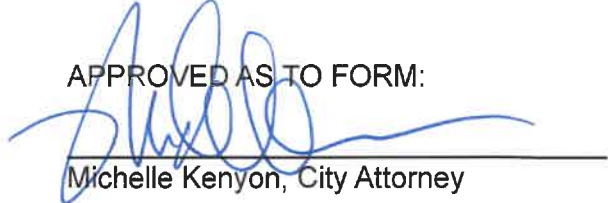
**ABSTAIN**, Councilmembers: *n/a*

  
Sue Vaterlaus, Mayor

ATTEST:

  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
Michelle Kenyon, City Attorney