



Development Services Department

Canyon County, 111 North 11th Avenue, Suite 310, Caldwell, ID 83605

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Date : March 23, 2024

To : Canyon County Board of Commissioners

From : Sabrina Minshall, AICP

Director of Development Services

Re: Development Services Requested Personnel Change

I am requesting approval to change the job title, description, and salary grade of the below listed position in the Development Services Department (DSD). Proposed resolution with existing Planner job description is attached.

One (1) Associate Engineer (EIT), position control number 15 231 631, FLSA Non-Exempt, salary grade 15 (min. \$70,720 and max. \$97,593.60) Level 6

To

One (1) Associate Planner, FLSA Non-Exempt, salary grade 14 (min. \$60,320 and max. \$83,241.60) Level 6

There will be a positive budgetary impact of the change of \$11,894. The current Associate Engineer (EI Level) is classified as a grade 15, and the proposed Planner position at the Associate level is a grade 14. The position is currently open, however we are actively interviewing (one Planner position is currently open), and expect to be prepared to make an offer of employment if this change is approved.

These changes are proposed to:

1. Repurpose available positions and budget with the Department to the most urgent and anticipated workload.
2. Respond to the backlog of development applications that exist for planning.
3. Increase capacity of the Planning Division to respond to new state mandates.
4. Meet the expectations and timelines for high priority deliverables that directly impact the public including development review, application/permit processing, and long range, proactive planning work including comprehensive planning and ordinance updates.