



AGENDA COVER MEMO

Memorandum Date: 2/7/2024

Order Date: 02/27/2024

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Eliza Kashinsky, Sr. Classification & Compensation Analyst

AGENDA ITEM TITLE: IN THE MATTER OF ESTABLISHING THE LAND
MANAGEMENT TECHNICIAN CLASSIFICATION SERIES
AND CORRESPONDING PAY GRADES

I. MOTION

Move to approve order 24-02-27-02 in the matter of establishing the Land Management Technician classification series and corresponding pay grades.

II. AGENDA ITEM SUMMARY

The Department of Public Works has identified a need to establish levels in the currently stand-alone Land Management Technician (LMT) Classification, to aid in recruiting and retention. The LMT 1/2 classification will be a flexibly staffed classification with those hired as a LMT 1 advancing to the LMT 2 classification as per the terms in the American Federation of State, County and Municipal Employees (AFSCME) General Unit collective bargaining agreement for flexibly staffed classifications. The LMT Sr. classification will be responsible for supporting customers with more complex land management applications and serve in a lead role among the LMTs. In addition, this order will establish the corresponding adjunct bilingual classifications.

BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The LMT classification was established per Board Order 95-8-23-16 on August 23, 1995.

B. Policy Issues

Lane Code 2.020.025 states that "The Board shall cause to be prepared and shall adopt a position classification plan.... The Board may modify the classification plan

by creating or eliminating classifications.”

Lane Manual 2.220 (3)(a) states that “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment” and that “the Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications.”

Under the Charter (Section 25), the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

C. Board Goals

The establishment of the LMT classification series and corresponding pay grades is in alignment with the strategic priority goal to “invest in our employees who are the backbone of our organization and invest in our system and organizational health so that employees can thrive and residents can experience a more effective government.”

The establishment of the LMT classification series also support strategic objective to “Invest in the Land Management Division to ensure adequate and sustainable staffing levels and resources are available to be responsive and agile in meeting current and future housing needs and customer service expectations.”

D. Financial and/or Resource Considerations

At this time, no positions are proposed to be reclassified into Land Management Technician 1 or Sr. classifications. However, once such a reclassification does occur, a Land Management Technician Sr will have an annual cost of \$9,447.74 more than a Land Management Technician. Associated costs will be incorporated into the budget at the time of a vacant position reclassification.

E. Health Implications

There are no known health implications.

F. Analysis

Land Management Technicians provide first level technical support to the public regarding zoning, building, and compliance requirements. Post wildfires and other natural disasters, there has been a greater need from the public for the services provided by LMTs, and the complexity of information requested by the public has increased. Many individuals who apply for LMT roles do so with the intention of gaining experience to apply for other land management and planning positions that better meet their educational and career goals and don’t intend to continue with a position that is primarily customer service oriented. This creates high turn-over within the LMT positions, as incumbents are promoted within the County, such as

planning related positions. While we support employees' professional growth, the consistent turnover in the LMT positions has a negative impact on services to the public.

The creation of a classification series for the LMTs will help improve recruitment and retention for the LMT roles, and with less turnover, improve customer service for members of the public seeking information about zoning, building, and compliance. The current LMT classification requires, as a minimum qualification, at least one year of paraprofessional planning or building experience, which limits recruitments to those who already have experience with land management. The creation of the LMT 1/2 flexibly staffed classification will create an option for applicants who do not have experience with land management specifically, but who do have experience and skill with providing customer service and support surrounding complex topics. They will be able to develop subject-matter expertise surrounding land management and gain paraprofessional planning/building experience on the job, before flexing up into a LMT 2 classification.

The LMT Sr. classification will allow more experienced LMTs the opportunity for professional growth within the LMT body of work, without having to transfer into a different classification series at the County. The LMT Sr. will be expected to handle more complex customer requests, and will serve as a lead for other LMTs.

There are currently eight (8) positions approved in the LMT classification. These positions, and the incumbents in the positions, will be placed into the LMT 2 classification. Vacant LMT 2 positions will be reclassified to LMT Sr. or LMT 1 classifications as they become available and filled via standard recruitment processes.

Our five (5) comparator counties (Clackamas, Deschutes, Marion, Jackson and Washington) all have either the equivalent of a Sr. LMT classification, the equivalent of a LMT Trainee classification, or both. To determine the recommended salary grades, the wage differential between the entry, journey, and advanced levels of the equivalent LMT classifications at our comparator counties were calculated, and compared to other classification series at Lane County with similar entry, journey, and advanced levels. The full classification series will be reviewed against market as part of the overall market review for AFSCME classifications during the regular bargaining cycle.

The LMT 2 classification will remain on the current grade for the LMT classification (grade 027, \$23.35-\$31.22.) The LMT 1 classification will be placed in grade 022 (\$22.24-\$29.67), and the LMT Sr. will be placed on grade 032 (\$26.45-\$35.31). Bilingual adjunct classifications are placed two (2) grades above the non-bilingual classification, so the bilingual adjunct classifications for the 1 level will be placed on grade 024 (\$21.70-26.92), for the 2 level placed on grade 029 (\$24.55-\$32.82), and for the Sr. level placed on grade 034 (\$27.77-37.09).

Human Resources staff met with AFSCME representatives, who agreed to the new

classification series and grade placements.

G. Alternatives/Options

1. Approve the establishment of the LMT 1/2 flexibly staffed classification, the LMT Sr. classification, and the adjunct bilingual classifications, and adopt the proposed salary grades.
2. Deny the creation of the classification series and salary grades.

III. RECOMMENDATION

Human Resources staff recommend approving the establishment of the LMT 1/2 and LMT Sr. classification series, the corresponding adjunct bilingual classifications, and the indicated salary grades.

IV. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will assign job code J059 to the LMT 1 classification and job code J059B to the LMT 1- Bilingual classification, and job code J060 to the LMT Sr. classification and J060B to the LMT Sr.- Bilingual. Job code J024 and J024B will remain in use for the LMT 2 and the bilingual adjunct classification. Incumbents in the LMT classification will be designated as LMT 2. As positions become vacant, they may be reclassified as LMT 1 or LMT Sr. as appropriate, using existing County processes for vacant reclassifications.

V. FOLLOW-UP

There is no anticipated follow-up.

VI. ATTACHMENTS

- A. Board Order 24-02-27-02
- B. Land Management Technician 1/2 Classification Description
- C. Land Management Technician Sr. Classification Description
- D. Land Management Technician 1/2- Bilingual Classification Description
- E. Land Management Technician Sr.- Bilingual Classification Description

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-02-27-02

In the Matter of Establishing the Land
Management Technician Classification
Series and Corresponding Pay Grades

WHEREAS, Human Resources staff have completed an analysis of the Land Management Technician classification; and

WHEREAS, it is the intent of Lane County to establish a classification series with a flexibly staffed Land Management Technician 1/2 classification and a Land Management Technician Sr. classification, as well as the corresponding adjunct bilingual classifications; and

WHEREAS, it is the intent of Lane County to establish associated competitive pay grades within the American Federation of State, County and Municipal Employees salary range.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. The establishment of the Land Management Technician 1/2 classification with the associated pay grade of AFS 022 (\$20.64-\$27.58) for the Land Management Technician 1, AFS 027 (\$23.35-\$31.22) for the Land Management Technician 2, and AFS 032 (\$26.45-\$35.31) for the Land Management Technician Sr.
2. The establishment of the Land Management Technician 1/2- Bilingual classification series with the associated pay grade of AFS 024 (\$21.70-\$28.99) for the Land Management Technician 1- Bilingual, AFS 029 (\$24.55-\$32.82) for the Land Management Technician 2- Bilingual, and AFS 034 (\$27.77-\$37.09) for the Land Management Technician Sr.- Bilingual.

ADOPTED this 27th day of February, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners



LANE COUNTY

J024

J0XX

Established 08/23/95

Updated 06/24/04

Updated XX/XX/XX

LAND MANAGEMENT TECHNICIAN 1
LAND MANAGEMENT TECHNICIAN 2

CLASS SUMMARY: To perform technical work in the support of the planning, building and compliance sections; to provide administrative support to professional staff related to planning, building and compliance analyses and report preparation; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Land Management Technician 1: This is the entry level class in the Land Management Technician series. This class is distinguished from the Land Management Technician 2 by more limited knowledge of planning, zoning, building codes, and construction techniques, as well as by the performance of the more routine tasks and duties assigned to this position. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may only have limited experience with planning or building. Employees work under immediate supervision while learning job tasks.

Land Management Technician 2: This is the full journey level class within the Land Management Technician series. This class is distinguished from the Land Management Technician 1 by the assignment of the full range of duties. It is distinguished from the Sr. Land Management Technician in that the latter may exercise technical and functional supervision over other Land Management Technicians, and performs duties related to more complex zoning, building and compliance requirements and plans.

SUPERVISION RECEIVED AND EXERCISED:

Land Management Technician 1: Receives supervision from a departmental supervisor or manager, and may receive technical and functional supervision from Land Management Technician, Sr.

Land Management Technician 2: Receives general supervision from the Land Management Manager, Building Program Manager or Planning Program Manager, and technical and functional supervision from professional staff. May exercise technical and functional supervision over assigned support-staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|----|--|
| 1. | Provides information to the public regarding zoning, building and compliance requirements involving setbacks, home additions, fences, and accessory buildings. |
| 2. | Confers with and advises architects, builders, contractors, engineers, and the general |

LANE COUNTY
Land Management Technician (Continued)

	public regarding County development requirements, codes, fees and standards; collects fees as necessary.
3.	Reviews plans for general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares correspondence related to plan approval.
4.	Maintains and updates land use, zoning and subdivision information and the department library.
5.	Conducts basic field investigations to obtain information for planning, building and compliance staff.
6.	Performs basic drafting and mapping projects.
7.	Compiles and reviews information on social, economic, population and land use data and trends; prepares written and statistical reports on various planning and building matters.
8.	Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

LAND MANAGEMENT TECHNICIAN 1

Knowledge of (position requirements at entry):

- Modern office procedures, methods and computer equipment.

Ability to (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer applications to expedite permit processing.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with others and meet the public with courtesy and tact.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Two years of responsible experience providing complex customer service. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LAND MANAGEMENT TECHNICIAN 2- In addition to the qualifications for Land Management Technician 1:

Knowledge of (position requirements at entry):

- Principles and practices of basic drafting and mapping.
- Techniques of technical research and report preparation.
- Data collection techniques.
- Report writing, methods and techniques.
- ~~Modern office procedures, methods and computer equipment.~~

LANE COUNTY
Land Management Technician (Continued)

- Current literature, information sources and research techniques in the fields of urban planning, building codes, and construction practices.

Ability to (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- ~~• Respond to general planning, zoning, building, and compliance questions from the general public.~~
- Prepare statistical reports.
- ~~• Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~• Use computer applications to expedite permit processing.~~
- ~~• Communicate clearly and concisely, both orally and in writing.~~

Training and Experience (positions in this class typically require):

Equivalent to the completion of two years of college level coursework in drafting, land surveying, urban planning, construction, or a related field. One year of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Establishment of Land Management Technician 1/2 flex series per Board Order XX-XX-XX-XX., XX-XX-XX

FLSA Status: Non-Exempt



LANE COUNTY
 JOXX24
 Established 08/23/95
 Updated
 06/24/04XX/XX/XX

LAND MANAGEMENT TECHNICIAN, Sr.

CLASS SUMMARY: To perform difficult advanced and specialized technical work in the support of the planning, building and compliance sections; to provide administrative support to professional staff related to planning, building and compliance analyses and report preparation; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Land Management Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibilities assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including primary responsibility for reviewing plans for conformance with more complex or rarely requested zoning, building and nuisance codes and providing information to the public regarding more complex or rarely requested compliance requirements. Employees at this level are required to be fully trained in all procedures and provide functional and technical supervision to Land Management Technicians at a lower level. This classification differs from the Planner and Plans Examiner series, which review process more complex plans for land use and building permits for compliance in addition to completeness.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Land Management Manager, Building Program Manager or Planning Program Manager, and technical and functional supervision from professional staff. May exercise technical and functional supervision over assigned ~~support~~ staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides functional and technical supervision to assigned Land Management Technicians 1 or 2, as well as assigned support staff.
2. Provides information to the public regarding more complex or unusual zoning, building and compliance requirements ~~involving setbacks, home additions, fences, and accessory buildings, etc.~~ Assists in researching complex parcel and permitting history.
3. Confers with and advises architects, builders, contractors, engineers, and the general public regarding County development requirements, codes, fees and standards; collects fees as necessary.
4. Reviews complex plans for completeness and general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares correspondence related to plan approval.
- 5.

LANE COUNTY
Land Management Technician (Continued)

6.	Maintains and updates land use, zoning and subdivision information and the department library.
7.	Conducts basic field investigations to obtain information for planning, building and compliance staff.
8.	Performs basic drafting and mapping projects.
	Compiles and reviews information on social, economic, population and land use data and trends; prepares written and statistical reports on various planning and building matters.
	Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

Knowledge of (position requirements at entry):

- Principles and practices of basic drafting and mapping.
- Laws and policies underlying general plans, zoning and land divisions, legal lots, building codes, and construction techniques.
- Techniques of technical research and report preparation.
- Data collection techniques.
- Report writing, methods and techniques.
- Modern office procedures, methods and computer equipment.
- Current literature, information sources and research techniques in the fields of urban planning, building codes, and construction practices.

Ability to (position requirements at entry):

- ~~Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.~~
- Provide excellent customer service and effectively communicate technical information.
- Respond to general planning, zoning, building, and compliance questions from the general public.
- Prepare statistical reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer applications to expedite permit processing.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to the completion of two years of college level coursework in drafting, land surveying, urban planning, construction, or a related field. ~~One~~ Three years of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt

LANE COUNTY
Land Management Technician (Continued)

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LANE COUNTY
J024B
J0XXB
 Bilingual Adjunct
 Established 09/17/18
 Updated XX/XX/XX

LAND MANAGEMENT TECHNICIAN 1 — BILINGUAL **LAND MANGEMENT TECHNICIAN 2- BILINGUAL**

CLASS SUMMARY: To perform technical work in the support of the planning, building and compliance sections; to provide administrative support to professional staff related to planning, building and compliance analyses and report preparation; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Land Management Technician 1: This is the entry level class in the Land Management Technician series. This class is distinguished from the Land Management Technician 2 by more limited knowledge of planning, zoning, building codes, and construction techniques, as well as by the performance of the more routine tasks and duties assigned to this position. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may only have limited experience with planning or building. Employees work under immediate supervision while learning job tasks.

Land Management Technician 2: This is the full journey level class within the Land Management Technician series. This class is distinguished from the Land Management Technician 1 by the assignment of the full range of duties. It is distinguished from the Sr. Land Management Technician in that the latter may exercise technical and functional supervision over other Land Management Technicians, and performs duties related to more complex zoning, building and compliance requirements and plans.

SUPERVISION RECEIVED AND EXERCISED:

Land Management Technician 1: Receives supervision from a departmental supervisor or manager, and may receive technical and functional supervision from Land Management Technician, Sr.

Land Management Technician 2: Receives general supervision from the Land Management Manager, Building Program Manager or Planning Program Manager, and technical and functional supervision from professional staff. May exercise technical and functional supervision over assigned support staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|----|--|
| 1. | Provides information to the public regarding zoning, building and compliance requirements involving setbacks, home additions, fences, and accessory buildings. |
|----|--|

LANE COUNTY
Land Management Technician – Bilingual (Continued)

2.	Confers with and advises architects, builders, contractors, engineers, and the general public regarding County development requirements, codes, fees and standards; collects fees as necessary.
3.	Reviews plans for general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares correspondence related to plan approval.
4.	Maintains and updates land use, zoning and subdivision information and the department library.
5.	Conducts basic field investigations to obtain information for planning, building and compliance staff.
6.	Performs basic drafting and mapping projects.
7.	Compiles and reviews information on social, economic, population and land use data and trends; prepares written and statistical reports on various planning and building matters.
8.	Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

LAND MANAGEMENT TECHNICIAN 1

Knowledge of (position requirements at entry):

- Modern office procedures, methods and computer equipment.

Ability to (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer applications to expedite permit processing.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with others and meet the public with courtesy and tact.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Two years of responsible experience providing complex customer service. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LAND MANAGEMENT TECHNICIAN 2- In addition to the qualifications for Land Management Technician 1:

Knowledge of (position requirements at entry):

- Principles and practices of basic drafting and mapping.
- Techniques of technical research and report preparation.
- Data collection techniques.
- Report writing, methods and techniques.
- ~~Modern office procedures, methods and computer equipment.~~

LANE COUNTY
Land Management Technician – Bilingual (Continued)

- Current literature, information sources and research techniques in the fields of urban planning, building codes, and construction practices.

Ability to (position requirements at entry):

- Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.
- ~~Respond to general planning, zoning, building, and compliance questions from the general public.~~
- Prepare statistical reports.
- ~~Establish and maintain effective working relationships with those contacted in the course of work.~~
- ~~Use computer applications to expedite permit processing.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~

Training and Experience (positions in this class typically require):

Equivalent to the completion of two years of college level coursework in drafting, land surveying, urban planning, construction, or a related field. One year of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - **Spanish**

CLASS SUMMARY:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- | | |
|----|--|
| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

LANE COUNTY
Land Management Technician – Bilingual (Continued)

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Bilingual designation established 09/17/18

Establishment of Land Management Technician 1/2 flex series per Board Order XX-XX-XX-XX., XX-XX-XX

FLSA Status: Non-Exempt



LANE COUNTY

J0XXB

Bilingual Adjunct

Established

XX/XX/XX09/17/18**LAND MANAGEMENT TECHNICIAN, Sr. — BILINGUAL**

CLASS SUMMARY: To perform difficult and specialized technical work in the support of the planning, building and compliance sections; to provide administrative support to professional staff related to planning, building and compliance analyses and report preparation; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Land Management Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibilities assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including primary responsibility Responsible for reviewing plans for conformance with more complex or rarely requested zoning, building and nuisance codes and providing information to the public regarding more complex or rarely requested compliance requirements. Employees at this level are required to be fully trained in all procedures and provide functional and technical supervision to Land Management Technicians at a lower level 1 staff. This classification differs from the Planner and Plans Examiner series, which process more complex plans for land use and building permits for compliance in addition to completeness.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Land Management Manager, Building Program Manager or Planning Program Manager, and technical and functional supervision from professional staff. May exercise technical and functional supervision over assigned support staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|----|---|
| 1. | <u>Provides functional and technical supervision to assigned Land Management Technicians 1 or 2, as well as assigned support staff.</u> |
| 2. | Provides information to the public regarding <u>more complex or unusual</u> zoning, building and compliance requirements. <u>involving setbacks, home additions, fences, and accessory buildings. Assists in researching complex parcel and permitting history.</u> |
| 3. | Confers with and advises architects, builders, contractors, engineers, and the general public regarding County development requirements, codes, fees and standards; collects fees as necessary. |
| 4. | Reviews <u>complex</u> plans for <u>completeness and</u> general conformance with zoning, building and nuisance codes; maintains records of approved plans; prepares |

LANE COUNTY
Land Management Technician – Bilingual (Continued)

5.	correspondence related to plan approval.
6.	Maintains and updates land use, zoning and subdivision information and the department library.
7.	Conducts basic field investigations to obtain information for planning, building and compliance staff.
8.	Performs basic drafting and mapping projects.
	Compiles and reviews information on social, economic, population and land use data and trends; prepares written and statistical reports on various planning and building matters.
	Assists in preparing agendas and exhibits for Board meetings, various committees and advisory boards as directed.

Knowledge of (position requirements at entry):

- Principles and practices of basic drafting and mapping.
- Laws and policies underlying general plans, zoning and land divisions, legal lots, building codes, and construction techniques.
- Techniques of technical research and report preparation.
- Data collection techniques.
- Report writing, methods and techniques.
- Modern office procedures, methods and computer equipment.
- Current literature, information sources and research techniques in the fields of urban planning, building codes, and construction practices.

Ability to (position requirements at entry):

- ~~Learn laws and policies underlying general plans, zoning and land divisions, building codes, and construction techniques.~~
- Provide excellent customer service and effectively communicate technical information.
- Respond to general planning, zoning, building, and compliance questions from the general public.
- Prepare statistical reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer applications to expedite permit processing.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to the completion of two years of college level coursework in drafting, land surveying, urban planning, construction, or a related field. ~~One~~ Three year of paraprofessional planning or building experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - **Spanish**

CLASS SUMMARY:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- | | |
|----|--|
| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

~~Bilingual designation established 09/17/18~~

FLSA Status: Non-Exempt