RE: Letter of Understanding – Archiving the New Growth Manager Classification Specification

Dear Ms. Hoekstra and Mr. Jasmine,

This letter confirms the agreement reached between the City of Sacramento (City) and Sacramento City Exempt Employees Association (SCXEA), regarding the above referenced matter.

Specifically, the agreement is as follows:

1. As soon as practicable, the City shall archive the classification of New Growth Manager.

This agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreements, the Rules and Regulations of the Civil Service Board, or any applicable policies and procedures of the City of Sacramento except as expressly stated herein.

This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein and supersedes and replaces all prior negotiated and proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign as indicated below and return to Labor Relations.

Sincerely,

Chee Khang
Labor Relations Officer
AGREED TO FOR THE CITY:

Shelley Banks-Robinson
Human Resources Director

Aaron Donato
Labor Relations Manager

AGREED TO FOR THE ASSOCIATION:

Heather Hoekstra
President

Jason Jasmine
Counsel

APPROVED AS TO FORM:

Kathleen T. Rogan
Senior Deputy City Attorney

Attachments: Exhibit A – New Growth Manager Classification Specification
New Growth Manager

Bargaining Unit: Sacramento City Exempt Employees Association (SCXEA)

Class Code: 001777

**DEFINITION:**

Under limited direction, the New Growth Manager directs public and private development in the new growth areas of Sacramento; plans, directs, organizes, and manages the activities of the New Growth Division of the Planning and Development Department; conducts studies, prepares reports, and makes recommendations for the City Manager, Planning Commission and City Council, and carries out their recommendations and directives; serves as a member of the city's Executive Team.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position management-level classification. The New Growth Manager performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve difficult problems that may affect the ability of the Division to achieve its critical goals and objectives. The incumbent has extensive contact with public officials, employees, and the general public, and is distinguished by the responsibility to direct a Division of the Planning and Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

Limited direction is provided by the Director of Planning or higher-level staff. Responsibilities include the direct and indirect supervision of management, professional, supervisory, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and implements mission, vision, goals, objectives, policies, and priorities; identifies long term planning issues; reviews and analyzes community plan indices to monitor achievement of public service delivery targets; acts to correct indices that are off-course.
- Participates in the preparation and administration of the division budget; recommends budget, staffing, and other resources to effectively operate the division.
- Plans, organizes, directs, trains, and evaluates personnel involved in the activities of the

**SALARY RANGE**

- $60.41 - $79.27 Hourly
- $4,832.93 - $6,341.23 Biweekly
- $10,471.36 - $13,739.33 Monthly
- $125,656.27 - $164,871.91 Annually
New Growth Division of the Planning Department; assigns, supervises, and participates in the professional and technical detail and administrative arrangements of the North Natomas Division.
- Makes or advises on policy decisions related to development projects, needed public infrastructure, fee credits, reimbursements, and other issues.
- Reviews and analyzes cash flow projections and absorption schedules to monitor financial success of the financing plan; seeks out financing mechanisms; takes appropriate action as required.
- Seeks out developers of mixed housing types and employment engines; communicates with developers, landowners, community leaders, citizens, brokers, appraisers, attorneys, school districts, infrastructure and community facility providers, and media regarding the status of the new development; conducts negotiations.
- Conducts special studies and prepares reports; develops and presents written and oral presentations, and makes recommendations to the Director of Planning, Development Oversight Committee, City Manager, Planning Commission, and the City Council, and carries out their directives.
- Provides excellent customer service to those contacted in the course of work.
- Performs other or related duties as assigned.

QUALIFICATIONS:

Knowledge of:
- Principles and practices of modern public administration including project management, staffing, leadership, control, and training techniques.
- Public relations techniques and practices.
- Principles and practices of governmental planning, planning law, planning and zoning concepts.
- Current literature and recent developments in the field of public planning.
- Regulations and procedures affecting local planning agencies.
- Other disciplines related to city planning such as architecture, urban design, urban studies, environmental studies, transportation, and economic development.
- Statistical concepts and methods.
- Applicable Federal, State, and local laws and ordinances including the California Environmental Quality Act (CEQA).
- Project management.
- Effective team building.

Skill in:
- Mission-driven leadership.
- Creating partnerships.
- Conflict resolution.
- Public speaking.
- Written communication.
- Use of modern office equipment including computers, computer applications and software.

Ability to:
- Use a variety of consensus-building techniques including interest-based negotiations, group facilitation, and community mediation.
- Work with others of diverse backgrounds, viewpoints, and interests.
- Plan, coordinate, and direct the work of subordinate personnel.
- Analyze data and present clear recommendations on complex projects.
- Establish effective working relationships with employees, public officials, and the general public.
- Communicate clearly and concisely, verbally and in writing.
- Organize and effectively present complicated planning and policy issues to the City Council and the public.
- Conceptualize long-range plans and developments.
- Exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Develop and administer long-range plans consistent with established goals, objectives, and available resources.

EXPERIENCE AND EDUCATION

Experience:

Five years of progressively responsible professional-level experience in urban planning, engineering, economic development, neighborhood services, or finance, including three years of project management and supervision.

Education:

A Bachelor’s degree from an accredited four-year college or university with a major in urban or regional planning, architecture, engineering or other design related field, urban studies, environmental planning, public administration, finance, political science, economics, or a closely related field.

A Master’s degree in one of the fields listed above and/or a certificate from the American Institute of Certified Planners is highly desirable.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

OTHER REQUIREMENTS:

Adopted: 4/20/02
Revised: 11/5/07
Title Change:
Maintenance Update: 12/2/05
Abolished:
Class Code: 01777