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- City of Olympia
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- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
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ASSOCIATE MEMBERS:

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Conservation District
- Thurston Economic Development Council
- Timberland Regional Library



Marc Daily
Executive Director

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MEMORANDUM

TO: Thurston Regional Planning Council
FROM: Marc Daily, Executive Director
DATE: June 24, 2022
SUBJECT: New Position Classification

PURPOSE

Based on the succession plan discussed with Council in April 2022, Council will be asked to take action to create a new Planning Manager position to replace the current Planning and Policy Director position.

Summary:

- As discussed in April 2022, in the coming year two key staff members, Veena Tabbutt (Deputy Director), and Karen Parkhurst (Planning and Policy Director) will be departing Thurston Regional Planning Council (TRPC). Ms. Tabbutt will be leaving in September 2022 and Ms. Parkhurst in early 2023. Both graciously gave TRPC ample notice to conduct careful succession planning, which is critical, as combined they have more than 40 years of experience at TRPC.
- In April Executive Director Daily outlined the succession plan for these two key positions and Council approved the Transportation Manager and the Finance and HR Manager positions. Mr. Daily advised Council at their April meeting that a request to establish a Planning Manager Position would come at a later time.
- Since that meeting, Tyson Justis accepted the Finance and HR Manager position and applications for the Transportation Manager position were accepted through June 24th.
- The Planning Manager Position has more consolidated responsibilities than the current Planning and Policy Director, and the salary range has been established accordingly (from range 34 to range 29).
- The Planning Manager will not have specific project responsibilities but will serve as a supervisor to planning staff, oversee project management, and mentorship of planning staff. This position will not have specific programmatic responsibilities (e.g., legislative outreach, Human Services Plan, etc.) that the current Planning and Policy Director has.
- In the background section below, a current positional organizational chart and the proposed 2023 organizational chart (after complete succession) are provided to remind Council of the proposed changes and the general timing.

REQUESTED ACTION

Approval of a new Planning Manager position at salary range 29.

md:bl

Attachment

EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

When considering options for filling vacancies and organizing TRPC staff, consideration was given to providing equitable opportunities for advancement within the organization and to experienced outside candidates to ensure that TRPC staff is poised to foster equitable planning outcomes for the residents of the Thurston Region. Thurston Regional Planning Council recognizes that increased staff diversity helps TRPC better understand and provide for the diverse needs of Thurston region residents.

BACKGROUND

TRPC’s current organizational structure includes a Deputy Director, Veena Tabbutt, and a Planning and Policy Director, Karen Parkhurst. These two positions, along with the Executive Director, form TRPC’s current Management Team. Ms. Tabbutt plans to leave TRPC in September 2022 and Ms. Parkhurst in early 2023. These two individuals were uniquely qualified to perform their duties as currently assigned due to their tremendous talents and each having more than 20 years of experience with TRPC. Executive Director Daily believes, which was also supported by staff input, that filling those positions as currently defined would not be the best way going forward to fill the gaps created by these two important departures.

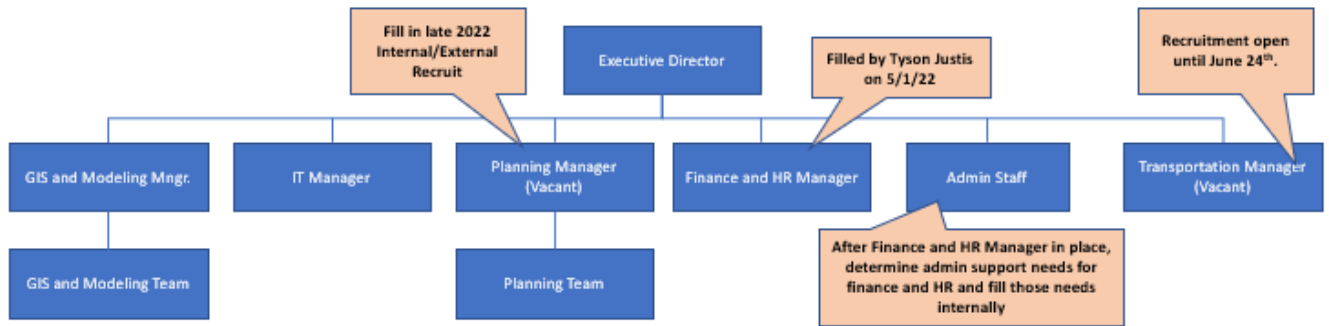
The current high level organizational chart is provided below. It relies heavily on Ms. Tabbutt and Ms. Parkhurst to guide and manage the majority of TRPC staff and to oversee the organization’s work.



Following discussions with each staff person, the Executive Director shared with staff in early March the succession plan to be implemented over the next year. The intent of the succession plan is to flatten the management structure of the organization, so that more of the programs report to the Executive Director. This will also expand the Management Team from three to five members. The Management Team will now be comprised by the Executive Director, Planning Manager, Transportation Manager, GIS and Modeling Manager, and IT Manager. This plan will also focus our many transportation responsibilities under a single manager position. This will help ensure that all transportation requirements are accounted for and will help strengthen our depth of transportation planning expertise.

Overall, these changes will help by broadening the team responsible for overseeing our work; managing projects, programs, and staff; and charting and implementing our path forward. Executive Director Daily is confident that with thoughtful staff input and ample time to plan succession that our organization will remain as strong as ever and continue to provide excellent service to Thurston residents. The organization chart below and notes on timing illustrate the plan for succession.

Draft TRPC Org Chart 2023
Last Updated 6/21/22



Position Description
PLANNING MANAGER

Date Prepared: June 2022

FLSA Status: Exempt

Date Revised:

GENERAL DESCRIPTION

Responsibilities include serving as the planning lead for the agency, employee supervision, strategic planning, interaction with policy makers, project management, and project work. May act on behalf of the Executive Director.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

ESSENTIAL JOB FUNCTIONS

- Provides planning leadership and direction and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning problems and implements appropriate solutions.
- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches and develops plans for employee development.
- Lead in developing the agency work program and work program budget.
- Analyzes revenue as well as approved work programs to determine appropriate staffing levels, working with other staff leads.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Monitors and mentors project managers, including identifying and developing public involvement processes.
- May serve as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors emerging State and Federal legislation affecting transportation, land use, environment, and economic development, as well as other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the classification of Planning Manager are distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, work flow management, and employee supervision is required.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:

Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:

Master's degree in public administration, planning or related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Human resources management including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.

- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.