

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 8 – 2022

A resolution promoting Rocky Robbins Employee Promotion – Planning and Development

WHEREAS, an employee of the Planning and Development department resigned as a Sr. Planner effective November 12, 2021, leaving a vacancy; and

WHEREAS, Section 3.3.2 of the Okanogan County Personnel Manual provides for the promotion of an employee into a higher classification; and

WHEREAS, Section 7.14 of the Okanogan County Personnel Manual encourages the County to promote training opportunities for employees and supervisors so the service that they render to the County may be made more effective; and

WHEREAS, the position for Sr. Planner was advertised in the Omak Chronicle, County News of Record, Planning Association of Washington, Work Source, and shared on Facebook; and

WHEREAS, during a 60 plus day time period only two applications were received showing interest in the position of Sr. Planner; and

WHEREAS, after considerable discussion with upper management staff and human resources it was decided to offer the position to the in-house applicant as a training position; and

WHEREAS, Rocky Robbins was hired as a Planner I on 12/12/2016 and has been offered the position under a three-year training program starting at a Planner II, Grade 20/Step 4 and continue as laid out in the attached training plan over a three-year period ending as a Sr. Planner; and

WHEREAS, Rocky Robbins has proven work performance together with her experience, skill, and education which are good causes to offer her the opportunity to grow with the department under this training program; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Okanogan County Commissioners that effective January 24, 2022, Rocky Robbins is promoted from the classification of Planner I, Grade 18/Step 4, according to the attached three-year training program to a Planner II, Grade 20/Step 4; and

BE IT FURTHER RESOLVED, that each year over a three-year period as Ms. Robbins satisfies her training requirements she will be moved to the next grade and step as shown

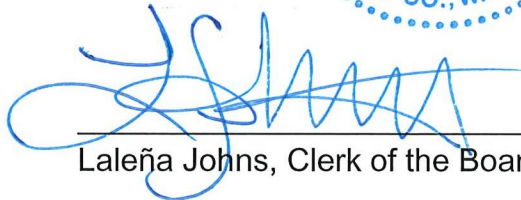
in the attached training plan (Year 1: Planner II Grade 20/Step 4, Year 2: Planner III Grade 21/Step 5, Year 3: Sr. Planner Grade 25/Step 5); and

BE IT FURTHER RESOLVED, that funds from the Sr. Planner position #PLN005SPL-003, Bars Code 001.005.060.558.60.11.03 be moved to the Planner II position #PLN005PL1-004.

DATED at Okanogan, Washington this 25 day of January 2022.

ATTEST:





Laleña Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**



Andy Hover, Chairman



Chris Branch, Member



Jim DeTro, Member

Year 1

Start as a **Planner II** – Grade 20/Step 4 \$21.8481/hour - \$3787/month

Training Areas:

Introduction to Planning

Local Planning

Ethics

Land Use Case Law

Customer Service

Design and Critical Thinking

Writing Skills

Wetlands

SEPA Refresher

Shoreline Management

Identified Trainings:

Short Course on Local Planning – Washington State Department of Commerce or PAW

Ethics Webinar – MRSC (Web expires 1/1/23)

Planning Ethics Winter 2021 – MRSC

Land Use Case Law Update – MRSC

Providing Excellent Customer Service at the Permit Counter - MRSC

Design Thinking in Planning – Planning Assoc. of Washington **1/28/2022 *Registration required**

<https://www.skillsyouneed.com/learn> – learning Skills – Critical Thinking and Writing Skills

Wetland Education and Training – Department of Ecology Website (Already shared)

SEPA Training – Department of Ecology Website (Already shared)

Shoreline Management – Department of Ecology Website (Already shared)

Basics of Arcview – Videos shared

Year 2

Move up to a **Planner III** – Grade 21/Step 5 \$23.5154/hour - \$4076/month

Training Areas:

Preparing Maps and Graphs

Supervision

Comprehensive Reports

Organize, interpret, and present information

Environmental Analysis

More on Shoreline, Wetland, Environmental Review

Identified Trainings:

Mapping and Graphs – Esri Academy website

How to Supervise People – Fred Pryor Seminars

How to Write a Report

Business Writing Tips

How to Write a Letter

Writing Effective Emails

Research Methods

Analyzing Research Data

Presentation Skills

Personal Skills

Interpersonal Skills - <https://www.skillsyouneed.com/learn> – learning Skills

Wetland Education and Training – Department of Ecology Website (Already shared)

Shoreline Management – Department of Ecology Website (Already shared)

Year 3

Move up to a **Sr. Planner** – Grade 25/Step 5 \$25.9327/hour - \$4495/month

Training Areas:

Business Writing

Dealing with Difficult People

Communication

Time Management

Stress Management

Wetland Management

Shoreline Management

Floodplain Management

Identified Trainings:

Business Writing for Results – Fred Pryor Seminar

Plain Language for Government

Business Writing and Editing for Professionals

Dealing with Difficult People

How to communicate with Tact and Professionalism

Managing Multiple Priorities, Projects, and Deadlines

How to Handle Stress at Work

Wetland Education and Training – Department of Ecology Website (Already shared)

Shoreline Management – Department of Ecology Website (Already shared)