

# CASE SUMMARY

APPLICATION TYPE: OTHER BUSINESS



File Number: 10-A-18-OB                      Related File Number:  
Application Filed: 8/24/2018                      Date of Revision:  
Applicant: METROPOLITAN PLANNING COMMISSION

## PROPERTY INFORMATION

General Location:  
Other Parcel Info.:  
Tax ID Number: 999 999                      Jurisdiction:  
Size of Tract:  
Accessibility:

## GENERAL LAND USE INFORMATION

Existing Land Use:  
Surrounding Land Use:  
Proposed Use:                      Density:  
Sector Plan:                      Sector Plan Designation:  
Growth Policy Plan:  
Neighborhood Context:

## ADDRESS/RIGHT-OF-WAY INFORMATION (where applicable)

Street:  
Location:  
Proposed Street Name:  
Department-Utility Report:  
Reason: Amendments to Position Descriptions for Knoxville-Knox County Planning

## ZONING INFORMATION (where applicable)

Current Zoning:  
Former Zoning:  
Requested Zoning:  
Previous Requests:  
Extension of Zone:  
History of Zoning:

## PLAN INFORMATION (where applicable)

Current Plan Category:  
Requested Plan Category:

**SUBDIVISION INFORMATION (where applicable)**

Subdivision Name:

No. of Lots Proposed:

No. of Lots Approved: 0

Variances Requested:

S/D Name Change:

**OTHER INFORMATION (where applicable)**

Other Bus./Ord. Amend.: Amendments to Position Descriptions for Knoxville-Knox County Planning

**PLANNING COMMISSION ACTION AND DISPOSITION**

Planner In Charge: Gerald Green

Staff Recomm. (Abbr.): APPROVE the proposed Position Descriptions for Knoxville-Knox County Planning as presented by staff.

Staff Recomm. (Full):

Comments: Position Descriptions for Knoxville-Knox County Planning detail the duties, responsibilities, and minimum requirements for education, training, experience, knowledge, abilities, and skills for all job titles currently in use by the agency. The collection has been in place for many years, but staff reorganization in the past year demonstrated a need for updates.

The entire collection of position descriptions was reviewed by the agency's management team and staff. All descriptions among the Planner ranks (Planning Services Technician, Planner, Senior Planner, and Principal Planner) were re-written. Four new positions were added (Planning Services Manager, Senior Administrative Assistant, Communications/Outreach Specialist, and Finance Officer). All descriptions were amended for consistency in standardized content (mental requirements, physical requirements, and minimum education/experience requirements).

Another significant update to the collection, each position was examined by the Knox County Human Resources Department for designation as "non-exempt" or "exempt" from provisions of the Fair Labor Standards Act (FLSA). Non-exempt position classifications are covered by the overtime provisions of FLSA. Exempt position classifications are not covered by the overtime provisions of FLSA. Non-exempt and exempt designations are determined by salary level, salary basis, and duties. (See www.dol.gov/whd/flsa/ and Knoxville-Knox County Planning's Employee Handbook: Personnel Policies and Benefits for more details.)

If this version of the Position Descriptions is adopted by the Planning Commission, it becomes effective immediately, and it will replace any and all previous versions.

Action: Approved

Meeting Date: 8/9/2018

Details of Action:

Summary of Action: APPROVE the proposed Position Descriptions for Knoxville-Knox County Planning as presented by staff.

Date of Approval: 8/9/2018

Date of Denial:

Postponements:

Date of Withdrawal:

Withdrawn prior to publication?:  Action Appealed?:

**LEGISLATIVE ACTION AND DISPOSITION**

Legislative Body: Knoxville City Council

Date of Legislative Action: 9/11/2018

Date of Legislative Action, Second Reading: 9/25/2018

Ordinance Number:

Other Ordinance Number References: O-143-2018

Disposition of Case: Approved

Disposition of Case, Second Reading: Approved

If "Other":

If "Other":

Amendments:

Amendments:

Date of Legislative Appeal:

Effective Date of Ordinance: