



MEMORANDUM

Date: October 7, 2020
To: Planning Commission
From: Amy Brooks, Interim Executive Director
Subject: Agenda Item #45 - **10-D-20-OB: Knoxville-Knox County Planning Position Descriptions**

Presented for your consideration is a change to one of staff's internal personnel management documents, "Position Descriptions." As stated in the current version of the document, any necessary substantive changes must be brought before the Planning Commission for approval. Because personnel matters, including staff hiring, supervision, and firing, fall under the responsibility and authority of the Executive Director, the provision requiring Commission approval of substantive content changes is unnecessary and administratively burdensome.

Below is the current language, followed by the proposed new language:

Current provision:

Position descriptions provided in this collection have been approved by the Planning Commission. The Executive Director reserves the right in his/her sole discretion to make administrative changes, such as corrections of errors and omissions. The Executive Director may make substantive amendments, such as adding or removing positions, with approval by the Planning Commission.

Proposed provision:

Position descriptions provided in this collection have been approved by Planning's Executive Director. The Director reserves the right in her/his sole discretion to make administrative changes, such as corrections of errors and omissions, and substantive amendments, such as adding, revising, or removing positions.

Staff Recommendation: strike the current provision and substitute the proposed provision as drafted above.

Thank you for your consideration of this change. If you have any questions please do not hesitate to contact me.