

**CITY OF KEY WEST**

**FY 25/26 New Positions and Reclassifications Requested\***

Fund 1501  
 Department Planning

\* Reclass requests are required to include a completed position classification questionnaire and a completed new or revised job description (forms are available in Human Resources).

Priority Order (Highest to lowest)	Requested Position Title (if Reclass, list new title here)	New or Reclass	Total FT / PT	Requested Increase/ (Decrease) in Salary	Purpose/Justification (include total annual hours for PT and current Position Title for Reclass)*
1	Senior Planner	New	1		Current Planner II qualifies for this position. The Department substantiated an Assistant Director position last budget cycle which was subsequently removed this fiscal year. This position would provide succession planning, allow for additional decision making capacity, and supervise less experienced planners and development review professionals.
2	Planner II (Remote or in-person)	New	1		New planner position. Current Planner I may apply or outside candidates may apply. Documentation to follow to substantiate savings regarding reduction of Stantec outside planner costs. In sum, volume of only permit and project work requires a minimum of four full time planners. The Department has only two full time planners at this time; previously the Department had additional planning staff and no decrease in work volume has been documented. Regardless of approval, I would like to request re-evaluation of grades and salaries of existing planners.
3	Planning Specialist/ Reviewer	New	1		This technical position would be assigned daily Trakit reviews to ensure permit or project compliance with Land Development Regulations. They would also process basic applications such as Zoning Verification Letters.
4	*Assistant Urban Forester	Reclass	1		This position would change from part time to full time and pick up some of the forestry responsibilities of the Permit Tech position.

**CITY OF KEY WEST**  
**FY 25/26 New Positions and Reclassifications Requested\***

Fund	1501
Department	Planning

\* Reclass requests are required to include a completed position classification questionnaire and a completed new or revised job description (forms are available in Human Resources).

[illegible]