

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 5.I.  
Date: October 02, 2012

To: Honorable Mayor and Members of City Council

From: Karyn Ezell, Human Resources Director

Prepared by: Melissa Rackley, Secretary

Subject: Amendment to the Class Specification for the Classification of Chief Building Official

**ISSUE STATEMENT:**

Adopt a Resolution amending the class specification for the classification of Chief Building Official.

**DISCUSSION:**

From time to time class specifications are amended to reflect changes in the City's operations or the requirements for employment. The attached Resolution will amend the class specification for the classification of Chief Building Official to clarify minimum qualifications and special requirements, and to include an experience substitution clause for both internal and external candidates.

The position of Chief Building Official became vacant two years ago, and as a part of the cost savings efforts by the Department, was de-funded for a period of two years. To provide leadership to the staff performing building inspections, a limited-term Supervising Building Inspector position was created and filled on a provisional basis, with the understanding that when the Chief Building Official position could be re-funded, the Senior position would be eliminated. The adopted FY 2012-13 budget and Community Development Department staffing plan both reflect these changes.

The Civil Service Commission considered and approved the proposed amended class specification at their regular meeting of September 17, 2012.

**FINANCIAL IMPACTS:**

There is no financial impact as a result of the amendments to the class specification. No changes in the salary range for the impacted classification are recommended, and no amendment to the operating budget is needed.

**CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15378.

**DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution Amending the Class Specification for the Position of Chief Building Official with Exhibit A: Chief Building Official Class Specification

**NOTIFICATION:**

Community Development Department and the Administrative, Managerial, and Professional Employees (AMP)

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution amending the class specification for the classification of Chief Building Official.