



## Staff Reports

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**File #:** 734-2017, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Darlene Colaso, Human Resources Director

**Prepared By:** Jennifer Brizel, Assistant Human Resources Director

**TITLE:**

Classification Specification and Salary Range for Deputy Chief Building Official and Chief Building Official

**RECOMMENDED ACTION:**

Adopt a resolution amending the City Classification Plan by adopting a new Classification Specification and Salary Range for the Deputy Chief Building Official and revising the Classification Specification for the Chief Building Official; and amending the Budget Staffing Plan.

**DISCUSSION:**

The Community Development Department requested the Human Resources Department to review the scope of work and classifications within the Building Division.

Based on the workload and distribution of assignments, the Human Resources Director recommends creating a classification for a Deputy Chief Building Official role in order to accommodate the increased demands of work and staff in the Building Division. Increased City construction growth and Capital Improvement Projects have created a need for more staffing, complex plan check functions and ensuring City compliance with Federal, State, County and Municipal mandates. This classification would support and assist the Chief Building Official in planning, directing, coordinating and supervising the activities and staff of the Building Division. Duties include: assisting with development and implementation of goals, policies and priorities of the division; supervise, train and evaluate assigned professional, technical and clerical personnel; supervise, coordinate and participate in plan check functions and counter operations including establishing, improving and coordinating the plan checking and Building Inspection procedures of the City; develop recommendations for applicable codes, rules and regulations; and respond to building code inquiries from builders, property owners and citizens.

The new Deputy classification would encompass planning, coordinating and supervising the activities and staff of the Building Division in the Community Development Department under direction of the Chief Building Official. The incumbent would perform the more highly complex work, exercise considerable independent judgment, and represent the Chief Building Official in his/her absence. This also would also allow the Chief Building Official to focus on strategic planning and development. This classification would also support succession planning by creating a step for advancement. Please

see Exhibit A.

In addition, based on an analysis of the workflow within the Building Division, Human Resources recommends revisions be made to the Chief Building Official classification to further distinguish this classification from the Deputy Chief Building Official classification specification. Revisions to the Chief Building Official classification description include Distinguishing Characteristics from the Deputy Chief Building Official and the addition of Skills and Other Requirements consistent with the Deputy Chief Building Official classification. In addition, the Continuing Education requirement was removed as this is not a minimum requirement for the classification. Please see Exhibit B.

An external salary survey of our comparison agencies yielded comparables for the Deputy Chief Building Official. The closest comparisons were the County of Marin, the City of Vallejo (created a new Building Inspection Manager, eff. 2/14/17) and the City of Petaluma.

In order to align this position within the City's compensation structure and external equity, it is recommended that the new Deputy Chief Building Official classification be allocated to Salary Range 5333 (\$100,039-\$120,869 annually.)

The majority of duties performed within the scope of the Deputy Chief Building Official role meet the FLSA exemption test for Administrative employees it is recommended that the Deputy role fall within the exempt status and is further represented by the Administrative, Managerial and Professional Employees (AMP) bargaining group.

This recommendation has been provided to NCEA and AMP for review. No issues were raised by the associations.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Resolution Amending the City Classification Plan by Adopting the New Classification and Salary Range of Deputy Chief Building Official and Revisions to the Classification Specification for the Classification of Chief Building Official

Exhibit A: Proposed Classification Specification for Deputy Chief Building Official

Exhibit B: Proposed Revision to the Classification Specification for Chief Building Official

**NOTIFICATION:** Department Directors and Managers