

# Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, May 28, 2014 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

MEMBERS OF THE COMMISSION  
President Arthur Chapman  
Vice President Wayne Caruthers  
Robert Bergman  
Betsey Nash, SPHR  
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**  
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**  
The following draft minutes are submitted for approval:
  - a. April 23, 2014 – Regular
4. **Job Class Specifications – New**
  - a. Building Division Supervisor
5. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
6. **Closed Session (per Government Code Section 54956.9) Conference with Legal Counsel-Existing Litigation: Sanchez vs. Civil Service Commission**
7. **Adjournment**

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, April 23, 2014 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Arthur Chapman, President  
Wayne Caruthers, Vice President  
Robert Bergman  
Betsey Nash, SPHR  
William Tappan

## MINUTES

Present: President Arthur Chapman, Vice President Wayne Caruthers, Commissioner William Tappan, Commissioner Betsey Nash

Absent: Commissioner Robert Bergman

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerks Heather Carey and Robin Mason

Counsel: Commission Counsel Tim McNulty

### 1. Call to Order/ Flag Salute/ Roll Call

President Chapman:

Called the meeting to order at 9:00 A.M. and led the flag salute.

### 2. Public Comment Period

President Chapman:

Addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda.

Ms. Kimm Daniels, SLOCEA

Commented and announced her retirement. She introduced the new General Manager, Pat McNamara and extended her appreciation to the Commission for the important work that they do.

Commissioner Nash:

Thanked Ms. Daniels for her many years of service.

President Chapman:

Thanked her for her service and added that he has appreciated the relationship she has developed with employees, that she has been an "excellent leader" regarding resolution of discipline issues. He added that the County has benefitted from her realistic approach to employee issues and that he hopes this climate continues under new management. Being no further comment, President Chapman closed the Public Comment period.

### 3. Minutes

March 26, 2014 – Regular

President Chapman:

Asked for corrections or changes. Being none, he requested a motion.

# Civil Service Commission

Commissioner Nash: Made a motion to approve the March 26, 2014 minutes as written.

Commissioner Caruthers: Seconded the motion. The motion passed 3-0-2. (Commissioner Bergman was absent; Commissioner Tappan abstained because he was not present at the March meeting).

## 4. Job Class Specifications – Revised

### a. Property Transfer Technician I, II, III, IV

Mr. McKibben: Personnel Analyst Mark McKibben addressed the Commission and introduced the revised specification series and County Assessor, Tom Bordonaro. He stated that the Property Transfer Tech series is unique to the Assessor's Office and pointed out the Office's organization chart. He stated that the revised specification would grant the Assessor's Office greater flexibility and consistency within the Department. He then asked the Commission if they had questions.

Commissioner Nash: Asked a question regarding Page 4a9, line 53 regarding property searches and who is responsible for these searches.

Mr. Bordonaro: Responded that this duty would be included under "Representative Duties."

Commissioner Caruthers: Stated that the specification seemed to be New rather than Revised and asked whether analysis regarding other methodologies (without the creation of a new position) had been conducted.

Mr. McKibben: Indicated that such analysis was done and it was determined that the creation of a Property Transfer Tech IV will be beneficial to the Department because positions will be more aligned.

Mr. Bordonaro: Stated that the Property Transfer Tech field is "relatively compacted" and that it currently takes several years for a Property Transfer Tech I to advance to a III level. He believes the revised specification will address this issue.

Commissioner Caruthers: Asked Mr. Bordonaro if all of the work is currently getting done.

Mr. Bordonaro: Responded that all of the work is currently being done.

# Civil Service Commission

- President Chapman: Asked if any thought had been given to combining the Property Transfer Tech and Assessment Technician series in the future.
- Mr. Bordonaro: Responded that he and Mr. McKibben did discuss this but that certification of the Property Transfer Technician series by the Board of Equalization could potentially pose a barrier for the combining of the two specifications.
- President Chapman: Asked whether Property Transfer Techs can go out into the field.
- Mr. Bordonaro: Replied that they can.
- President Chapman: Asked if there was Public Comment.
- Ms. Kimm Daniels: Provided public comment. She stated that SLOCEA worked closely with HR regarding the revised specification and that all of their concerns were addressed. She stated SLOCEA supports the specification revision.
- President Chapman: Requested a motion.
- Commissioner Nash: Made a motion to approve as written.
- Commissioner Tappan: Seconded the motion. The motion carried 4-0-1 (Commissioner Bergman was absent).

## 5. Reports

- a. **Commission President**  
President Chapman: No report.
- b. **Commission Counsel**  
Tim McNulty: No report.
- c. **Commission Secretary**  
Tami Douglas-Schatz: Ms. Douglas-Schatz indicated she had a short report for the Commission. She asked them to continue to hold May 22 and 23 in case there are any class study appeals but she hopes to be able to settle the matters at the Department level. Secondly, she provided the Commission with an HR Budget Report: She reminded the Commission that in February, she updated the Board regarding HR's Strategic Plan and the Department's challenges related to retirements and succession planning.

She stated that HR needs to be able to respond to Departments'

# Civil Service Commission

needs and made recommendations to the Board regarding new technical solutions, pre-employment solutions and assessment of HR staffing. HR submitted a Budget Augmentation Request to the Administrative Office who indicated that they are in favor of almost 100% of the recommendations. She stated that if the BAR is approved by the Board during the June budget hearings, she would make a similar presentation to the Civil Service Commission.

Commissioner Nash:

Asked how she and the other Commissioners might support HR in this effort. She then stated that she would write a letter in support to her Supervisor.

## 6. Adjournment

Being no further business, the meeting was adjourned by President Chapman at 9:31 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



# Human Resources Department

## SAN LUIS OBISPO COUNTY

*Tami Douglas-Schatz, Director*

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- [Email HR@co.slo.ca.us](mailto:HR@co.slo.ca.us)

TO: Civil Service Commission

DATE: May 28, 2014

FROM: Jamie Azarvand, Personnel Analyst

SUBJECT: New Class Specification: Building Division Supervisor

### **RECOMMENDATION:**

It is recommended that the Commission approve the new Building Division Supervisor class specification as proposed.

### **DISCUSSION:**

As part of the Planning and Building Department's ongoing reorganization and workforce planning, the Department is undergoing efforts to realign the management and supervisory structure of the Department. Currently, the Department is comprised of three separate divisions (Operations, Planning and Building). This change will allow for the Building Division to be aligned with the management and supervision structure of the Planning Division. The Planning Division management team consists of a Division Manager and Supervising Planners. The Building Division management team consists of a Division Manager, Supervising Building Inspectors, a Supervising Plans Examiner, and Supervising Planners. The Department wishes to restructure the Building Division to allow for greater flexibility and movement of supervisors throughout the various units of the Division. As such, the Department is proposing the creation of one supervisory classification that encompasses multiple units within the Building Division.

The new Building Division Supervisor classification encompasses the combined responsibilities of, and will replace, the current classifications of Supervising Building Inspector and Supervising Plans Examiner. Supervising Building Inspectors currently oversee only Building Inspectors. The Supervising Plans Examiner oversees Building Plans Examiners, Land Use Technicians and an Administrative Assistant. As demonstrated in the attached organizational chart, it is anticipated that the new classification of Building Division Supervisor may oversee the Building Division's Code Enforcement, Building Inspection, or Plan Review units as well as the new North County Permit Center, which will be opening in Summer of 2014. The need to be familiar with all aspects of the Division will require a supervisor with skills and knowledge in a much wider range of functions than the current job specifications separately indicate. The new Building Division Supervisor classification encompasses the requirements of both the existing Supervising Building Inspector and Supervising Plans Examiner job classifications.

The new Building Division Supervisor classification will provide the Department with flexibility to move supervisors within the Building Division across multiple units within the Department. This will provide the Department with the ability to cross train and utilize supervisors more efficiently throughout the Division while also providing employees the opportunity to acquire new skills. Incumbents in the new Building Division Supervisor classification could be assigned to several sections within the Building

Division and be directly supervising not only Building Inspectors, but also Land Use Technicians, Plans Examiners, Administrative Assistants, and Resource Protection Specialists (code enforcement). Incumbents in this new classification would be rotated to other sections as workload, training, and vacancies create a need.

The new classification is also being proposed in preparation of the opening of the new North County Permit Center. The North County Permit Center will require an on-site supervisor who has the skills and knowledge to oversee all functions of the Building Division, including zoning clearance intake, cashiering, plans examining, and inspection to and where necessary code enforcement will be completed. This supervisor will directly oversee a Plans Examiner, Land Use Technician, Building Inspectors, Permit Center Planner, and Code Enforcement. This supervisor will need to be familiar with the full range of assignment, procedures, ordinances and responsibilities of each of these functions.

Upon approval of the new specification, HR will complete its review of any impacted positions and reclassify them as appropriate. Employees whose positions are reclassified will be granted permanent status in the new classification under Civil Service Rule 5.05(a).

**OTHER AGENCY INVOLVEMENT:**

The Planning and Building Department has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and commented on the proposed classification specification.

**Attachments:**

Final Building Division Supervisor Class Specification  
Planning and Building Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**  
2 **San Luis Obispo County**

3  
4  
5 **BUILDING DIVISION SUPERVISOR**  
6

7 **DEFINITION:**

8 Under direction, plans, assigns, reviews, and supervises the work of assigned Planning and  
9 Building Department staff; performs a variety of tasks including: completes site inspections  
10 and issues correction notices; enforces compliance with all applicable regulations; performs  
11 plan review; acts as the chief consultant on matters of code interpretation; aids the Chief  
12 Building Official in preparation of code / ordinance changes; and other related duties as  
13 required.  
14

15 Incumbents are responsible for implementing Departmental policies; ensuring that quality  
16 standards are maintained; coordinating between sections; performing related administrative  
17 tasks; independently performing professional work in all areas including inspections of all  
18 types; plan checking; code enforcement; and supervising subordinates as assigned.  
19

20 **REPRESENTATIVE DUTIES:**

21 (Not in order of importance)

- 22
- 23 • Supervises, mentors and evaluates the performance of assigned staff; interviews  
24 and selects employees and recommends appointments, transfers, reassignment  
25 and disciplinary actions; establishes work schedules, assigns employee duties  
26 and reviews work to ensure accuracy, completeness and compliance with  
27 established standards, requirements and procedures; develops and implements  
28 training for subordinate staff on an ongoing basis
  - 29
  - 30 • Assists in the development of staff in not only technical areas, but appropriate  
31 conduct and customer service, and Departmental and County mission, vision,  
32 values, policies and procedures.  
33

- 34
- Performs and/or oversees a variety of the most complex technical tasks relative to
- 35 the assigned area of responsibility which may include: plans examination including
- 36 determination of application completeness and review of plans for compliance with all
- 37 applicable codes, building inspection and code compliance
- 38
- Participates in the development of program processes, process improvements, Desk
- 39 Manual policies and procedures
- 40
- May direct the development of new systems to be used in the inspection, plan check,
- 41 or code enforcement process
- 42
- Recommends code and/or ordinance changes, prepares appropriate code/ordinances
- 43 and staff reports to take through the adoption process and assists in the
- 44 development of those changes
- 45
- Mediates and resolves conflicts with staff, public and other County Departments and
- 46 Agencies consistent with Department and County values
- 47
- Coordinates plans examination, inspection and enforcement efforts with other
- 48 County Departments, as well as Local, State and Federal agencies
- 49
- Attends various conferences, workshops and training meetings
- 50
- Participates in the development, preparation and administration of the Building Division
- 51 budget, submits budget recommendations and monitors expenditures
- 52
- 53
- May represent the Chief Building Official and Department at various meetings and
- 54 speaking engagements
- 55
- May act for the Chief Building Official in his/her absence
- 56
- 57
- 58
- 59
- 60
- 61
- 62
- 63

64 **EMPLOYMENT STANDARDS:**

65

66 **Knowledge of:**

67

68 • Principles and methods of employee supervision, leadership, training and evaluation

69

70 • Interpersonal skills using tact, patience and courtesy

71

72 • Effective conflict resolution techniques

73

74 • Effective techniques of written and oral communication

75

76 • Planning and Building Department office organization, procedures and standards  
77 as well as strategic direction and goals

78

79 • Building code, plumbing, mechanical, energy and electrical codes; methods,  
80 materials and equipment used in a variety of building construction; California  
81 Building Code (CBC) Accessibility; grading; and County Housing, Building and Land  
82 Use Ordinances

83

84 • Blueprints and design specifications used in building construction and basic  
85 construction mathematics

86

87 • Proper inspection and plan check techniques and procedures of building permit  
88 processing

89

90 • Principles and practices of project management and administration procedures,  
91 including personnel practices, budget preparation, work organization and  
92 resource evaluation

93

94 • Code Enforcement practices, including investigation requirements, procedures to

95 abate violations of State, Municipal and County law pertaining to building codes,  
96 grading ordinances, zoning laws, noise, abandoned vehicles, health, safety and  
97 public nuisances, requirements for court cases, issuance of citations

98

99 • Standard office procedures, practices and methods

100

101 **Ability to:**

102

103 • Communicate effectively verbally and in writing

104

105 • Supervise, train and evaluate the performance of assigned personnel

106

107 • Prioritize work and meet critical time frames and take appropriate initiative to get things  
108 done.

109

110 • Foster a spirit of teamwork and support when interacting with staff and others

111

112 • Establish and maintain effective working relationships with the public, County staff,  
113 and others contacted in the course of work

114

115 • Interact with the public, co-workers and other agency staff tactfully and courteously  
116 and display professional demeanor in difficult or emotional situations

117

118 • Use sound independent judgment in researching, interpreting, applying, and  
119 explaining appropriate laws, codes, ordinances, regulations, policies, procedures and  
120 guidelines

121

122 • Keep accurate records; prepare concise and effective reports, correspondence and  
123 other materials

124

125 • Make concise and professional formal and informal presentations on technical

- 126 material, including public hearings and community meetings  
127  
128 • Use software and other automation related techniques for personal and mainframe  
129 computers to maximize staff efficiency  
130  
131 • Read, learn, interpret, apply and explain departmental policies and procedures,  
132 rules, laws, and technical information found in building codes and related regulations  
133  
134 • Perform complex building inspection in all inspection areas including, but not limited  
135 to, building, plumbing, mechanical, electrical, California Building Code Accessibility,  
136 and grading  
137  
138 • Perform plan checking of engineering and structural designs, including basic  
139 structural calculations as required  
140  
141 • Detect code violations and administer enforcement sections of building and land use  
142 codes in a tactful, firm and impartial manner and arbitrate enforcement problems  
143  
144 • Maintain a safe and orderly work area and be physically capable of safely moving  
145 about on field inspections and construction sites  
146

147 **EDUCATION/EXPERIENCE:**

148 Graduation from an accredited four-year college or university with a degree in Architecture,  
149 Engineering, Architectural Engineering, Industrial Technology, Construction Management, or  
150 a closely related field. (Job related experience may substitute for the required education on a  
151 year-for-year basis.). In addition, four (4) years of progressively responsible experience in  
152 building inspection, code enforcement or other closely related field. One (1) year of the  
153 required experience must be in a leadworker or supervisory position (California State  
154 registration as a Professional Architect or Professional Engineer may be substituted for one  
155 (1) year of the required non-supervisory experience. Certified Access Specialist Program  
156 (CASP) or Chief Building Official (CBO) Certification may be substituted for 6 months of non-

157 supervisory experience.)

158 **LICENSES/CERTIFICATES:**

159 A valid driver's license is required at time of application. A valid CALIFORNIA driver's license  
160 is required at the time of appointment and must be maintained throughout employment.

161 Possession of a current International Code Council (ICC) certification AND Possession of one  
162 or more International Code Council (ICC) certificates in residential or commercial plumbing,  
163 electrical, mechanical or building or code enforcement officer is required at the time of  
164 application (or equivalent as determined by the Chief Building Official).

165 ADDITION: Within 24 months of appointment, must possess either an ICC certification as a  
166 commercial and residential combination inspector or specialized training in Code Enforcement  
167 practices. The 24 month requirement to obtain the required certifications may be extended  
168 up to an additional 12 months by the appointing authority. Failure to obtain the required  
169 certification within the time stated will result in removal from the position unless a time  
170 extension is approved by the appointing authority.

171  
172 Sustained certification, including any required continuing education units is mandatory for  
173 continued employment.

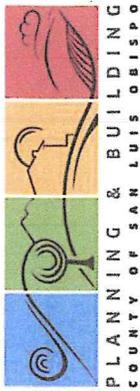
174 This class specification generally describes the duties and responsibilities characteristic of the  
175 position(s) within this class. The duties of a particular position within a multi-position class  
176 may vary from the duties of other positions within the class. Accordingly, the essential  
177 functions of a particular position (whether it be a multi-position class or a single-position  
178 class) will be identified and used by medical examiners and hiring authorities in the selection  
179 process. If you have any questions regarding the duties or the working conditions of the  
180 position, please contact the Personnel Department at (805) 781-5959.

181

182

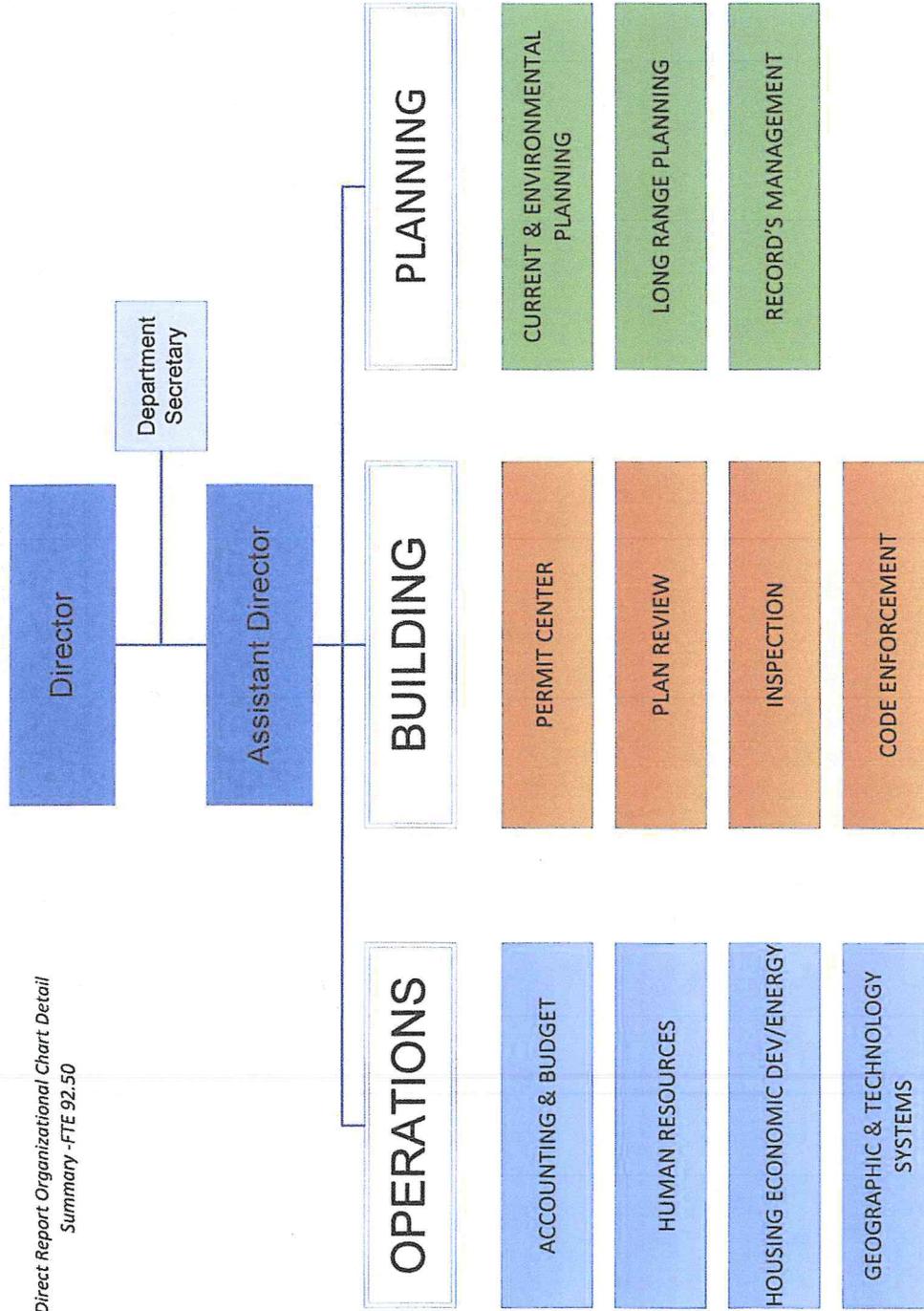
183 Adopted: 05-28-14

184 BOS Approved:

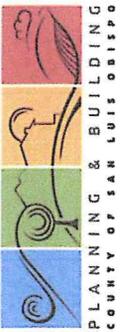


Promoting the wise use of land-  
Helping to build great communities

Direct Report Organizational Chart Detail  
Summary - FTE 92.50



4A-9



Effective January 2014  
FTE 92.50

## Operations Division

FTE 20

Administrative Services Manager

### Financial Management

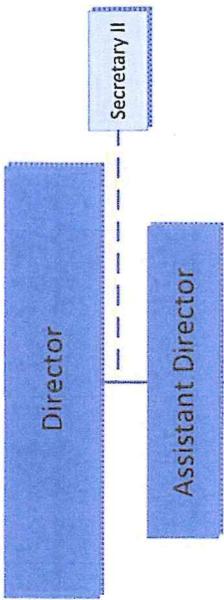
Budget  
Grant Administration  
Dept. Accounting  
Fees

### Human Resources

Housing, Economic  
Development & Energy  
Housing Grants  
Homeless Grants  
Energy Program  
Economic Program

### Information Systems

Computer Technology  
GIS  
Dept. Graphics/Documents  
Land Based Permit Tracking System  
Website Maintenance  
Dev. & Maint. Of Dept. Procedures



## Planning Division

FTE 31.75

Environmental Coordinator

Division Manager

### Current & Environmental Planning

Land Use Permit Processing  
Subdivision Processing  
Business Assistance Team  
CEQA Document Processing  
Airport Land Use Planning  
Williams Act Program

### Long Range Planning

General Plan Implementation  
Community Planning  
Resource Management System  
Infrastructure planning

### Records Management

Planning Commission  
Subdivision Review Board  
Planning Department Hearings  
Public Records Management

## Building Division

FTE 37.75

Chief Building Official

Division Manager

### Permit Center

Public Information/Zoning  
Information  
Cashier/Research/Reception  
Business License

### Plan Review

Building Code Compliance  
ePermits

### Inspections

New Constructions  
Remodel  
Unpermitted

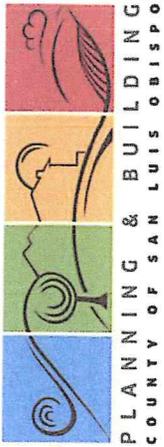
### Code Enforcement

Code Compliance  
Community Clean Up  
Nuisance Abatement  
Tree Removal Permits

### Septic Management Program

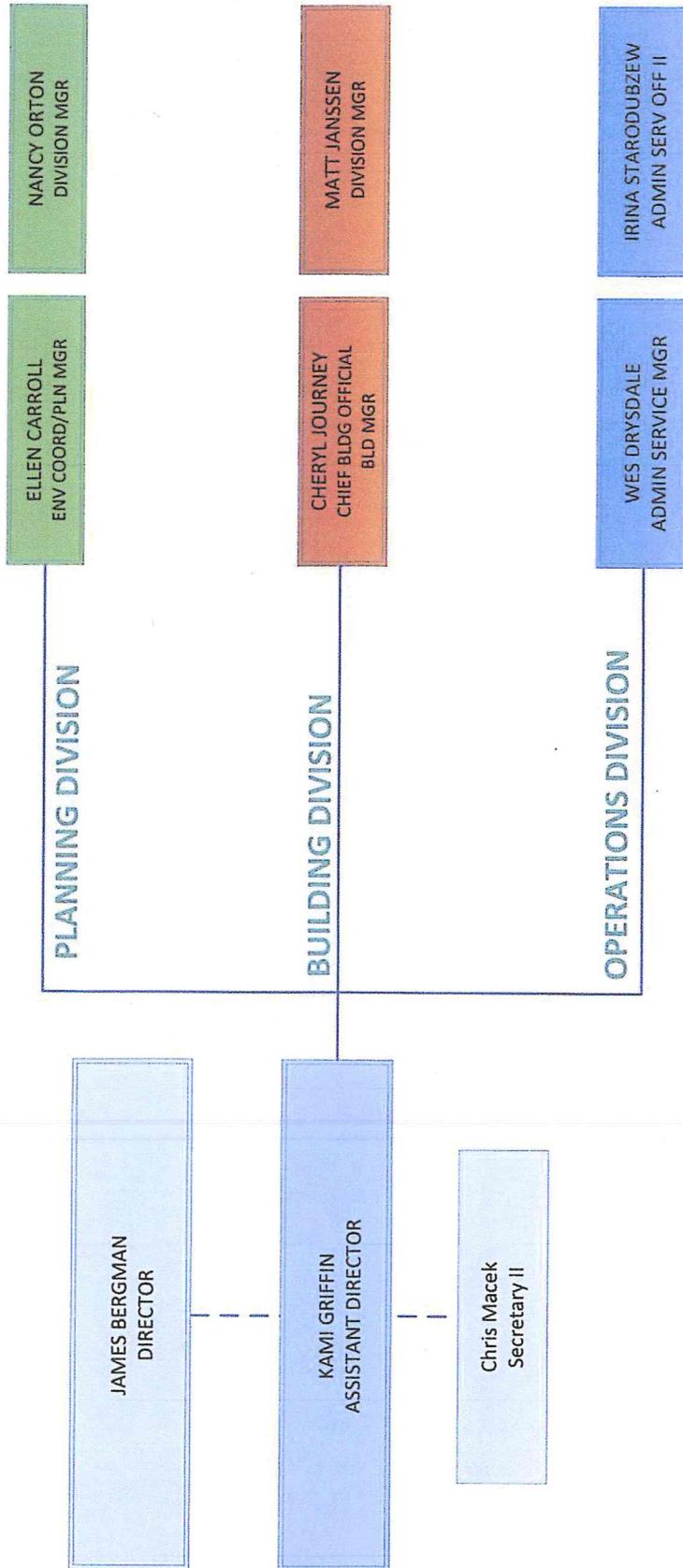
Recycling Program

4A-10



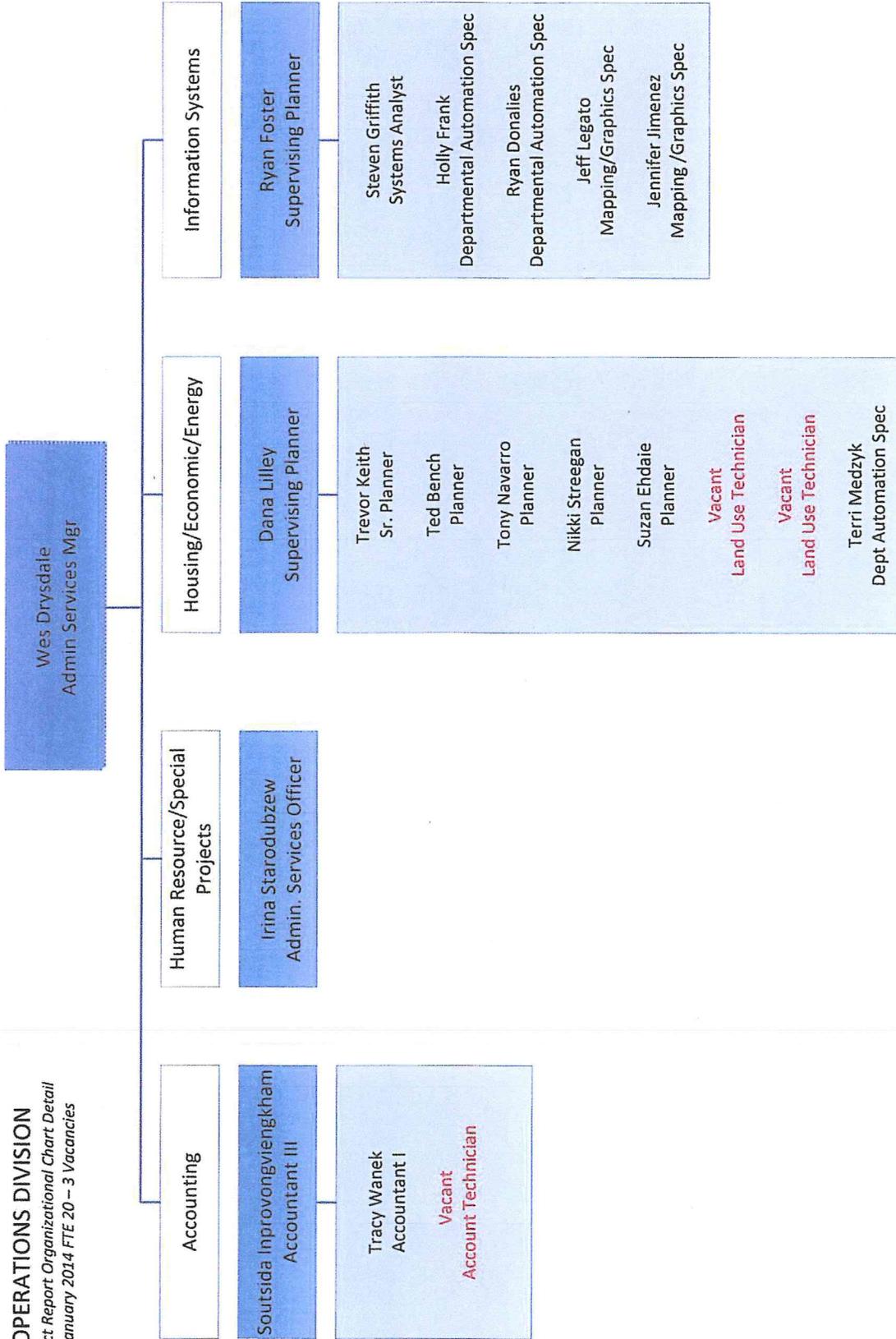
**Management Team**

Direct Report Organizational Chart  
January 2014 FTE 9



**OPERATIONS DIVISION**

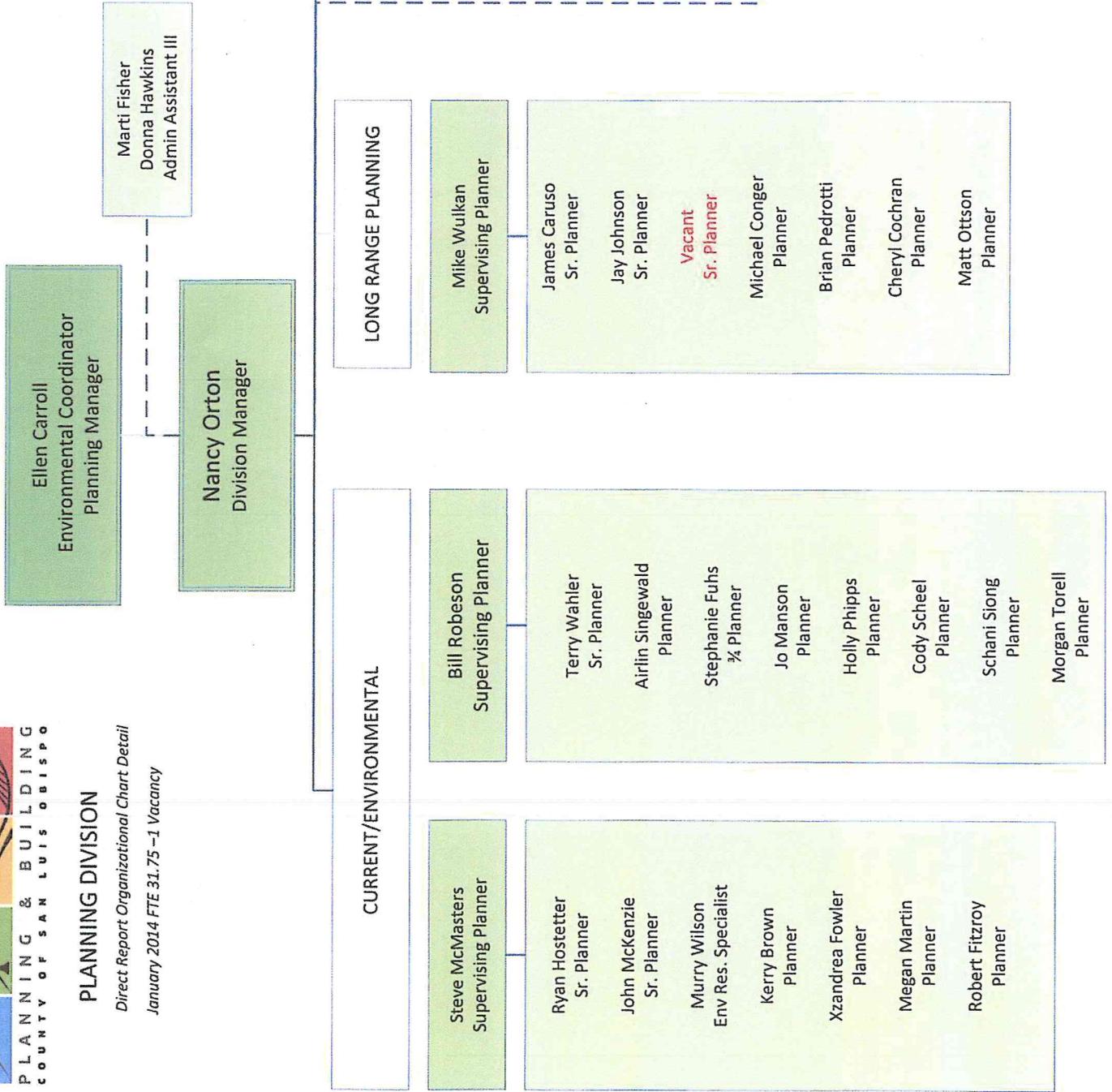
Direct Report Organizational Chart Detail  
January 2014 FTE 20 - 3 Vacancies

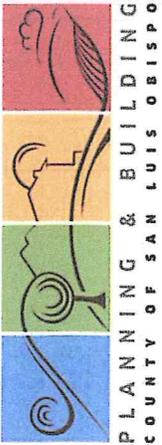


## PLANNING DIVISION

Direct Report Organizational Chart Detail

January 2014 FTE 31.75 --1 Vacancy



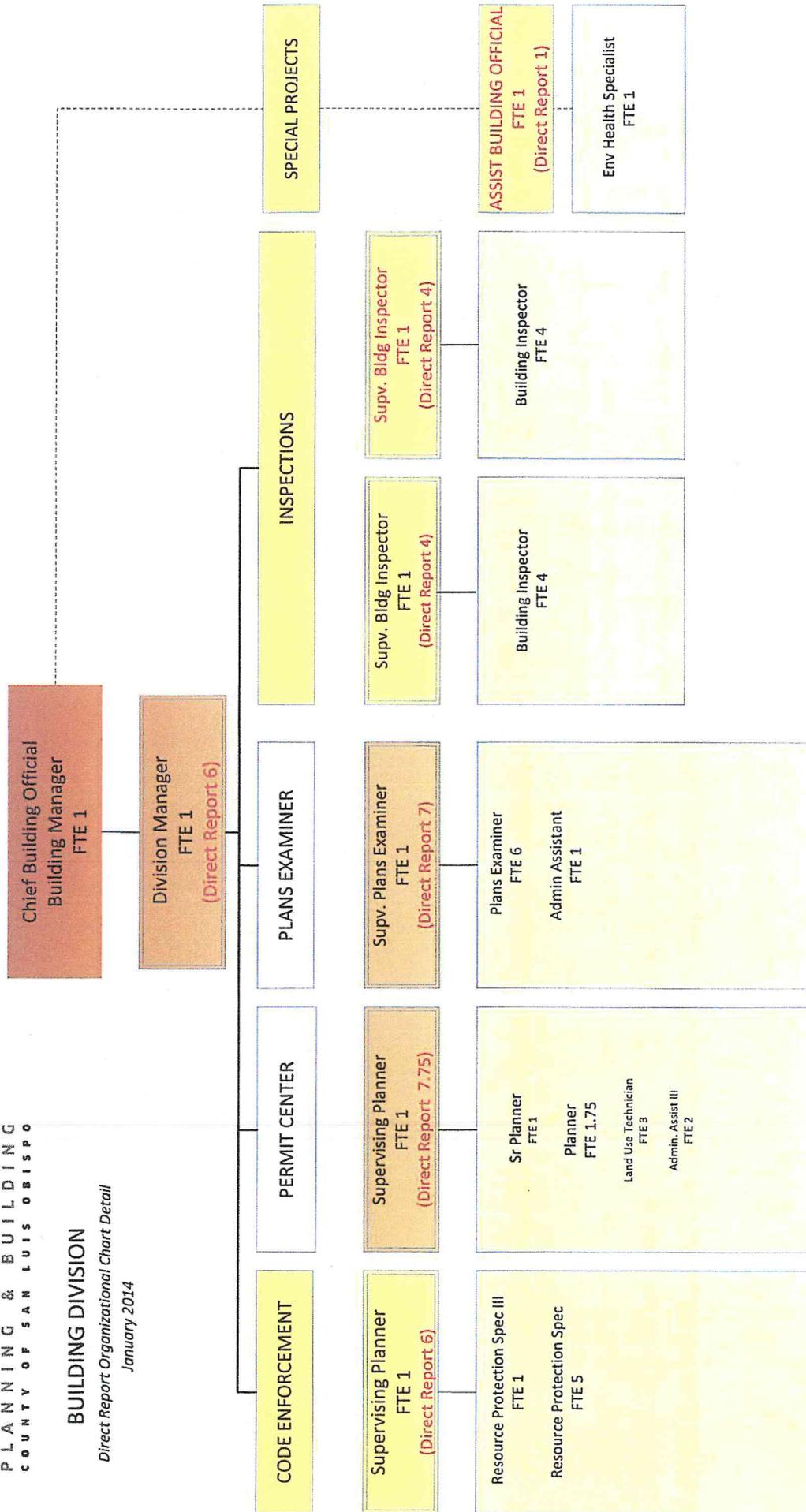


PLANNING & BUILDING  
COUNTY OF SAN LUIS OBISPO

**BUILDING DIVISION**

Direct Report Organizational Chart Detail  
January 2014

**CURRENT**



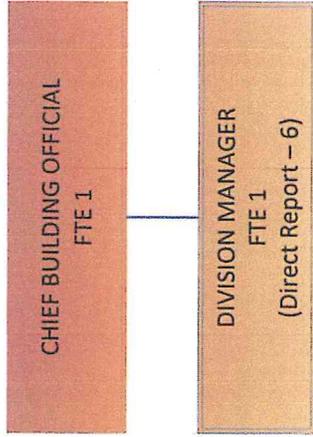
4A-14

**BUILDING DIVISION**

Direct Report Organizational Chart Detail  
Revised -Reorganization Jan 2014

**DRAFT**

With New FTE's assigned to NCSC-Budget Request FY14-15



CODE ENFORCEMENT	PUBLIC INFORMATION	PLAN REVIEW	NORTH COUNTY SERVICE CENTER	INSPECTIONS	PERMIT CENTER
Supervising Planner (Future -BUILDING SUPERVISOR) FTE 1	SUPERVISING PLANNER FTE 1	SUPERVISING PLANS EXAMINER (Future -BUILDING SUPERVISOR) FTE 1	Supv. Building Inspector (New -BUILDING SUPERVISOR) FTE 1	Supv. Building Inspector (New -BUILDING SUPERVISOR) FTE 1	Assistant Building Official (New -BUILDING SUPERVISOR) FTE 1
RESOURCE PROT. SPEC III FTE 1  RESOURCE PROT. SPEC II FTE 4	SR. PLANNER FTE 1  PLANNER FTE 1.25  ADMIN ASSIST (PHONE) FTE 1  ADMIN ASSIST (CASHIER) FTE 1	PLANS EXAMINER FTE 4.5  ADMIN ASSIST (PERMITS) FTE 1	BUILDING INSPECTORS FTE 3  PLANS EXAMINER FTE 1  PLANNER FTE 1  LAND USE TECHICIAN FTE 1	BUILDING INSPECTOR FTE 4  LAND USE TECHNICIAN FTE 1	ENVIRONMENT HLTH SPEC FTE 1  PLANS EXAMINER FTE .5  LAND USE TECHNICIAN FTE 2  RESOURCE PROTECTION SPEC FTE 1  BUILDING INSPECTOR FTE 1
LAND USE VIOLATIONS BUILDING VIOLATIONS CONDITIONAL COMPLIANCE  FTE 6 Direct Reports 5	PUBLIC INFORMATION ZONING CLEARANCE DEPARTMENT CASHIER  FTE 5.25 Direct Reports 4.25	PLAN REVIEW FTE 6.5 Direct Reports 5.5	LAND USE PERMITS BUILDING PERMITS PLAN REVIEW INSPECTIONS FTE 7 Direct Reports 6	INSPECTIONS AS-BUILTS EXPIRED PERMITS FTE 6 Direct Reports 5	PERMIT CENTER NPDES PROGRAM SEPTIC PROGRAM PERMIT INTAKE RECYCLING FTE 6.5 Direct Report 5.5

New- Title Change Request - FY13/14  
Future - As Retirements occur; effective position change will occur-est. 2-5 yrs