AGENDA

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. February 28, 2018

4. Specifications - Revised
   a. Deputy Director – Planning and Building
   b. Division Manager – Building

5. Adjournment
Present: President Bergman, Vice President Ohannesian, Commissioner Nix

Staff: Acting Commission Secretary, Natalie Walter; Back-Up Commission Clerk, Virginia Quinde

Counsel: County Counsel, Tim McNulty

Absent: Commissioner Stewart, Commissioner Nicholson

1. Call to Order / Flag Salute / Roll Call
   President Bergman called the meeting to order at 9:00 AM and led the flag salute. Roll was called.

2. Election of Officers
   President Bergman invited the Commission to nominate Commission Officers for 2018. Vice President Ohannesian nominated President Bergman. Commissioner Nix seconded the motion. The motion passed 3-0-2. President Bergman requested a nomination for Vice President. Commissioner Nix nominated Commissioner Stewart as Vice President and Vice President Ohannesian seconded. The motion passed 3-0-2.

3. Public Comment Period
   President Bergman asked for public comment. Seeing none, he closed the public comment period. He stated to the audience that although only 3 Commissioners were present the Commission could conduct business because they had a quorum. He clarified that for voting purposes the votes must be all yes to pass.

4. Minutes
   President Bergman asked for any amendments to the December 20, 2017 meeting minutes. Seeing none, he asked for a motion to approve. Commissioner Nix made the motion to approve. Vice President Ohannesian seconded the motion. Motion passed 3-0-2.

5. Revised Specifications
   a) Department Administrator
      Mark Zeltman, Human Resources Analyst Class & Comp and Frank Stapleton, Human Resources Analyst presented the title change from Department Administrator to Division Manager, Finance and Administration as well as the revised specification. Mark Zeltman also pointed out an error on page 5a.8, line 15 where reference was made to the old title rather than the proposed title. He indicated this would be corrected. President Bergman requested public comment. Seeing no public comment President Bergman opened for questions from Commissioners. Vice President Ohannesian opened with comments from the Commission. After lengthy discussion and concerns
Civil Service Commission

raised by the Commissioners, Acting Commission Secretary Natalie Walter proposed that the specification be withdrawn and re-worked to address the Commission's concerns and to ensure the needs of all departments that may utilize the classification are met. President Bergman commented that he would like to agendas an item on minimum qualifications and recruitment trends and activity associated with minimum qualifications in the future.

b) Environmental Resource Specialist
Mark Zeltman, Human Resources Analyst Class & Comp, Mark Hutchinson, Deputy Director, Public Works, and Kate Ballantyne, Environmental Division Manager, Public Works, presented the proposal to revise an existing classification and change the title from Environmental Resource Specialist to Environmental Specialist I/II/III. President Bergman requested public comments. Seeing no public comment, he opened to comments from Commissioners. Vice President Ohannesian opened with questions and suggestions on rephrasing some sections of the specification. President Bergman asked if the changes were noted and Mark Zeltman indicated they were. President Bergman opened to questions and suggestions from Commissioner Nix. President Bergman requested a motion to approve as amended and requested that the revised specification be brought back to the Commission in March. Vice President Ohannesian made the motion. Commissioner Nix seconded. Motion passed 3-0-2.

6. Reports
Commission President: President Bergman addressed Commission mail and stated that it should be distributed to Commissioners unopened. He requested that the mail policy be distributed to the Commission for review so that all are aware. Vice President Ohannesian and Commissioner Nix requested information regarding an Ethics class they were interested in. Commission Counsel had nothing to report.
Acting Commission Secretary, Natalie Walter, requested dates for upcoming Grievance/Appeals hearings. The Commissioners who were present provided dates that they were unavailable; absent Commissioners would be contacted for availability.

7. Adjournment
President Bergman adjourned the meeting.

* 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.
TO: Civil Service Commission

DATE: March 28, 2018

FROM: Frank Stapleton, Human Resources Analyst

SUBJECT: Revised Class Specifications: Deputy Director – Planning and Building;
Division Manager – Building (Chief Building Officer)

Department: Planning and Building

Appointing Authority: Marvin Rose, Interim Director of Planning and Building

RECOMMENDATION:
It is recommended that the Commission approve the revisions to the Deputy Director – Planning and Building and Division Manager – Building (Chief Building Official) specifications as proposed, and the recommended classification title change from Division Manager – Building (Chief Building Official) to Division Manager – Building.

BACKGROUND:
The County’s Chief Building Official role has been assigned to the Division Manager – Building classification (Chief Building Official) since the class and specification were created in 2004.

DISCUSSION:
A Chief Building Official is the person responsible for interpretation and enforcement of building and construction codes and regulations. The role carries a high level of responsibility and visibility, since the incumbent is the County’s final authority regarding code interpretation, and represents the County at County and Accessibility Appeals Boards and other groups, boards, commissions, and functions. As such, it is best suited for a position with a high level of decision making authority, a broad view of department operations, and regular communications with executive management. Accordingly, we are proposing that the County’s Chief Building Official
role be elevated to the Division Manager – Building (Chief Building Official) to the Deputy Director – Planning and Building.

The proposed realignment is consistent with best practice and common with other California counties. In a survey of 9 comparable counties, 8 assign the Chief Building Officer to a deputy director or assistant director level position reporting directly to the head of the planning department.

**PROPOSED SPECIFICATION REVISIONS AND TITLE CHANGE**

The proposed reallocation of the Chief Building Official role would impact two class specifications, including one class title.

The title for the Division Manager – Building (Chief Building Official) class would change to Division Manager – Building. The duties of the specification would be revised to indicate that the position no longer serves as the Chief Building Official, except in the absence of the designated Chief Building Official.

The Deputy Director – Planning and Development would be revised to indicate that a position in this classification may be assigned the role of Chief Building Official. The Deputy Director assigned to the Building Division would be assigned the Chief Building Official; the Deputy Director assigned to the Planning Division would not. Also, a sub-section would be added to the Licenses and Certifications section of the specification to indicate that positions serving as the Chief Building Official require “possession of a certificate of Certified Building Inspector, Plans Examiner or Building Official, or State registration as an architect or civil or structural engineer, or a contractor's license is required at the time of application and must be maintained throughout employment.”

**RESULT**

The result will be the assignment of the Chief Building Official role to a position with a suitable level of authority, scope and influence for the importance and authority of the position.

**SUMMARY**

It is recommended that the Commission approve the revisions to the Deputy Director – Planning and Building and Division Manager – Building (Chief Building Official) specifications as proposed,
and the recommended classification title change from Division Manager – Building (Chief Building Official) to Division Manager – Building.

**OTHER AGENCY INVOLVEMENT:**

The Planning and Building Department and Administrative Office have been involved in the revisions of these specifications and concur with the specifications as proposed. Since this is an unrepresented classification, no employee association was consulted.

**Attachments:**

1. Current pec – DEPUTY DIRECTOR-PLANNING BUILDING_draft of revisions for CBO role
2. Proposed spec - DEPUTY DIRECTOR-PLANNING BUILDING_CSC Draft-track changes accepted
3. Current spec – DIV MGR-BUILDING(CHF BLD OFCL)_draft of revisions for CBO role
4. Proposed spec – DIV MGR-BUILDING_CSC Draft-Track Changes Accepted
5. Current organizational chart – Planning and Building org chart_current
6. Proposed organizational chart – Planning and Building org chart_proposed
Count of San Luis Obispo Planning and Building Department

Current

Division Manager - Building (Chief Building Officer)

Deputy Director - Planning and Building

Environmental Coordinator

Planning and Building Director
County of San Luis Obispo
Planning and Building Department

PROPOSED

Planning and Building Director

Deputy Director - Planning and Building

Division Manager - Planning
Environmental Coordinator

Deputy Director - Planning and Building

Division Manager - Building
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

DEPUTY DIRECTOR – PLANNING AND BUILDING

DEFINITION:
Under direction, plans, organizes, controls and directs the operations, activities and services of a major organizational segment of the Planning and Building Department, coordinates and directs personnel, resources, projects and communications to meet County needs and assures smooth and efficient organizational activities, and supervises and evaluates the performance of assigned personnel; and does other related work as required. The Deputy Director overseeing the Building division(s) also serves as the County’s Chief Building Officer.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department such as administration, permitting or policy and program services.
- May serve as the County Building Official; act as final arbiter for the County in rendering interpretations of construction codes; direct the resolution of conflicts and issues related to construction regulations; represent the County at the Construction and Accessibility Appeals Boards; represent the Department at various groups, boards, commissions and other functions as directed.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with
established standards, requirements and procedures; assure employee understanding of
established requirements.
• Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation
related to assigned functions and activities; modifies programs, functions, and procedures to
assure compliance with local, state, and federal requirements as appropriate.
• Monitor and analyze services, programs, activities and functions for financial effectiveness and
operational efficiency; respond to administrative input concerning organizational needs; direct
the development and implementation of policies, procedures and programs to enhance the
financial effectiveness and operational efficiency of services, programs, activities and functions.
• Participate in the development, preparation and presentation of annual budgets for assigned
functions; analyze and review budgetary and financial data; control and authorize expenditures
in accordance with established limitations; provide recommendations concerning fees, taxes,
and assessments as requested.
• Communicate with administrators, personnel, outside organizations, and advisory committees
to exchange information, coordinate activities and programs, and resolve issues or concerns;
meet with elected officials, individually or as a governing board, to review and discuss issues
and recommendations in a clear and organized manner; communicate with news media
concerning division issues; attend and conduct a variety of meetings that may include evening
events and out-of-county locations as assigned.
• May act for the Director in his/her absence or as directed.
• Performs other related work as required

EMPLOYMENT STANDARDS:

Knowledge of:
• Planning, organization and direction of the operations, activities, and services of a major
organizational segment of a planning and/or building department
• Terminology, concepts, methods and procedures involved in the management of planning or
building functions
• Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures
• Principles and practices of administration, supervision and training
• Budget preparation and control
• Oral and written communication skills
• Interpersonal skills using tact, patience and courtesy

**Ability to:**

• Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department
• Supervise and evaluate the performance of assigned personnel
• Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities and functions
• Provide consultation and technical expertise concerning the operations, activities, and services of assigned organizational segment
• Communicate effectively both orally and in writing
• Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures
• Establish and maintain cooperative and effective working relationships with others
• Operate a computer, assigned software and office equipment
• Analyze situations accurately and adopt an effective course of action
• Direct the maintenance of a variety of reports, records and files related to assigned activities

**EDUCATION AND EXPERIENCE:**

• Graduation from an accredited four-year college or university with a bachelor's degree. A bachelor's degree in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, engineering, architecture, construction management or a closely related field is preferred.

• Six years of increasingly responsible experience in the development and implementation of planning or building programs, projects and services, two of which need to be in a supervisory position.

**LICENSES AND CERTIFICATES:**
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

**Additional Requirements for positions serving as the County’s Chief Building Official:**

- Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner or Building Official, or State registration as an architect or civil or structural engineer, or a contractor’s license is required at the time of application and must be maintained throughout employment.

**SPECIAL SUBCLASS RECRUITMENT:**

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 04-01-15

BOS Approved: 04-07-15

Revised: 00:00:00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

DEPUTY DIRECTOR – PLANNING AND BUILDING

DEFINITION:
Under direction, plans, organizes, controls and directs the operations, activities and services of a major organizational segment of the Planning and Building Department; coordinates and directs personnel, resources, projects and communications to meet County needs and assure smooth and efficient organizational activities; and supervises and evaluates the performance of assigned personnel. The Deputy Director overseeing the Building division(s) also serves as the County’s Chief Building Officer.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department such as administration, permitting or policy and program services.
- May serve as the County Building Official: act as final arbiter for the County in rendering interpretations of construction codes; direct the resolution of conflicts and issues related to construction regulations; represent the County at the Construction and Accessibility Appeals Boards; represent the Department at various groups, boards, commissions and other functions as directed.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with
established standards, requirements and procedures; assure employee understanding of established requirements.

- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to assigned functions and activities; modifies programs, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate.

- Monitor and analyze services, programs, activities and functions for financial effectiveness and operational efficiency; respond to administrative input concerning organizational needs; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities and functions.

- Participate in the development, preparation and presentation of annual budgets for assigned functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; provide recommendations concerning fees, taxes, and assessments as requested.

- Communicate with administrators, personnel, outside organizations, and advisory committees to exchange information, coordinate activities and programs, and resolve issues or concerns; meet with elected officials, individually or as a governing board, to review and discuss issues and recommendations in a clear and organized manner; communicate with news media concerning division issues; attend and conduct a variety of meetings that may include evening events and out-of-county locations as assigned.

- May act for the Director in his/her absence or as directed.

- Performs other related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Planning, organization and direction of the operations, activities, and services of a major organizational segment of a planning and/or building department

- Terminology, concepts, methods and procedures involved in the management of planning or building functions

- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures

- Principles and practices of administration, supervision and training
• Budget preparation and control
• Oral and written communication skills
• Interpersonal skills using tact, patience and courtesy

**Ability to:**
• Plan, organize, control and direct the operations, activities, and services of a major organizational segment of the Planning and Building Department
• Supervise and evaluate the performance of assigned personnel
• Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of services, programs, activities and functions
• Provide consultation and technical expertise concerning the operations, activities, and services of assigned organizational segment
• Communicate effectively both orally and in writing
• Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures
• Establish and maintain cooperative and effective working relationships with others
• Operate a computer, assigned software and office equipment
• Analyze situations accurately and adopt an effective course of action
• Direct the maintenance of a variety of reports, records and files related to assigned activities

**EDUCATION AND EXPERIENCE:**
• Graduation from an accredited four-year college or university with a bachelor's degree. A bachelor's degree in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, engineering, architecture, construction management or a closely related field is preferred.
• Six years of increasingly responsible experience in the development and implementation of planning or building programs, projects and services, two of which need to be in a supervisory position.

**LICENSES AND CERTIFICATES:**
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.
Additional Requirements for positions serving as the County's Chief Building Official:

- Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner or Building Official, or State registration as an architect or civil or structural engineer, or a contractor's license is required at the time of application and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 04-01-15
BOS Approved: 04-07-15
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

DIVISION MANAGER - BUILDING (CHIEF BUILDING OFFICIAL)

DEFINITION:
Under direction, plans, organizes, controls and directs the operations and activities of the
Building Division in carrying out the administrative and technical provisions of the
construction codes and related State and County regulations; coordinates and directs
communications, information and personnel to meet County needs and assure smooth
and efficient of Building Division activities; and supervises and evaluates the performance
of assigned personnel.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Plan, organize and direct the operations and activities of the Building Division of
  Planning and Building; assure that plan review/permit processing and inspection
  programs, projects and activities comply with established construction-related laws,
  codes, ordinances, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned personnel; interview and select
  employees; recommend transfers, reassignment, termination and disciplinary
  actions; coordinate subordinate work assignments and review work to assure
  compliance with established standards, requirements and procedures; oversee the
development and implementation of training functions.
- Establish and maintain Building Division plan review/permit processing and
  inspection project timelines and priorities as assigned; estimate time, personnel and
  resource requirements for projects, operations and activities; calculate and prepare
  cost estimates; monitor progress of projects and modify activities to meet
  established objectives and timelines as appropriate; review completed projects to
assure proper quality control.

- Monitor and assess Building Division activities for effectiveness and operational efficiency; respond to staff and public input concerning Division and functional needs and issues; assist in the development and implementation of programs, policies and procedures to enhance effectiveness and operational efficiency of plan review/permit processing and inspection activities.

- Provide consultation and informational materials to Department and other County personnel, outside agencies, contractors, architects and the public concerning division or function operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, plans, ordinances, regulations, policies and procedures.

- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to programs, projects, plans, financial activity, compliance, personnel and assigned duties.

- Participate in the development and preparation of the annual preliminary department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; participate with other Department managers in establishing and implementing Department programs, policies, procedures, goals and objectives.

- May serve as the County Building Official in the absence of the County Building Official as directed: act as final arbiter for the County in rendering interpretations of construction codes; direct the resolution of conflicts and issues related to construction regulations; represent the County at the Construction and Accessibility Appeals Boards; represent the Department at various groups, boards, commissions and other functions as directed.

- Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:
Management of operations and activities of plan review, construction permit processing and building inspection

- Building, plumbing, electrical and mechanical codes
- Energy, accessibility, private sewage disposal system regulations and related State and County ordinances, requirements, regulations and safety precautions
- Practices, procedures, standards and techniques involved in assuring County compliance with established requirements
- Scheduling and quality control for inspection, plan review and permit processing activities
- Practices and procedures involved in the investigation and resolution of planning, land-use, inspection, environmental, construction and permit issues and disputes
- Policies and procedures of plan review, permit processing and building inspection programs
- Budget preparation and control
- Principles and practices of administration, supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic public relations techniques

**Ability to:**

- Plan, organize and direct the operations and activities of the Building Division of Planning and Building
- Coordinate and direct communications, information and personnel to meet County needs and assure smooth and efficient Division or function activities
- Supervise and evaluate the performance of assigned personnel
- Interpret, apply, explain and assure compliance with the technical and administrative provisions of construction laws, codes, ordinances, regulations, policies and procedures
- Collaborate and consult with others in the development and implementation of Division or function programs, projects, polices, procedures, goals and objectives
• Provide consultation concerning construction regulations and enforcement
• Oversee the investigation and assure proper and timely resolution of land-use, environmental, construction, inspection and permit issues and disputes as directed
• Communicate effectively both orally and in writing
• Interpret, apply and explain rules, regulations, policies and procedures
• Establish and maintain cooperative and effective working relationships with others
• Operate a computer, assigned software and office equipment
• Prepare comprehensive narrative and statistical reports
• Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:
Graduation from an accredited four-year college or university with a bachelor's degree in architecture, civil or structural engineering or a closely related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, five years of increasingly responsible experience in the administration and enforcement of construction codes, two years of which were in a supervisory position. (A master's degree or bachelor's degree in two fields such as life science and planning is desirable and may substitute for one year of non-supervisory professional experience.)

LICENSES/CERTIFICATES:
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner or Building Official or State registration as an architect or civil or structural engineer is required at the time of application and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:
C:\Users\vquinde\AppData\Local\Temp\Temp1 March CSC - Chief Building Officer (10).zip\DIV MGR-BUILDING(CHF BLD OFCL) draft of revisions for CBO role.docx
Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

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

Adopted: 04-28-04
BOS Approved: 06-22-04
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

DIVISION MANAGER - BUILDING

DEFINITION:
Under direction, plans, organizes, controls and directs the operations and activities of the Building Division in carrying out the administrative and technical provisions of the construction codes and related State and County regulations; coordinates and directs communications, information and personnel to meet County needs and assure smooth and efficient of Building Division activities; and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Plan, organize and direct the operations and activities of the Building Division of Planning and Building; assure that plan review/permit processing and inspection programs, projects and activities comply with established construction-related laws, codes, ordinances, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; oversee the development and implementation of training functions.
- Establish and maintain Building Division plan review/permit processing and inspection project timelines and priorities as assigned; estimate time, personnel and resource requirements for projects, operations and activities; calculate and prepare cost estimates; monitor progress of projects and modify activities to meet established objectives and timelines as appropriate; review completed projects to assure proper quality control.
- Monitor and assess Building Division activities for effectiveness and operational...
efficiency; respond to staff and public input concerning Division and functional needs and issues; assist in the development and implementation of programs, policies and procedures to enhance effectiveness and operational efficiency of plan review/permit processing and inspection activities.

- Provide consultation and informational materials to Department and other County personnel, outside agencies, contractors, architects and the public concerning division or function operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, plans, ordinances, regulations, policies and procedures.

- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to programs, projects, plans, financial activity, compliance, personnel and assigned duties.

- Participate in the development and preparation of the annual preliminary department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; participate with other Department managers in establishing and implementing Department programs, policies, procedures, goals and objectives.

- May serve as the County Building Official in the absence of the County Building Official as directed: act as final arbiter for the County in rendering interpretations of construction codes; direct the resolution of conflicts and issues related to construction regulations; represent the County at the Construction and Accessibility Appeals Boards; represent the Department at various groups, boards, commissions and other functions.

- Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Management of operations and activities of plan review, construction permit processing and building inspection

- Building, plumbing, electrical and mechanical codes

- Energy, accessibility, private sewage disposal system regulations and related State
and County ordinances, requirements, regulations and safety precautions

- Practices, procedures, standards and techniques involved in assuring County compliance with established requirements
- Scheduling and quality control for inspection, plan review and permit processing activities
- Practices and procedures involved in the investigation and resolution of planning, land-use, inspection, environmental, construction and permit issues and disputes
- Policies and procedures of plan review, permit processing and building inspection programs
- Budget preparation and control
- Principles and practices of administration, supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic public relations techniques

**Ability to:**

- Plan, organize and direct the operations and activities of the Building Division of Planning and Building
- Coordinate and direct communications, information and personnel to meet County needs and assure smooth and efficient Division or function activities
- Supervise and evaluate the performance of assigned personnel
- Interpret, apply, explain and assure compliance with the technical and administrative provisions of construction laws, codes, ordinances, regulations, policies and procedures
- Collaborate and consult with others in the development and implementation of Division or function programs, projects, polices, procedures, goals and objectives
- Provide consultation concerning construction regulations and enforcement
- Oversee the investigation and assure proper and timely resolution of land-use, environmental, construction, inspection and permit issues and disputes as directed
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer, assigned software and office equipment
Prepare comprehensive narrative and statistical reports
Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:
Graduation from an accredited four-year college or university with a bachelor's degree in architecture, civil or structural engineering or a closely related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, five years of increasingly responsible experience in the administration and enforcement of construction codes, two years of which were in a supervisory position. (A master's degree or bachelor's degree in two fields such as life science and planning is desirable and may substitute for one year of non-supervisory professional experience.)

LICENSES/CERTIFICATES:
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

Possession of a valid Certificate as a Certified Building Inspector, Plans Examiner or Building Official or State registration as an architect or civil or structural engineer is required at the time of application and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:
Recruitments for this classification may be conducted according to the special divisions or programs in which the vacancy exists and the requirements of the position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential
functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 04-28-04
BOS Approved: 06-22-04
Revised: 00-00-00