



A Tradition of Stewardship  
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Agenda Date: 10/23/2018

Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** NIKKI SALAS - Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Planning, Building, and Environmental Services Department

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### **RECOMMENDATION**

Director of Human Resources and Director of Planning, Building, and Environmental Services Department request the adoption of a resolution amending the Departmental Allocation List for the Building Division of the Planning, Building, and Environmental Services Department, as follows, with no net increase in full-time equivalents and no increase to the General Fund:

1. Delete one 1.0 FTE Building Inspector II.
2. Add one 1.0 FTE Code Compliance Officer III.

### **EXECUTIVE SUMMARY**

The Director of Planning, Building, and Environmental Services (PBES) requested that Human Resources conduct a reclassification study of a Building Inspector II position in PBES's Building Division to determine if an incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications showed that the incumbent is performing duties that are outside the scope of the Building Inspector II job classification. If approved, this action will reclassify the incumbent to the Code Compliance Officer III classification.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            No

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What is the revenue source?	This position is 100% funded by the Building Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended reclassification acknowledges that the incumbent has been performing the most complex field inspection and investigative responsibilities related to County codes and ordinances. This action is necessary to allow PBES management to continue to assign these critical duties.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2018-2019 for the proposed reclassification is estimated at \$901. The increased annualized cost for this position is estimated at \$1,352, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the recommended reclassification is not approved, the incumbent's duties will have to be reassigned to another position in the department. Due to the current workload of other staff within the PBES's Building Division, reassigning critical code enforcement responsibilities to a different position would create a significant hardship.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Director of Planning, Building, and Environmental Services (PBES) requested that Human Resources conduct a reclassification study of a Building Inspector II position within PBES's Building Division to determine whether the incumbent was properly classified. A review of the completed Position Description Questionnaire, a desk audit, departmental interviews, and a review of classification specifications indicated that the incumbent is performing duties that are outside the scope of the Building Inspector II job classification.

In 2017, the Code Enforcement Officer Standards Act was passed by the California legislature. The act created the California Association of Code Enforcement Officers (CACEO), which is tasked with outlining and maintaining code compliance industry standards, qualifications, training, regulations, and educational requirements. Subsequently, PBES and Human Resources developed a new Code Compliance job classification series to ensure that Napa County Code Compliance Officers were fully-qualified and meet the regulations and standards of CACEO.

The incumbent has worked within the Building Inspector job classification series for 14 years as a Building Inspector II. The Building Inspector II classification does not fully capture the code compliance activities performed by the incumbent. These activities include the most complex field inspection and investigative responsibilities related to County codes and ordinances, which are now included within the newly-created Code Compliance Officer job classification series. A preponderance of the incumbent's duties more closely align with the new Code Compliance job classification series. Additionally, the incumbent meets all of the CACEO requirements as a

“Certified Code Enforcement Officer.” Therefore, it is recommended that the incumbent be reclassified to the classification of Code Compliance Officer III, commensurate with the assigned advanced journey level code compliance activities.

Therefore, the Director of Human Resources and the Director of the Planning, Building, and Environmental Services Department recommend the adoption of a resolution to amend the Departmental Allocation List for the Building Division of PBES as shown on "Exhibit A," effective October 6, 2018, with no net increase in full-time equivalents and no increase to the General Fund.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Leigh Sharp