



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/27/2018

Agenda Placement: 6Y

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

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

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

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### **RECOMMENDATION**

Director of Human Resources and Director of Planning and Environmental Services (PBES) request adoption of a resolution, as follows, effective February 27, 2018, with no net increase to full-time equivalents:

1. Amend the Table and Index of Classes by:
  - a. Adding Code Compliance Officer I\*;
  - b. Adding Code Compliance Officer II\*; and
  - c. Adding Code Compliance Officer III\*.
2. Amend the Departmental Allocation List for PBES by:
  - a. Deleting one 1.0 FTE Planner III;
  - b. Deleting one 1.0 FTE Building Inspector II; and
  - c. Adding two 1.0 FTE Code Compliance Officer I/II/III\*.

\* Flexibly staffed

### **EXECUTIVE SUMMARY**

The Planning, Building, and Environmental Services (PBES) Department created a new Code Compliance Unit to meet specific Board of Supervisors goals. This action will replace two vacant positions with two new positions in a proposed Code Compliance Officer class series. If approved, this action will correctly align job duties within the department and put staff in a position to fully address the code compliance concerns of the public.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund (50%) and Building Enterprise Fund (50%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action will align the new Code Compliance Unit structure with comparable county jurisdictions and help staff meet Board of Supervisors' code compliance goals.
Is the general fund affected?	Yes
Future fiscal impact:	The total cost decrease for the remainder of Fiscal Year 2017-2018 is estimated at \$4,875. The ongoing annual cost decrease is estimated at \$19,500, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested changes are not approved, the Planning, Building, and Environmental Services Department will be without the appropriate staff classifications to assign critical workload, and therefore would be unable to respond to the growing number of code compliance complaints from the public.
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**

Historically, the Building Division of the Planning Building and Environmental Services (PBES) has fulfilled both the building inspection and code compliance functions under the umbrella of the Building Inspector class series. PBES recently established a new Code Compliance Unit, separate from the existing Building Inspection Unit. This request breaks out the code compliance duties from the existing Building Inspector class series to create a new Code Compliance Officer class series. Separating code compliance functions from building inspection functions within the Building Division a best practice among public agencies, including Napa County's comparable jurisdictions.

Creating a unique code compliance classification series, acknowledges the unique nature of this work, as compared to building inspection. The qualifications for code compliance, are different than that of the Building Inspector, and therefore, a separate classification is warranted to differentiate these positions.

The County typically receives between 30 and 40 code compliance complaints from the public each month. Additionally, there is an anticipated increase in code compliance activity in the coming years related to the 2017 Napa Fire Complex and new land use initiatives appearing on the June 2018 ballot. Therefore, deleting one vacant Planner III and one vacant Building Inspector II position and creating two new flexibly staffed positions within the

proposed Code Compliance Officer class series will assist the department in handling the existing volume of complaints more efficiently.

Therefore, the Director of Human resources and the Director of Planning, Building, and Environmental Services recommend the adoption of a resolution to amend the Table and Index of Classes and the Departmental Allocation List as shown on Exhibit "A", effective February 27, 2018, with no net increase to full-time equivalents.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi