



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/22/2016

Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

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

SUBJECT: Amend the Table and Index of Classes and Departmental Allocation Lists for the Building and Environmental Health Divisions of the Planning, Building, and Environmental Services Department

RECOMMENDATION

Director of Human Resources and Director of Planning, Building, and Environmental Services request adoption of a resolution amending the Table and Index of Classes and Departmental Allocation Lists for the Building and Environmental Health Divisions of the Planning, Building, and Environmental Services Department as follows, effective March 26, 2016, with no net increase to the General Fund and a net increase of one 1.0 FTE Permit Coordinator:

1. Amend the Table and Index of Classes by:
 - a. Adding Permit Coordinator;
 - b. Adding Permit Technician I/II; and
 - c. Deleting Permit Technician.
2. Amend the Departmental Allocation List for the Building Division by:
 - a. Adding one 1.0 Permit Coordinator;
 - b. Adding three 1.0 FTE Permit Technician I/II; and
 - c. Deleting three 1.0 FTE Permit Technicians.
3. Amend the Departmental Allocation List for the Environmental Health Division by:
 - a. Adding two 1.0 FTE Permit Technician I/II; and
 - b. Deleting two 1.0 FTE Permit Technicians.

EXECUTIVE SUMMARY

The Director of Planning, Building, and Environmental Services requested that Human Resources study its Permit Technician and Plans Examiner classifications to review and determine if incumbents were appropriately

classified and whether there should be additional levels within each classification. As a result of the study, Human Resources is recommending the addition of a new entry-level classification of Permit Technician I, which will become flexibly staffed with Permit Technician II (formerly known as Permit Technician). The need for a new classification which would coordinate departmental permitting activities was also identified, therefore, Human Resources is recommending the addition of a new classification of Permit Coordinator. No changes are recommended for the Plans Examiner classification.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The proposed actions will be 100% absorbed by the Building Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The proposed changes are discretionary in that there is no statute requiring the addition, subtraction, or deletion of the positions. Approval of the proposed changes will provide management the ability to assign work appropriately. Additionally, these changes will ensure that the Building and Environmental Health Divisions' permitting activities are operating as efficiently and effectively as possible in service to the public. The net add of one full time equivalent is necessary to meet departmental workload demands.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salaries and benefits of this position for Fiscal Year 2015-2016 is approximately \$21,600, however, it is anticipated that all of this cost will be absorbed by salary savings in the Building Fund for the current Fiscal Year. The increased cost of salaries and benefits for future fiscal years is approximately \$93,455 and will be budgeted accordingly. The Building Fund has sufficient fund balance to maintain operations.
Consequences if not approved:	If the proposed changes are not approved, Planning, Building, and Environmental Services would have to reassign duties amongst existing staff. This would likely result in a backlog of permits and an increase turnaround time in the Department's responsiveness to 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

The Director of Planning, Building, and Environmental Services approached Human Resources and requested an evaluation of the Department's Permit Technician and Plan Examiner classification structure and workload. Napa County retained Ralph Anderson & Associates to conduct a classification review of both classifications within the Building and Environmental Health Divisions.

The process included the completion of comprehensive Position Description Questionnaires by each employee. This questionnaire provided the employees with the opportunity to fully describe the duties and responsibilities of their positions. The questionnaire also obtained data regarding other job related information such as the knowledge, skills, abilities, physical efforts necessary to perform the assigned duties, and the supervision/direction received. Each incumbent also participated in one-on-one interviews with the vendor. Human Resources, in cooperation with Ralph Anderson Associates, reviewed and analyzed the completed questionnaires and all of the collected information.

At the conclusion of the study, Ralph Anderson & Associates recommended the creation of a flexibly staffed series of Permit Technician I/II. Currently, when a new employee is hired they are trained on the permit process by the more experienced Permit Technicians that are within the same classification. Creating a flexibly staffed Permit Technician series will give the county flexibility to hire employees at the entry Permit Technician I level or the journey Permit Technician II level depending on the applicant qualifications and Department staffing needs. Positions budgeted at the journey level and encompassing the full range of journey level work would normally be filled at the entry Permit Technician I level when they become vacant, unless the needs of the Department require that a position be filled at the journey Permit Technician II level. All incumbents currently allocated to the Permit Technician classification would be allocated to the Permit Technician II level.

The study also determined that the County's current classification structure for the Plans Examiner function is appropriate. Since there are only three incumbents performing plans examination duties and the intent of the classification is to have all Plans Examiners performing at the same level there are no changes needed to this classification.

The final recommendation resulting from this study is to establish a new classification and a new 1.0 FTE of Permit Coordinator. This function was previously assigned to a Plans Examiner, and falls outside the scope of the classification's responsibility. However, the presence of a Permit Coordinator is essential to the workflow of the Building and Environmental Health Divisions. The person appointed to this position through an internal promotional opportunity will perform a variety of duties related to the coordination of the building permit process including serving as liaison between internal staff and applicants for building permits. The need for the Permit Coordinator function is one of the many quality customer service improvements related to the consolidation of the permit functions into the single Department of Planning, Building and Environmental Services approved by the Board of Supervisors in 2012.

Therefore, the Director of Human Resources and the Director Planning, Building, and Environmental Services recommend the adoption of a resolution to amend the Table and Index of Classed and the Departmental Allocation Lists as shown in exhibit "A," effective March 26, 2016, with a net increase of one 1.0 full-time equivalent with no impact on the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan