



Agenda Date: 7/26/2005
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Dennis Morris - Director
Human Resources
REPORT BY: KARLA JENSEN, HUMAN RESOURCES ANALYST II , (707) 253-4489
SUBJECT: Amend Departmental Allocation List for Conservation, Development, and Planning

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Conservation, Development and Planning Department with regards to deleting one (1) Permit Technician position and adding one (1) Plans Examiner position, effective July 26, 2005.

EXECUTIVE SUMMARY

The Plans Examiner position is responsible for checking construction plans of building and structures for structural integrity and compliance with applicable building codes, ordinances, and regulations. The work requires considerable skill in critically evaluating technical data to detect deviations from legal requirements. Upgrading the Permit Technician position to a Plans Examiner Position is expected to greatly enhance the department's service goal of meeting customer and regulatory time frames.

Therefore Human Resources recommends the adoption of this resolution to amend the Department's Allocation List to delete one (1) Permit Technician and add (1) Plans Examiner.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Conservation, Development & Planning
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Given current workloads and the desire to maximize customer service and speed up the issuance of building permits, the building department has

determined a need for an additional Plans Examiner.

Is the general fund affected?	No
Future fiscal impact:	The funding for the Plans Examiner position has been budgeted in the department's personnel allocation - Permit Technician position. The Permit Technician is to be deleted once the Plans Examiner position is approved. Revenues generated from building permits will offset any additional costs which are expected to be non-substantial. There will be no impact on the general fund. Full salary and benefits will be budgeted accordingly in future fiscal years.
Consequences if not approved:	Customer service goals, including the Minor Application Processing Program (MAPP), would not be fully implemented, which would have a negative impact on department's ability to meet workload performance measurements.
Additional Information:	None

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 Plans Examiner position is responsible for checking construction plans of building and structures for structural integrity and compliance with applicable building codes, ordinances, and regulations. The work requires considerable skill in critically evaluating technical data to detect deviations from legal requirements. Upgrading the Permit Technician position to a Plans Examiner Position is expected to enhance the department's customer service operations in the following ways:

1. By providing a more technical and thorough understanding of plan content.
2. Being able to quickly identify code deficiencies within the "text" of a set of plans and directly relate these deficiencies to the appropriate code.
3. Understanding code stipulations and determining what constitutes a set of "complete plans".
4. Having the ability to undertake the review of complex project plans as well as quickly review basic applications.
5. Having the capability to enter into highly technical discussions with design professionals holding national/international credentials.
6. Providing enhanced communication skills, both verbal and written, to clearly and succinctly advise applicants of plan deficiencies.
7. Providing a clear understanding of technical support documents (i.e. soils reports, structural calculations, energy compliance reports etc. and how they interrelate to plan content).

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey