

AGENDA

Wednesday, May 18, 2016

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Personnel Analyst

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of March 16, 2016

5. PUBLIC HEARING

For questions, please contact Sandy Henderson at (714) 960-8828

AGENDA - PERSONNEL COMMISSION

Wednesday, May 18, 2016

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Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

a. Discussion regarding proposed changes to the job classification of **Permit and Plan Check Supervisor** in the Community Development Department, amending the City's Classification Plan.

Recommended Action:

Approve the modifications to the job classification of **Permit and Plan Check Supervisor**.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities and request information from Staff.

ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of June 15, 2016.

MINUTES

Wednesday, March 16, 2016

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on April 20, 2015
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Thompson called the Commission meeting to order at 5:34 PM.

ROLL CALL

Commissioners present: Edwards, Lane, Storm, Thompson

Commissioners absent: Rivera

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Storm and seconded by Commissioner Lane to approve the minutes for the November 10, 2015 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1

ABSTAIN: 1- Thompson

PUBLIC HEARING

- a. Approve the new job classification and establish the salary range of **Police Administrative Division Services Manager** in the Police Department amending the City's Classification Plan.

A motion was made by Commissioner Edwards and second by Commissioner Storm to approve the new job classification.

VOTE:	The motion was carried
AYES:	4
NOES:	0
ABSENT:	1
ABSTAIN:	0

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that the City has reached agreements with three of the eight bargaining units. Negotiations continue with four of the remaining five units and the City plans to begin with the final remaining unit soon.

SECRETARY'S REPORT

Ms. Warren reported there are no pending hearings or grievances that are anticipated to come before the Personnel Commission.

COMMENTS FROM COMMISSIONERS

Commissioner Lane inquired if we anticipated an April Personnel Commission meeting. Ms. Warren said there have been a few retirements announced so there may be a need for job specification updates.

Commissioner Thompson wished everyone a Happy Easter.

ADJOURNMENT

The meeting adjourned at 5:54PM to the next regularly scheduled meeting of April 20, 2016.



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO PERMIT AND PLAN CHECK SUPERVISOR JOB CLASS SPECIFICATION
DATE: MAY 18, 2016

The **Permit and Plan Check Supervisor** is a first-line supervisor job classification in the Community Development Department represented by the Management Employees Organization (MEO).

The recent retirement of the incumbent provided the opportunity to update the job class specification. Modifications to the **Permit and Plan Check Supervisor** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Community Development and Human Resources Departments. The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Permit and Plan Check Supervisor
Pay Grade	MEO209
Affected Employees:	None
Recommendation:	Approve changes to update job class specification

Att: Permit and Plan Check Supervisor Job Class Specification

Cc: Scott Hess, Director of Community Development
Mark Carnahan, Building Manager
Scott Smith, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERMIT & AND PLAN CHECK SUPERVISOR

PERSONNEL COMMISSION APPROVAL: JULY 19, 2006 DATE REVISED

COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE:	0209
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

JOB SUMMARY

With general supervision, supervises the work of Permit Technician and Plan Checkers, reviews plans and specifications to ensure compliance with building and construction regulations, supervises the counter plan review process, and ensures the lawful and customer-friendly issuance of building permits; and performs other duties as required within the scope of the classification. Under general direction, plans and supervises the work and activities of the Permit and Plan Check section within the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Manager
Supervises: Permit Technician, Senior Permit Technician

DISTINGUISHING CHARACTERISTICS

Differs from Senior Permit Technician in that the Permit and Plan Check Supervisor is responsible for exercising supervisory authority over permit and plan check staff while the Senior Permit Technician performs complex technical work related to permit issuance. The Plan Check and Permit Supervisor supervises the office staff that issues building permits and conducts counter plan review. Position performs general plan review and counter services.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises plan check activities; selects, trains and evaluates staff the work of plan check and building permit staff; trains and evaluates staff
- Reviews work for accuracy and completeness; Assists in the development of division goals and objectives
- Coordinates plan check activities to improve the permitting process;
- Implements and recommends division policies and procedures for the coordination of plan check activities with inspection, code enforcement and other divisions, departments and outside agencies

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PERMIT & AND PLAN CHECK SUPERVISOR

- ~~Provides quality customer service through various means, such as serving as an ombudsman for issues arising in building permits and building inspection~~ Assists staff with complex work and resolves conflicts, disputes and problems between City staff and the public or outside agencies; acts as ombudsperson for issues related to building permits and building inspection
- Checks plans and specifications of buildings and structures for compliance with ~~the~~ adopted building codes and related construction codes and legislation
- Consults with architects, engineers, contractors and owners on matters such as design, engineering and regulations governing building plans
- Analyzes building designs to ensure basic engineering principles have been met, proper materials have been selected, and disability and energy regulations have been met
- Develops and maintains all building reporting systems to meet outside agency requirements; oversees the maintenance of construction records
- Researches collects and analyzes data
- Analyzes and recommends system improvements
- Continuously updates knowledge of relevant legislation regarding permit processing and various building and construction codes
- Provides service to customers at the counter
- Handles difficult permits; performs plan reviews to ensure compliance with codes and regulations
- Writes reports, letters and memos
- Enters, stores and retrieves data on a computer
- Represents the department in staff meetings
- Performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- ~~Standards, principles and practices of Federal, state, and local laws, rules and regulations pertaining to~~ building plan checking and permit issuance
- Building construction methods and materials
- ~~The adopted~~ Building Codes, including accessibility and energy regulations and other related legislation
- ~~Practices procedures and regulations related to permit issuance~~
- Principles and practices of supervision and conflict resolution techniques
- ~~Personnel policies and procedures~~
- Business equipment and related software

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PERMIT & AND PLAN CHECK SUPERVISOR

- Quality customer service principles and practices
- Administrative management principles and techniques, including budgeting, organizational planning, workplace safety, staff training and development
- Zoning regulations
- California code and local laws relating to building construction
- Proper inspection methods
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction

Ability to:

- Plan, organize, and monitor the work of permit and plan check staff
- Read, interpret and analyze construction plans, blueprints, manuals and specifications;
- ~~Make~~ Calculate basic engineering computations;
- Develop, maintain and follow department processes and regulations;
- Supervise, train, and evaluate staff;
- Communicate effectively orally and in writing ~~in oral and written form~~;
- Write reports; recommendations, correspondence and specifications;
- Ensure safety and professional work standards are met;
- Establish and maintain effective working relationships with those contacted during the course of work;
- Deliver quality customer service;
- Work independently and as a part of a team.
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and personnel policies and procedures

Education: ~~High school diploma or equivalent; bachelor's degree preferred.~~ Bachelor's degree from an accredited college or university in a related field.

Experience: ~~Three years experience as a Permit Technician or Building Plan Checker for a government agency, or related work. It is desirable that one of the three years of experience be in a supervisory capacity. Five (5) years' experience issuing permits and/or plan checking, including two years' experience in a supervisory or lead capacity.~~

License/Certificate:

- Possession of a valid California Class C driver license with an acceptable driving record required by time of appointment.
- Must possess and maintain current Certification as a Residential Plans Examiner from the International Code Council (ICC) or California Building Officials (CALBO). Certifications by other approved model code organizations in the categories indicated may be accepted if determined to be equivalent.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PERMIT & AND PLAN CHECK SUPERVISOR

Certification by the International Code Council (ICC) and California Building Officials (CALBO) as a Building Plans Examiner and certification by the International Code Council (ICC) as a Permit Technician is required; or must be obtained by the end of the probationary period (which can be up to twelve months). Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California driver's license may be required along with an acceptable driving record

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves detailed concentration for long periods of time in a modified office environment and exposure to the elements in an outdoor environment. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors in a general office environment. The incumbent sits for prolonged periods of time; stands and walks to retrieve work files or to other departments or office locations; leans, bends and stoops to perform work behind a desk or to retrieve information; pushes, turns or twists to move chair or body from desk; reaches to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and hearing and speaking abilities to answer the telephone or answer questions of other staff members or the general public. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.