

AGENDA

Wednesday, September 18, 2013

City of Huntington Beach PERSONNEL COMMISSION

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

1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Assistant City Manager

Also present:

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

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

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 August 21, 2013

5. PUBLIC HEARING

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

- a. Discussion regarding proposed new job classification of **Building Manager** in the Planning & Building Department amending the City's Classification Plan.

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

Recommended Action:

Approve the new job classification of **Building Manager** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

9. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of October 16, 2013

MINUTES

Wednesday, August 21, 2013

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 September 18, 2013
(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 Bush called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Clemens, Bush, Elford, Inglee, Thompson

Commissioners absent: None

Others Present:

Lori Ann Farrell, Director of Finance

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A correction was made to the minutes:

The meeting adjourned at 7:15 PM to the next regularly scheduled meeting of ~~September 18~~
August 21, 2013.

A motion was made by Commissioner Elford and seconded by Commissioner Inglee to approve the minutes as amended for the July 17, 2013 meeting.

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

PUBLIC HEARING

- a. Approve the new job classification of Payroll Specialist in the Finance Department amending the City's Classification Plan.

A motion was made by Commissioner Elford and second by Commissioner Clemens to approve the new job classification.

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

LABOR RELATIONS UPDATE/SECRETARY'S REPORT

Michele Warren, Human Resources Director, was not present at the meeting; however, she provided a memo regarding the labor relations update and secretary's report.

In summary, Ms. Warren reports that the City is continuing active negotiations with MEA (Municipal Employees Association), MEO (Management Employees Organization), HBPOA (Huntington Beach Police Officers Association), HBFA (Huntington Beach Firefighters Association), SCLEA (Surf City Lifeguard Employee Association), and MSMA (Marine Safety Management Association).

Ms. Warren provided a copy of the City Council Strategic Plan Objectives and the City's Long Term Financial Plan. She reported the City Council is expected to approve the FY 2013-14 Budget at its September 3rd meeting.

She announced that the City is in process of selecting a replacement Assistant City Manager, as Bob Hall has been appointed as City Manager for the City of Fountain Valley effective August 19, 2013.

COMMENTS FROM COMMISSIONERS

None

ADJOURNMENT

The meeting adjourned at 5:55 PM to the next regularly scheduled meeting of September 18, 2013.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF BUILDING MANAGER JOB CLASSIFICATION
DATE: SEPTEMBER 18, 2013

As part of the FY 2013/14 budget process, the Planning & Building Department is seeking to restructure the building division by creating a new job classification of **Building Manager**. The new classification will be represented by the Management Employees Organization (MEO). The pay grade for the position is recommended at Range 644.

It is the department's intent to merge the permit and plan check services, inspection services, and code enforcement operations into one unit reporting to the Building Manager. Currently each of these functions report to an individual manager. This position would also be the designated Building Official for the City. The alternative to establishing the recommended job classification would be to incorporate the work into an existing job class. However, in reviewing the overall job duties and the required knowledge, skills, and abilities of existing classifications, there are none that require the specific skill set necessary to perform the work of the proposed classification.

It is the intent of the Planning & Building Department to use budget funds allocated for a vacant Permit and Plan Check Manager position to fill the Building Manager job. Doing so will result in a cost-neutral impact on the FY '13/14 budget.

The City and MEO have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Planning & Building Department and a review of similar internal and external classifications.

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

STAFF RECOMMENDATION

Proposed Job Class Title	Building Manager
Pay Grade:	Pay Grade 644
Action:	Approve the newly-created job classification at the recommended pay grade for inclusion into the City's Classification Plan
Affected Employees:	None

Att: Building Manager
cc: Scott Hess, Planning & Building Director
Tom Graham, MEO President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING MANAGER

PERSONNEL COMMISSION APPROVAL: SEPTEMBER 18, 2013

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

DUTIES SUMMARY

Under administrative direction, oversees the operations, services and activities of the Building Division within the Planning and Building Department; serves as the City's Building Official.

DISTINGUISHING CHARACTERISTICS

This is a division manager position in the Planning and Building Department having overall responsibility for the administration and interpretation of a variety of Federal, State and Municipal codes related to building inspection, plan check services, permitting and code enforcement. Work is performed under the direction of the department director. Building Manager exercises supervision over assigned technical, professional and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

- Provides overall management of the Building Division, oversees the work of staff engaged in building inspections, plan check services, permit issuance, and code enforcement activities
- Applies advanced and complex technical knowledge in the review of plans and specifications for conformance to the requirements of building and other requisite codes, ordinances, and/or regulations adopted by the city
- Develops and implements division goals and objectives; recommends new policies and procedures and implements changes to existing operational policies and procedures
- Develops and administers the division budget; monitors expenditures;
- Prepares written and oral presentations for the City Council, city administration, business and civic organizations regarding division projects and activities
- Directs the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements and standards

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER

- Interacts with architects, engineers, designers, contractors and homeowners concerning pertinent building regulations, local building codes, State and Federal laws related to building, building safety standards and construction practices
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures
- Selects, trains, motivates and evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Responds to difficult and complex inquiries, disputes and complaints related to permitting, building codes and regulations
- Recommends and drafts model code and ordinance changes
- Prepares reports and provides systematic identification and assessment of earthquake hazards in existing structures and new construction
- Plans, directs and operates the Building & Safety emergency/disaster response program for building safety assessment and public assistance
- Acts as liaison between the division and other City divisions and department, and outside agencies; administers and directs coordination with fire and health agencies as required; serve as staff on a variety of committees as assigned; participate in professional organizations related to assignment
- Provides technical and administrative assistance to the Planning and Building Director
- Administers, interprets and enforces the provisions of the building codes, municipal regulations and other applicable codes as they relate to building inspection and plan check matters
- Conducts operational studies, develops and presents reports, memoranda, letters and other forms of correspondence
- Performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to 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:

- Pertinent Federal, State and local laws, codes and regulations including California Building, Plumbing, Mechanical, Electrical and Fire Codes
- Municipal codes, zoning plans, ordinances regulations enforceable by the City

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER

- Professional standards, principles, and practices of building plan checking, inspections, permitting, and code enforcement
- Building construction methods and materials, principles of structural design, engineering statistics, advanced mathematics and building inspection;
- Adopted building code, disability and energy regulations and other applicable legislation
- Principles and practices of public policy, organization, management, administration, budgeting, effective supervision, training and personnel management
- Principles and practices of supervision
- Modern office procedures and methods
- Quality customer service practices
- Safety issues and liability reduction

Ability to:

- Exercise management authority over staff engaged in building inspections, plan check services, permit issuance, and code enforcement activities
- Administer and conduct a variety of building plan check and related code activities; prepares or directs the preparation of enforcement complaints for legal action regarding code violations
- Analyze and categorize and information, evaluate problems and identify alternative solutions, project consequences of proposed actions and recommend implementation options
- Read, interpret and analyze construction plans, blueprints, manuals and specifications; utilize consulting and advisory data and information involving technical, legal, economic, operational and organizational analytics
- Develop and modify departmental budgets, policies, procedures and regulations
- Exercise sound judgment, decisiveness and creativity in the performance of complex technical and analytical review processes and oversight of division programs; communicate effectively both orally and in writing
- Write detailed reports, recommendations, correspondence and specifications; develop and effectively manage contractual agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Manage and direct staff, ensure professional work standards are met, deliver quality customer service
- Act as custodian of records for Building Code Enforcement, Permitting and Plan Check

Education: A Bachelor's degree from an accredited college or university in civil or

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING MANAGER

structural engineering, architecture, construction technology or other directly related field. A Master's degree desirable.

Experience: Five (5) years of increasingly responsible experience performing building plan checking, building inspection, or municipal building construction, including two (2) years' experience in a supervisory capacity.

License/Certificate: A valid California Class C driver's license with an acceptable driving record required by time of appointment. Certification by the International Code Council (ICC) or an equivalent nationally recognized organization as a Building Plans Examiner and as a Certified Building Official required. State of California registration as a Professional Engineer (PE) desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent 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.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather and temperature conditions. Exposure to noise, dust, grease, smoke, fumes and gases; work at heights and/or in confined spaces. Requires sufficient physical ability and mobility to stand or sit for prolonged periods, walk on uneven terrain, loose soil, and sloped surfaces. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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; due to the performance of field duties that may require operation of a City vehicle.

Est. 09/18/13