

March 7, 2006

Honorable Mayor and Members of
The Hermosa Beach City Council

City Council Meeting of
March 14, 2006

**Review and Approval of Class Specification for
Building and Planning Technician**

Recommendation

Staff recommends that the City Council approve the class specification and salary range for Building and Planning Technician

Background

This is a new classification. This position has been filled on a part-time basis in recent years. Based on the workload in the Community Development Department the hours of the part-time position were increased in the current year. During the mid-year budget review, City Council authorized adding this position to the full-time classifications including benefits, thereby making subject to the civil service provisions of the municipal code and the Civil Service Rules and regulations. As such a class specification has been developed and a salary range established.

Analysis

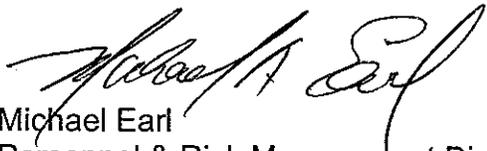
Staff surveyed other agencies and met with the Community Development Director in developing the proposed class specification for the Building and Planning Technician. This classification serves as the initial point of contact in reviewing applications for building permits and assists in the coordination of the plan review process through both the Building and Planning Divisions of the Department. This classification has become vital in working towards reducing the backlog of plans waiting for review and in reducing the overall time required to process building plans submitted.

The salary range is recommended to be set at \$3,144 to \$3,822 per month. The range is recommended based on a survey of other cities with similar classifications and based on the internal relationships within the organization. This classification will be assigned to the General and Supervisory Employees bargaining unit.

The Civil Service Board reviewed and approved the proposed class specification at their meeting on Wednesday, March 1, 2006.

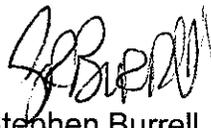
Following approval by the City Council, staff will conduct an examination process and establish an eligibility list that will be submitted to the Civil Service Board for certification.

Respectfully Submitted:



Michael Earl
Personnel & Risk Management Director

Concur:



Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

BUILDING AND PLANNING TECHNICIAN

DEFINITION

Under general supervision, to perform varied clerical and administrative functions relating to the issuance of building permit applications and zone checks and to do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Assisting in the processing of building permit applications; assisting in responding to information requests at the public counter; providing general zoning, building and related code information to permit applicants and the general public; receives and responds to inquiries at the public counter and on the telephone; reviews permit applications for completeness; issues permits for work to be performed; coordinates plan distribution, processing, and permit issuance within and outside the department; calculates fees; maintains and updates computer data base for building and development permits and computer tracking of project case work; maintains related records, logs, and files; and assists other office staff in answering the department telephone and performing miscellaneous clerical work.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of basic math and record keeping principals and practices, modern office procedures, methods, and computer equipment; Ability to read building plans and interpret zoning and planning codes and regulations with respect to submittals for building and development permits; ability to maintain precise records; ability to effectively communicate both orally and in writing and prepare written reports in a format that can be understood by a layperson; ability to work and deal courteously and effectively with the general public as well as co-workers; and ability to utilize and maintain data in the department computerized permit system.

Education and Experience: One to two years experience involving public contact work. Additional technical training or experience working with construction plans, building codes or related administrative or clerical work is highly desirable.

Educational achievement equivalent to graduation from high school.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Approved by the Civil Service Board: March 1, 2006
Approved by the City Council: