



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBORAH MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: KAREN SISCO, HUMAN RESOURCES MANAGER

SUBJECT: CONSIDERATION OF A RESOLUTION RECLASSIFYING THE PART-TIME BUILDING PERMIT TECHNICIAN TO A FULL-TIME POSITION AND ESTABLISHING A SALARY RANGE FOR THE POSITION

DATE: NOVEMBER 22, 2016

RECOMMENDATION:

It is recommended the City Council adopt a Resolution reclassifying the part-time Building Permit Technician to a full-time position and establish a salary range for the position.

FINANCIAL IMPACT:

The financial impact from reclassifying the part-time Building Permit Technician in the Building Division of the Community Development Department to a full-time position is approximately \$34,400 per year. Actual costs during FY 2016-17 will depend on when the position is filled. The position is currently vacant and the Community Development Administrative Intern is filling in on an acting basis during the recruitment process.

The position is proposed to be funded from General Fund reserves. It is anticipated that the increase in building permit activity as well as the fee adjustments recently approved will partially or fully offset the increased expenditure. Any budgetary adjustments required will be made during the mid-year budget report.

BACKGROUND:

In January 2008, the full-time Building Permit Technician was modified to a part-time Office Assistant II position in response to the recession and city-wide expenditure reductions. At the February 23, 2016 City Council meeting, the City Council approved staff's recommendation to upgrade the part-time Office Assistant II to a part-time Building Permit Technician to reflect the increased duties and requirements, and a job description was approved for the position.

CITY COUNCIL

CONSIDERATION OF A RESOLUTION RECLASSIFYING THE PART-TIME BUILDING PERMIT TECHNICIAN TO A FULL-TIME POSITION AND ESTABLISHING A SALARY RANGE FOR THE POSITION

NOVEMBER 22, 2016

PAGE 2

ANALYSIS OF ISSUES:

After the position reclassification in January 2008, the Building Official covered the technician duties. Following the move to the new City Hall, the part-time Office Assistant II took over additional front counter duties for City Hall as a whole and various administrative duties, including assisting with public records requests, records retention, records archiving, and water billing customer service. The part-time Office Assistant II also became the coordinator for the Neighborhood Services program.

Earlier this year, the part-time Office Assistant II position was reclassified to a part-time Building Permit Technician, reflecting the increasing technician duties required of the position. This allowed the shifting of some technician duties away from the Building Official, allowing him to focus on more complex and time sensitive tasks. While having the Building Official perform technician duties during the Great Recession was a viable strategy for the short term, it is not sustainable, given the permit volume and regulatory changes in the Building Division.

Building permits and inspections have increased 30% since 2010, and new regulations require developing over-the-counter permitting for some types of construction related to "green building" including photovoltaic installations and electrical vehicle charging permits. Neighborhood Services coordination and front counter duties due to water conservation strategies have also increased steadily over the last few years. As a result, additional staff hours are required in order to accomplish department service goals and customer expectations. It is forecasted that the Building Permit Technician position will continue to be required at a full-time capacity for the foreseeable future in order to maintain customer service levels and permit processing times, even given potential fluctuations in building activity cycles.

In general, the City staffs regular, ongoing, year-round program activities with full-time employees. The use of part-time positions provides a valuable and necessary workforce for accomplishing City initiatives, however, part-time positions are most appropriate to meet short term peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time, year-round staffing is required. Based on a review of the current and anticipated workload for the Building Permit Technician position, it is most appropriate for this position to be filled with a full-time employee.

A salary survey for the similar position at other cities in the County was conducted. An internal evaluation was also conducted and it was determined that the salary range for the full-time position should be set at SEIU Range 26, or \$3,897 - \$4,738/month, plus benefits. This will place the position within 2.5% of the median for similar positions in San Luis Obispo County.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION RECLASSIFYING THE PART-TIME
BUILDING PERMIT TECHNICIAN TO A FULL-TIME POSITION AND ESTABLISHING
A SALARY RANGE FOR THE POSITION
NOVEMBER 22, 2016
PAGE 3**

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Adopt the Resolution;
- Do not adopt the Resolution;
- Modify as appropriate and adopt the Resolution; or
- Provide direction to staff.

ADVANTAGES:

Reclassifying the part-time Building Permit Technician to full-time will provide more hours to assist with the division's workload, enabling the department to maintain customer service goals and expectations, as well as align full-time staffing needs with full-time staffing resources.

DISADVANTAGES:

The cost to reclassifying the part-time Building Permit Technician to a full-time position is approximately \$34,400 per year, which will come from the General Fund.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE RECLASSIFYING THE PART-TIME BUILDING PERMIT TECHNICIAN TO A FULL-TIME POSITION AND ESTABLISHING A SALARY RANGE FOR THE POSITION

WHEREAS, the City Council of the City of Arroyo Grande (“City”) deems it in the best interest of the City to reclassify the part-time Building Permit Technician in the Building Division of the Community Development Department to a full-time position and;

WHEREAS, the City deems it in the best interest of the City to establish a salary range for the full-time Building Permit Technician.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby reclassify the part-time Building Permit Technician to a full-time Building Permit Technician position in the Building Division of the Community Development Department and establishes the salary range at Range 26, \$3,897 - \$4,738/month on the SEIU Salary Schedule, so attached as Exhibit “A”, and incorporated herein by this reference.

BE IT FURTHER RESOLVED that this Resolution shall become effective as of November 23, 2016.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 22nd day of November, 2016.

JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

ROBERT McFALL, INTERIM CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

CITY OF ARROYO GRANDE
SCHEDULE OF SALARY RANGES - SEIU
Effective 8/26/2016

<u>RANGE</u>	<u>A</u> Monthly	<u>B</u> Monthly	<u>C</u> Monthly	<u>D</u> Monthly	<u>E</u> Monthly	<u>Position</u>
11	2,692	2,825	2,969	3,114	3,271	
12	2,756	2,896	3,040	3,194	3,351	
13	2,826	2,970	3,116	3,272	3,437	
14	2,897	3,041	3,195	3,353	3,521	Office Assistant I
15	2,972	3,118	3,274	3,439	3,610	
16	3,042	3,196	3,356	3,523	3,700	
17	3,121	3,275	3,440	3,611	3,793	Maintenance Worker I
18	3,197	3,357	3,525	3,703	3,886	Office Assistant II
19	3,276	3,441	3,613	3,794	3,985	
20	3,360	3,527	3,705	3,889	4,082	
21	3,443	3,616	3,797	3,989	4,186	Accounting Clerk Maintenance Worker II
22	3,530	3,708	3,893	4,086	4,293	
23	3,618	3,801	3,992	4,190	4,399	
24	3,710	3,896	4,092	4,295	4,511	
25	3,802	3,993	4,191	4,405	4,622	Admin. Secretary
26	3,897	4,094	4,296	4,512	4,738	Building Permit Technician Maintenance Worker III Recreation Coordinator Senior Accounting Clerk Sports Facility Coordinator
27	3,996	4,194	4,407	4,624	4,854	
28	4,096	4,299	4,515	4,740	4,979	Water Services Worker

<u>RANGE</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>Position</u>
	Monthly	Monthly	Monthly	Monthly	Monthly	
29	4,196	4,409	4,627	4,856	5,100	
30	4,301	4,518	4,743	4,981	5,230	Fleet Maintenance Coordinator
31	4,410	4,629	4,860	5,106	5,358	Public Works Lead Person
32	4,520	4,745	4,983	5,233	5,495	
33	4,631	4,862	5,108	5,366	5,631	
34	4,747	4,986	5,236	5,499	5,772	GIS Technician
35	4,865	5,111	5,368	5,633	5,917	Recreation Supervisor
36	4,989	5,238	5,501	5,775	6,064	
37	5,113	5,370	5,636	5,922	6,218	
38	5,241	5,506	5,777	6,066	6,371	Assistant Engineer Information Technology Specialist
39	5,372	5,638	5,925	6,220	6,531	
40	5,507	5,780	6,069	6,374	6,694	
41	5,641	5,927	6,224	6,534	6,861	
42	5,784	6,072	6,378	6,698	7,031	
43	5,930	6,230	6,537	6,866	7,207	Associate Engineer
44	6,077	6,383	6,703	7,036	7,388	
45	6,234	6,543	6,872	7,212	7,574	
46	6,387	6,710	7,041	7,394	7,765	Senior Engineer
47	6,545	6,874	7,219	7,581	7,959	
48	6,714	7,049	7,402	7,771	8,160	
49	6,878	7,227	7,587	7,963	8,362	
50	7,052	7,406	7,775	8,163	8,571	

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