



Office of the City Manager

CONSENT CALENDAR

October 15, 2013

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: David Abel, Acting Director of Human Resources

Subject: Classification and Salary: Assistant Building and Safety Manager, and Building Plans Engineer

RECOMMENDATION

Adopt a Resolution amending Resolution No. 64,250-N.S., Classification and Salary for Public Employees Union Local One, to establish the classifications of Assistant Building and Safety Manager with a monthly salary range of \$8,828 to \$10,838; and Building Plans Engineer with a monthly salary range of \$7,777 to \$9,548, effective October 16, 2013.

FISCAL IMPACTS OF RECOMMENDATION

The Planning Department will convert an existing position to Assistant Building and Safety Manager. The incremental increase in cost, including salary and benefits, to fill this position for the remainder of Fiscal Year 2014 will be approximately \$21,154. The Department will fund this position from the Permit Service Center Fund (833-8602-463.11-01). There is no cost to establish the Building Plans Engineer classification as it will not be used until vacancies occur in the future.

CURRENT SITUATION AND ITS EFFECTS

Eric Angstadt, Director of Planning, has requested the establishment of two new classifications to work in the Building and Safety Division: 1) Assistant Building and Safety Manager to supervise the Building Plan Check section and 2) Building Plans Engineer which is a journey-level position to review building construction documents for compliance with building codes and related ordinances.

The Planning Department is organized into six divisions: Administration, Land Use Planning, Building and Safety, Sustainable Energy, Toxics Management, and the Permit Service Center. The proposed two classifications will reside in the Building and Safety Division, which reviews proposed construction plans for conformance to building and other applicable codes; approves building, plumbing, mechanical and electrical permits; inspects construction projects to ensure conformance with minimum standards, and investigates work done without permits. This Division also recommends and implements local code amendments and ordinances to retrofit seismically vulnerable buildings, and manages the building safety assessment program.

The Building and Safety Division recently expanded due to the transfer of Rental Housing Safety Program from the Health, Housing and Community Services Department with six staff members. Also, the division added a Community Services Specialist III reporting to the Building and Safety Manager to supervise the administration support section that provides administrative support for the whole division, maintains records and procurement of special projects, and provides administrative support in code enforcement and adoption of new building codes. These two changes to the organization of the division created a larger span of control and added responsibilities to the Building and Safety Manager.

The proposed new classification of Assistant Building and Safety Manager will assume the responsibility of supervising the Plan Check section, which will result in reduced direct staff supervision and eliminate the day-to-day operation responsibilities of the section that is currently being managed by the Building and Safety Manager. This new classification will also be responsible for performing the more complex plan reviews, rendering code interpretations, responding to complaints from customers, recommending policies and procedures, managing operations work flow and work assignments, and acting as Building Official in his/her absence. This position will also assume, on behalf of the Building and Safety Manager, the responsibility of developing and implementing special programs such as Post Disaster Emergency Operations and Response Procedures, Post-Earthquake Building Safety Assessment Program, Soft Story Seismic Retrofit Program, Certified Access Specialist Program (CASp) investigation and certification program, and will be assigned to attend commission meetings including making presentations. This classification is critical in establishing succession planning and a means to develop knowledge, skills, and abilities to prepare internal employees for advancement.

The City's current classification plan has the following existing classifications that are responsible for reviewing and examining building construction, improvement and repair plans and specifications for compliance with applicable building codes and regulations:

- Building Plans Examiner (journey-level)
- Senior Building Plans Examiner
- Senior Building Plans Engineer

The Building Plans Examiner and Senior Building Plans Examiner make up a classification series and are distinguished by the complexity and level of work performed, supervision received, and the minimum years of experience required. The Plans Examiner classification series is responsible for reviewing plans and specifications with codes and ordinances, meeting with applicants, and reviewing building plans and specifications for construction, improvement, repair and change of use.

Currently, the Senior Building Plans Engineer stands alone, with no journey-level. Staff is recommending establishing a Plans Engineer classification series by adding a journey-level that performs the same kind of work, but at a lower level than the Senior

Building Plans Engineer. The proposed journey-level Building Plans Engineer will provide the Planning Department flexibility in assigning plans based on anticipated level of plan review and complexity, and flexibility in offering over-the-counter review of simple structural drawing calculations. In addition, it will create a career ladder so that employees may enter the service at the lower level and move to the highest level in the service during their career by acquiring the necessary knowledge, skills and abilities through training and experience.

BACKGROUND

The Personnel Board discussed the proposal at its September 3, 2013 meeting and voted (Dixon, Eblé, Murray, Reyes, and Roter – Yes) to recommend the following to the City Council:

1. Establish the Assistant and Building and Safety Manager class specification, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit P1 (Professional), with a monthly salary range of \$8,828 - \$9,292 - \$9,781 - \$10,296 - \$10,838 effective October 16, 2013.
2. Establish the classification of Building Plans Engineer, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and eligible for Administrative Leave, in Representation Unit P1 (Professional), with a monthly salary range of \$7,777 - \$8,186 - \$8,617 - \$9,071 - \$9,548 effective October 16, 2013.
3. Implement a 3% Certified Access Specialist Program certification differential on the base rate for Building Plans Engineer.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

David Abel, Acting Director of Human Resources, 981-6807

Margaret Edwards, Acting Senior Human Resources Analyst, 981-6820

Attachments:

1. Class Specification – Assistant Building and Safety Manager
2. Class Specification – Building Plans Engineer
3. Resolution

Exhibit A: Salary Schedule

City of Berkeley
Class No. 1457
October 2013

Assistant Building and Safety Manager

DEFINITION

Under the general direction, plans, organizes, and directs the activities of assigned sections of the Building and Safety Division; supervises professional, technical and administrative staff; develops and implements programs and policies for assigned area; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class has overall administrative and supervisory responsibility for the Plan Check section and assigned Administrative staff of the Building and Safety Division of the Planning and Development Department. The incumbent is a working supervisor responsible for planning, organizing, assigning, and evaluating the work of assigned staff. Assignments are varied and allow for the exercise of considerable judgment and independence in the interpretation of codes and regulations for assigned areas. The Assistant Building and Safety Manager is distinguished from the Building and Safety Manager in that the latter has overall management responsibility for the Building and Safety Division.

EXAMPLES OF DUTIES

The following list of duties is intended to only describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes, assigns, directs, reviews and supervises the work of professional/technical staff responsible for plan review and assigned administrative staff; assists in selection of assigned staff; trains, evaluates, and recommends promotion and disciplinary actions as appropriate;
2. Identifies, develops, and directs the implementation of priorities, goals, objectives, policies, procedures, and work standards for the assigned work unit; reviews the effectiveness and efficiency of delivery of services, work flow, and unit organization, and identifies methods or systems to improve effectiveness and efficiency;
3. Advises and assists staff in the interpretation of complex building regulations and reviews their work to ensure consistency and effectiveness in enforcing codes and implement policies;
4. Analyzes information and renders decisions regarding the approval of construction plans; prepares correspondence to architects, engineers, contractors and owners relating to the plan check correction; reviews proposals and makes

recommendations to Building and Safety Manager on acceptance of alternative materials, designs and methods of construction; reviews requests for unreasonable hardship exemption to disabled access requirements and makes recommendations on acceptance;

5. Confers with homeowners, builders, engineers, and architects to give and obtain information, interpret building codes and regulations, and respond to complaints regarding actions/decisions of subordinate staff; upon request, conducts or participates in pre-application and pre-construction meetings;
6. Reviews and oversees the activities of outside plan check contract staff to ensure work is in compliance with department practices and contract terms;
7. Works closely with the Fire Department, Public Works Department, and other essential personnel on Post-Earthquake Building Safety Assessment Program and Emergency Operations procedures in event of natural disaster or other emergency events;
8. Works closely with other unit supervisors, division managers, and City staff to coordinate activities, deliver optimal customer service, and to solve a variety of customer problems;
9. Ensures appropriate staff is informed and current on changes and new legislation pertaining to codes and regulations affecting work of the assigned area;
10. On as-needed basis, attends Commission meetings such as Housing Advisory Commission, Disaster and Fire Safety Commission, Rent Stabilization Board, Planning Commission, City Council, and makes presentations as needed;
11. Prepares a variety of written material such as staff reports, memoranda, and correspondence, including reports to the Housing Advisory Commission and other City Commissions;
12. Manages special projects as assigned;
13. Acts as Building and Safety Manager in his/her absence; and
14. Performs related duties as required.

KNOWLEDGE AND ABILITIES

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective supervision, including work assignment, employee selection, training and evaluation;

2. Federal, state, and municipal codes and regulations governing building construction, rehabilitation, alteration, use, and occupancy (including building, electrical, plumbing, mechanical, energy, and green building standards codes);
3. Practices of construction technology and principles of architecture and structural engineering;
4. Residential, commercial, and industrial construction materials, methods, and equipment;
5. Non-structural plan review practices;
6. Appropriate safety and fire prevention construction and building methods; and
7. Conflict resolution techniques.

Ability to:

1. Plan, organize, assign, and evaluate the work of professional and administrative support staff;
2. Train and advise staff in work procedures and techniques;
3. Effectively supervise, lead, and motivate staff to work together effectively as a team;
4. Develop and implement goals, objectives, policies, procedures, and work standards and identify methods and systems to improve service delivery, work flow, and organization of assigned units;
5. Perform detailed analysis and examination of building and construction designs, specifications, and plans for residential, commercial, and industrial buildings; determine compliance with relevant codes and regulations, approve or suggest corrections to construction documents, and make recommendations as appropriate;
6. Apply engineering, construction, and architectural principles and techniques including seismic, life safety, energy conservation, accessibility elements to the solution of complex residential, commercial, and industrial construction-related problems;
7. Interpret and apply federal, state, and municipal building codes and regulations;
8. Analyze information, data, and reports to reach sound conclusions, and make effective decisions in a timely manner;
9. Deal tactfully and effectively with the public, City staff, other agencies, homeowners, builders, design firms, contractors, developers, manufacturers, and others encountered during the course of the work;

10. Prepare clear, concise, and accurate reports, correspondence, and other written materials;
11. Verbally communicate information and concepts so others will understand, including technical terms, codes, and regulations;
12. Effectively resolve problems and disagreements;
13. Organize work, establish priorities, and exercise sound/independent judgment within established guidelines; and
14. Use a computer and work-related computer applications, such as word processing, permit tracking software, spreadsheets, database management, electronic mail, and the Internet.

MINIMUM QUALIFICATIONS

A TYPICAL WAY OF GAINING THE KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major coursework in civil or structural engineering or architecture and five (5) years of experience in the review of residential, commercial, and/or industrial building and construction plans, and specifications and the interpretation and enforcement of building codes and ordinances. Some lead or supervisory experience is desirable.

OTHER REQUIREMENTS

Must possess a valid International Code Council (ICC) Plans Examiner Certification or Building Inspector Certification and Building Official Certification. A California license as a Structural or Civil Engineer or Architect is desirable. Possession of California State Certified Access Specialist (CASp) certification is highly desirable.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California Driver's license, as well as a satisfactory driving record.

Assistant Building and Safety Manager	
Classification Code	1457
Classification Established	October 2013
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	P1
Probationary Period	One Year
Workers' Compensation Code	8810

City of Berkeley
Class No. 2227
October 2013

Building Plans Engineer

DEFINITION

Under general supervision, reviews and examines building construction, improvement, change of use and alteration plans, and specifications for compliance with applicable building codes and regulations; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey level classification in which incumbents are fully qualified to review and check plans and specifications for compliance with building codes and ordinances; to provide technical advice to the residents, developers, design professionals, and contractors; and to answer code-related questions. The incumbent in this classification uses considerable independent judgment in performing daily duties. This is distinguished from the Building Plans Examiner in that this classification, as an Engineer, may perform more complex work, including review of structural and seismic analysis calculations. This class is distinguished from the Senior Building Plans Engineer in that the latter has lead responsibility and/or performs the most complex work.

EXAMPLES OF DUTIES

The following list of duties is intended to only describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Examines plans and specifications for residential, commercial, industrial, public, or other construction projects to ensure compliance with building codes and ordinances, including Energy Conservation and Disabled Access Regulations;
2. Confers with and advises property owners, tenants, builders, engineers, architects, contractors, and developers to give and obtain information to interpret building codes and regulations, and explain code and design requirements; recommends necessary changes to obtain compliance with applicable codes and regulations;
3. Assists building inspectors in analyzing and interpreting difficult or unusual code requirements for various construction projects, and advises them on structural and other building code-related issues arising in the field during inspection of construction projects;
4. Prepares and maintains records of plans, checking policies and procedures;

5. Answers questions from the public relating to the regulations for building construction, remodeling and repair, including structural, non-structural, energy conservation, plumbing, mechanical, electrical, and zoning matters;
6. Responds to public complaints; provides information on departmental policies and functions;
7. Maintains property record and permit files, and retrieves information from files for the public and for division personnel;
8. Prepares correspondence to property owners, tenants, architects, engineers, and contractors relating to the corrections to plans and related engineering calculations and details; and
9. Performs related duties, as required.

KNOWLEDGE AND ABILITIES

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Federal, state and municipal codes, and regulations governing building construction, rehabilitation, alteration, use, and occupancy (including building, electrical, plumbing, mechanical, energy and green building standards codes);
2. Structural engineering principles and practices as applied to building design and construction;
3. Residential, commercial, and industrial construction materials, methods, and equipment;
4. Appropriate safety and fire prevention construction and building methods; and;
5. Conflict resolution techniques.

Ability to:

1. Review and interpret plans and specifications for residential, commercial, and industrial buildings; determine compliance with relevant codes and regulations; approve or recommend corrections to plans, and make other recommendations as appropriate;
2. Apply engineering, construction, and architectural principles and techniques including seismic, life safety, energy conservation, accessibility elements to the solution of residential, commercial, and industrial construction-related problems;
3. Interpret, explain and apply federal, state, and municipal building codes and regulations;

4. Deal tactfully and effectively with the public, City staff, other agencies, homeowners, builders, design firms, contractors, developers, manufacturers, and others encountered during the course of work;
5. Prepare clear, concise, and accurate reports, correspondence, and other written materials;
6. Verbally communicate information and concepts so others will understand, including technical terms, codes, and regulations; and
7. Use a computer and work-related computer applications such as word processing, spreadsheets, database management, electronic mail, and the Internet.

MINIMUM QUALIFICATIONS

A TYPICAL WAY OF GAINING THE KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major coursework in civil or structural engineering or architecture and three (3) years of experience in the review of plans and specifications or the analysis or design of residential, commercial, and industrial buildings.

OTHER REQUIREMENTS

Must possess current California registration as a Structural or Civil Engineer and valid International Code Council (ICC) Plans Examiner Certificate. Possession of California State Certified Access Specialist (CASp) is highly desirable.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license, as well as a satisfactory driving record.

Building Plans Engineer	
Classification Code	2227
Classification Established	October 2013
FLSA Status	Exempt
Administrative Leave/Overtime	Administrative Leave
Representation Unit	P1
Probationary Period	One Year
Workers' Compensation Code	8810

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION: ASSISTANT BUILDING AND SAFETY MANAGER; AND BUILDING PLANS ENGINEER

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Director of Planning has recommended the establishment of Assistant Building and Safety Manager, and Building Plans Engineer classifications; and

WHEREAS, the Planning Department and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on September 3, 2013 to establish the classifications of Assistant Building and Safety Manager in Representation Unit P1 (Professional); and Building Plans Engineer in Representation Unit P1 (Professional), exempt from the overtime provisions of the Fair Labor Standards Act and eligible for administrative leave, and represented by Public Employees Union Local One, effective October 16, 2013; and

WHEREAS, the Personnel Board further recommended a pay differential of 3% for incumbents of the Building Plans Engineer classification who possess a Certified Access Specialist Program certification.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution 64,250-N.S., Classification and Salary Resolution for Public Employees Union Local One is amended to establish the classifications of Assistant Building and Safety Manager, and Building Plans Engineer with a salary range as shown on Exhibit A; and to implement a 3% Certified Access Specialist Program salary differential to the base salary of the Building Plans Engineer, effective October 16, 2013.

Salary Schedule

Job Code	Unit	Class	FLSA	A	B	Steps C	D	E	Effective Date
1457	P1	Assistant Building and Safety Manager	E	\$8,828	\$9,292	\$9,781	\$10,296	\$10,838	10/16/13
2227	P1	Building Plans Engineer	E	\$7,777	\$8,186	\$8,617	\$9,071	\$9,548	10/16/13