



STAFF REPORT

SAUSALITO CITY COUNCIL

MEETING DATE: November 19, 2019

AGENDA TITLE: Reclassification of a vacant Admin Aide position to a Permit Technician classification in the Community Development Department

LEAD DEPARTMENT: Community Development / Administration

RECOMMENDATION

Adopt a resolution authorizing reclassification of the vacant Admin Aide position in the Community Development Department to a Permit Technician classification to support the critical functions of the Building and Planning Divisions in the Community Development Department.

DISCUSSION

The Community Development Department is responsible for a variety of tasks that serve to guide the physical development within the City of Sausalito. The Community Development Department consists of the Building and Planning Divisions, which perform different, but interrelated functions that regulate land use, construction and redevelopment on private and public properties. The Planning Division is primarily involved with the administration of the City's General Plan and the application of the Zoning Ordinance (Title 10 of the Municipal Code), in accordance with the California Environmental Quality Act (CEQA) and its guidelines. The Building Division ensures that new construction, additions and remodels all comply with applicable state and local construction codes and ordinances through the approval of plans, issuance of permits and inspections of properties.

Coordination and collaboration between Building and Planning Divisions is essential to the provision of timely and efficient customer service, particularly when issuing permits for land use, construction and occupancy. Historically, the Planning Division has relied on an Administrative Aide to support its operations while a Permit Technician has supported the Building Division. The Administrative Aide position is now vacant and rather than fill the position at this time, an additional Permit Technician position is proposed to provide more technical support to the Planning Division. The two Permit Technicians would then share the tasks of the Administrative Aide.

Under the general supervision of the Community Development Director, the Permit Technician will perform a variety of administrative and technical support duties related to the review and processing of applications for permits, including land uses, site improvements and building construction, and other related functions and activities of the Community Development Department.

In addition to providing general office support, the Permit Technician will perform more specific duties that require the application of a larger base of technical knowledge and skill in addition to standard office support skills. The Permit Technician will develop a working knowledge of the requirements of codes and ordinances, processes and procedures, and policies and guidelines that pertain to building and planning functions, and will be able to explain their application to planners, contractors, architects, engineers, builders, and the general public, and will perform other related tasks as required by the Community Development Director. The Permit Technician be required to read and interpret plans, specifications, related construction documents, and maps; determine fees for various permit applications; and most importantly, provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

FISCAL IMPACT

The current monthly salary for the top step Permit Technician position of \$6,814 is \$709 higher than the top step Admin Aide's monthly salary of \$6,105. However, the actual fiscal impact would result in approximately \$21,600 salary savings for FY2019-20 due to the fact that the Admin Aide position (vacated on November 1, 2019) was budgeted at Step 7 (top step), while the new Permit Technician will be coming in at Step 2. Assuming satisfactory performance and based on the City policy for merit increases, it would take five years for the new employee to grow to the top step of the salary scale.

RECOMMENDATION

Approve the attached Resolution authorizing reclassification of the vacant Admin Aide position to a Permit Technician position to support the functions of the Building and Planning Divisions in the Community Development Department

PREPARED BY: Steve Flint, Acting Community Development Director
REVIEWED BY: Mary Wagner, City Attorney
REVIEWED BY: Yulia Carter, Assistant City Manager/Administrative Services
Director SUBMITTED BY: Adam W. Politzer, City Manager

ATTACHMENT

Attachment 1 - Resolution