DATE: July 12, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Permit Technician I/II

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Permit Technician I/II to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

A Supervising Permit Technician to the organization has been added to the Development Services Department. The addition of this classification results in a change to the reporting structure for the Permit Technician I/II, which will now report to the Supervising Permit Technician. The Permit Technician I/II job description was revised to update the supervision received and exercised, job related and essential qualifications, and special requirements, as well as the change to the reporting structure.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Permit Technician I/II job description was revised to update the supervision received and exercised, job related and essential qualifications, and special requirements. The main change, however, was due to an organizational change in the Development Services Department. The Permit Technician, as a result of this proposed change, will be supervised by a Supervising Permit Technician, as opposed to the Supervising Plan Checker/Expediter. The changes to the Permit Technician I/II job description were shared with and agreed to by

representatives of SEIU Local 1021 Clerical Unit. The changes to the job description are as follows:

Supervision Received
Replaced:

- "Supervising Plan Checker/Expediter" with "Supervising Permit Technician"
- "…general…" with "…immediate…"
- "…supervision…" with "…direction…"

Supervision Exercised
Replaced: "…supervision…" with "…direction…"

Job Related and Essential Qualifications
Ability to:
Added: "…courteously…"

Education and Experience
Added: "Possession and maintenance of a valid Class C California Driver's License."

Special Requirements
Added:

- "…following…"
- "…and work environment…"

Replaced: "…ability…" with "…abilities…"

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Initiatives.

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Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

Kelly McAdoo, City Manager