



DATE: November 8, 2018

TO: Personnel Commission

FROM: Human Resources Director

SUBJECT: Revised Job Description for Supervising Building Inspector

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Supervising Building Inspector 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

Recently, Human Resources staff administered a recruitment for the Supervising Building Inspector that yielded an extremely small applicant pool. Applicants in the pool possessed multiple International Code Council ("ICC") certificates, including the Residential and/or Commercial Building Inspector certificate but none of them had the Combination Inspector certificate, which the classification required. As a result, staff recommends allowing candidates to get their Combination Inspector Certificate within one year of their employment with the City.

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, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met prior to initiating a recruitment process.

The job description for Supervising Building Inspector was last updated in 2014. At that time, the minimum qualifications were increased from possession of two or more ICC certifications in the following areas: building, electrical, plumbing and mechanical to a certification as a Combination Inspector from ICC.

Recently, Human Resources staff administered a recruitment that yielded an extremely small applicant pool. Many applicants in the pool possessed multiple ICC certificates, including the Residential and/or Commercial Building Inspector certificate, or some combination of the following: Building, Plumbing, Mechanical, and Electrical Inspector.

Human Resources staff surveyed ten (10) comparable local jurisdictions and compared the job descriptions of the Supervising Building Inspector classifications with similar duties and responsibilities. The following cities are included in the survey: Alameda; Berkeley; Daly City; Fremont; Palo Alto; Richmond; San Leandro; San Mateo; Santa Clara; and Vallejo. Out of the ten (10) jurisdictions with comparable classifications, five (5) require the Combination Building Inspector certificate, of which three (3) of these jurisdictions allow incumbents to obtain the Combination Building Inspector certificate after employment. The other five (5) jurisdictions only require Building Inspector certificates or a combination of the equivalent certification from ICC.

The Supervising Building Inspector minimum qualifications have been revised to allow candidates to obtain their Combination Inspector certificate within one year of employment. This is in conformance to industry standards as the results of the survey supported flexibility in obtaining certification as a: Combination Building Inspector; Plans Examiner; or Building, Plumbing, Mechanical, and Electrical Inspector.

The change to the Supervising Building Inspector job description was shared with representatives of the Hayward Association of Management Employees and its representatives are in agreement with this change. The Supervising Building Inspector job description was revised to update the essential duties, job related and essential qualifications, and experience and education sections.

The changes to the job description are as follows:

Essential Duties

Added: "...accessibility,..."

Job Related and Essential Qualifications

Knowledge of:

Replaced: "Uniform" with "California"

Experience and Education

License and Certificates:

Added: "..., or have the ability to obtain within one (1) year of hire,..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed change 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.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Human Resources Director

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager