



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 19-971      **Version:** 1      **Name:** Revised Classification Specification: Building Official  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 2/27/2019      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 3/6/2019      **Final action:**  
**Title:** Revised Classification Specification: Building Official  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2019-03-06 - ATT 1 Proposed Classification Specification - Building Official, 2. 2019-03-06 - ATT 2 Final Proposed Classification Specification - Building Official

Date	Ver.	Action By	Action	Result
3/6/2019	1	CIVIL SERVICE COMMISSION		

### Revised Classification Specification: Building Official

**Meeting Date:** March 6, 2019

**Contact Person/Dept:** Serena Wright-Black/Administrative Services

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☐ No ☒      **General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☒

**Public Notification:** (Email) Meeting and Agenda (02/28/19); (Email) All City Staff (02/28/19)

**Department Approval:** Serena Wright-Black, Assistant City Manager (02/28/19)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification for Building Official.

### BACKGROUND/DISCUSSION

The Community Development Department is responsible for coordinating and managing new development and redevelopment of the City according to adopted plans. To achieve these objectives, the department is comprised of the Administration, Building Safety, Planning, Enforcement Services, Economic Development and Housing Divisions.

The Building Official classification manages the Building Safety Division and is responsible for overseeing activities related to the enforcement of building, electrical, plumbing, heating, refrigeration, and housing codes and laws, as well as construction inspections, plan reviews, and permits.

In addition, the Building Official will provide general oversight and direction of the City's new permit center, which is designed to provide comprehensive "one-stop shop" development services to the Culver City community. This centralized permit center will ensure better coordination between involved department/divisions and provide an improved customer service experience.

### ***Classification Specification***

Substantive revisions are being proposed to the following areas:

- *Definition*  
Revisions to this section were made to accurately reflect the scope of duties, including managing the Permit Center.
- *Essential Job Duties*  
Revisions to this section were made to clarify the scope, responsibilities and authority assigned to this position.
- *Minimum Knowledge, Skills and Ability*  
Revisions to this section were made to include knowledge, skills and abilities more closely aligned with those necessary to perform the job.
- *Physical Requirements and Working Conditions*  
Minor revisions were made to this section to document that this position may also perform duties at construction sites and that it is required to travel and attend meetings outside of normal work hours.

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the revised classification specification.

### ***Bargaining Unit Representation***

This classification is represented by the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to CCMG with an opportunity to meet and confer over the changes.

## **FISCAL ANALYSIS**

There will be no fiscal impact associated with the proposed changes to the classification.

## **ATTACHMENTS**

1. 2019-03-06 - ATT 1 - Proposed Classification Specification - Building Official
2. 2019-03-06 - ATT 2 - Final Proposed Classification Specification - Building Official

**MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Building Official.