



# City of Culver City

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## Staff Report

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**File #:** 16-190, **Version:** 1

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### **New Classification Specification and Recruitment Bulletin: Permit Technician II**

**Meeting Date:** September 7, 2016

**Contact Person/Dept:** Kashawn Mariner/Human Resources Department

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

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

**Public Notification:** (Email) Meeting and Agenda (08/31/16)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (08/30/16)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the new Classification Specification and Recruitment Bulletin for Permit Technician II.

### **BACKGROUND/DISCUSSION**

The City commissioned a study by Matrix Consulting Group to examine the City's development services process and provide recommendations to make the process more efficient. The core business processes of development services, which include providing land development and construction information to the public, issuing development and construction related permits, inspections related to development services and ensuring on-going code compliance, are major functions and services provided to customers by the Planning and Building Divisions of the Community Development Department, the Engineering Division of the Public Works Department and the Fire Department.

One of the recommendations of the study is to establish a centralized permit center to better coordinate the work of these various departments and divisions that manage permits, construction and inspections. Currently, a permit application may originate in one department or division but the process for reviewing plans and issuing the permit includes various divisions and departments. Typically, a customer must make several stops at different public counters to get project information and to resolve inter-departmental differences. By coordinating the entire process, the permit center will function as the centralized location for customers to receive these core services from beginning to end.

The permit center will be comprised of staff who have broad skills and experience to work on an inter-departmental and inter-divisional basis. The permit center staff will consist of two levels of Permit Technicians:

the entry level Permit Technician position (existing), and the newly budgeted senior level Permit Technician II position.

In anticipation of establishing and staffing the permit center, Human Resources staff in concurrence with Community Development Department management have determined that a classification specification be developed for the newly budgeted position of Permit Technician II.

### ***Classification Specification***

- Essential Job Duties

The Permit Technician II is expected to have a broader range of knowledge to assist customers with all aspects of the permit process, as well as provide daily oversight, training and technical direction to the entry level Permit Technicians. The Permit Technician II position will also serve as the 'go to' for resolution of more complex and difficult situations that arise in the permit issuance, plan review and inspection processes. The proposed job duties reflect this required higher level of responsibility.

- Training and Experience

Requires incumbents to possess a high school diploma and two (2) years of work experience at the level of Permit Technician performing work in the review of building plans and processing of permit applications utilizing an automated permit tracking system or equivalent experience; preferably in an engineering permit or construction/building code administrative office or assisting the administration of a hazardous materials disclosure program. This proposed level of training and experience builds upon the existing entry level Permit Technician and is consistent with the labor market.

- License and Certificates

Possession of a valid California Class C driver's license may be required if assigned to drive.

### ***Labor Market***

The proposed classification specification's training and experience and license and certificates are consistent with the labor market classifications that function as a Permit Technician II.

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the classification specification.

- Examination Components and Weights

The proposed exam components for the Permit Technician II position include a written/performance exam and an oral appraisal interview. The written exam will test knowledge of basic engineering, building and construction activities and will allow for a computer-based skills test. The interview questions will include technical questions; however, emphasis will be placed on customer service, communication skills and an overview of the candidate's training and experience. The proposed exam components and weights are consistent with the labor market classifications that function as a Permit Technician II, as well as with other similar City classifications.

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

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA and they are in agreement with the proposal.

## **FISCAL ANALYSIS**

During the fiscal year 2016/2017 budget process, City Council approved this position and the allocation of funding. The approved salary range for this classification is:

Range: 4,358.45 - 5,313.95 monthly      52,301.34 - 63,767.34 annually

### **AUTHORITY**

According to Civil Service Rules 3.3(a) and 6.4, the Commission:

- Must approve major changes to classification specifications; and
- Must approve job bulletins prior to recruitment, including the examination components and the examination categories.

#### **3.3(a) Processing:**

*The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.*

*The Human Resources Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification.*

#### **6.4 Commission Approval:**

*Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.*

### **ATTACHMENTS**

1. 2016-09-07 - ATT 1 New Class Spec for Permit Technician II
2. 2016-09-07 - ATT 2 New Recruitment Bulletin for Permit Technician II

### **MOTION**

That the Civil Service Commission:

1. Approve the New Classification Specification for Permit Technician II; and
2. Approve the New Recruitment Bulletin for Permit Technician II.