



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 20-233, **Version:** 1

Item #: A-2

New Classification Specification: Deputy Building Official

Meeting Date: September 4, 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 - Civil Service Commission (08/29/19); (Email) All City Staff (08/29/19)

Department Approval: Serena Wright-Black, Assistant City Manager (08/23/19)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new Classification Specification for Deputy 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 Deputy Building Official classification is assigned to the Building Safety Division and reports directly to the Building Official. This classification will be responsible for supervising and participating in the work of the Building Inspectors, which includes enforcement of building, electrical, plumbing, heating, refrigeration, and housing codes, as well as reviewing and approving construction plans.

In addition, the Deputy Building Official will supervise the City's new permit center, which is designed to provide comprehensive "one-stop shop" development services to the Culver City community. The Deputy Building Official will be responsible for providing consistent oversight of the new center, as

well as ensuring that the City's development services are effectively coordinated to provide the highest level of customer service to the community.

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

The recommended annual salary range for this classification is: \$106,436 -\$129,916.

ATTACHMENTS

1. 2019-09-04 - ATT 1 - Proposed New Classification Specification for Deputy Building Official

MOTION

That the Civil Service Commission:

Approve the New Classification Specification for Deputy Building Official.