



Board Report

File #: RES 15-016, **Version:** 1

Adopt a Resolution to:

- a. Amend the Resource Management Agency's Unit 8170-Building Services and Unit 8222-RMA Administration to approve reallocations and reclassifications as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to abolish the Grading Inspector classification; and
- c. Direct the County Administrative Office to incorporate the approved position changes in the FY 2014-15 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that effective March 3, 2015 the Board of Supervisors Adopt a Resolution to:

- a. Amend the Resource Management Agency's Unit 8170-Building Services and Unit 8222-RMA Administration to approve reallocations and reclassifications as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution No. 98-394 and Appendix A to abolish the Grading Inspector classification; and
- c. Direct the County Administrative Office to incorporate the approved position changes in the FY 2014-15 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Monterey County Resource Management Agency (RMA) retained Cooperative Personnel Services HR Consulting [CPS HR] to conduct an organizational review of RMA's plan check and permitting functions and classification and base compensation study for positions included in the classification study.

The findings and recommendations of the class study were presented and approved by the Board on April 8, 2014. Since that approval it became apparent that two positions warranted further study.

One position was recommended for reclassification to Building Inspector II but remained as Grading Inspector. It was expected that the duties would increase in grading inspection and assisting the Environmental Services Storm Water Management operations with inspection services including grading, drainage and erosion control. However, since the time of the study, allocations of Water Resources Technicians were added and grading inspection duties transitioned to these positions. As the workload and need for building inspections increased, the need for the incumbent to conduct building inspections took priority. It is therefore recommended that the position be reallocated and the incumbent be reclassified to a Building Inspector II.

A second position was recommended for reclassification to an Office Assistant II. Upon further review and investigation, it was determined that the employee's duties had been involuntarily reassigned which affected the outcome of the study. The position is therefore recommended to be reallocated and the incumbent reclassified to a Permit Technician I to further meet the operational needs of the Building Services Department.

The recommended changes will continue the mission of the RMA to consolidate the permitting processes into a single function, thereby creating greater efficiencies within the organization and more effectively serving the public.

For these reasons, it is recommended that your Board approve these actions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department and SEIU Local 521 are in concurrence with these proposed actions.

FINANCING:

There is no impact to the General Fund should the Board approve the recommended actions. The increase in salary plus associated increase in PERS and FICA is less than \$10,000. The increased expenditure will be recovered through Building Services permit fees for plan check and inspections.

Prepared by: Margarita Arista, Senior HR Analyst

Approved by

James E. May, Director of Human Resources

Approved by

Carl P. Holm, AICP, Acting RMA Director

Date: February 20, 2015

Attachments: Attachment A; Resolution