



# Council Agenda Report

To: Mayor Pierson and the Honorable Members of the City Council

Prepared by: Yolanda Bundy, Environmental Sustainability Director

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: April 5, 2021 Meeting date: April 12, 2021

Subject: Revised Job Specification for the Deputy Building Official

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**RECOMMENDED ACTION:** Adopt Resolution No. 21-18 rescinding Section 7 of Resolution No. 21-05, approving the amended Authorized Positions and Salary Ranges for Fiscal Year 2020-2021, and approving the Deputy Building Official Job Specification.

**FISCAL IMPACT:** There is no fiscal impact from this action. The Environmental Sustainability Manager position is currently vacant and was included in the Adopted Budget of Fiscal Year 2020-2021. If approved, the revised job specification would be used for the recruitment.

**WORK PLAN:** This item was not included in the Adopted Work Plan for Fiscal Year 2020-2021. This project is part of normal staff operations.

**DISCUSSION:** Since the Woolsey Fire, the Environmental Sustainability Department (ESD) has been focused on the rebuilding efforts for the community. Additionally, non-Woolsey related construction projects have continued to be submitted at the same high levels. The Environmental Sustainability Manager position, which also serves as the Deputy Building Official, has been vacant since September 2020. A recruitment under the existing job description did not yield any candidates who met the building and safety requirements of the position. To maintain and improve the level of service provided to the community and to attract more qualified applicants, ESD is requesting revisions to the Environmental Sustainability Manager job specification, including a name change to Deputy Building Official. ESD is comprised of Building Safety and Sustainability, Wastewater Management, Clean Water, and Solid Waste Services. The workload

experienced by the Building Division of ESD has substantially increased since the Woolsey Fire and has become unsustainable at the current staffing level.

The chart below shows the increase in plan reviews handled by the department:

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Plan Reviews</b>	407	561	955	807	933	1060	813	966	1510	1154	281*

\* The numbers for 2021 reflect only two and one-half months.

ESD currently has two positions dedicated to plan review: the ESD Director and the Building Safety Associate Civil Engineer. The Department strives to maintain a 10- to 15-day turnaround time for plan review and to provide inspection continuity. With the uptick of incoming Woolsey Fire projects over the last two years, it has been difficult for ESD to continue to keep up with the high-level workflow. Revising the job specification with a focus on building and safety will provide a deputy position that will help the ESD Director deliver excellent customer service and thorough oversight of the Building and Safety staff.

The ESD Director currently supervises the staff handling the City's environmental regulations, mandatory compliance and other environmental programs. Two staff positions are dedicated to these tasks. If the revisions to the job description are approved, the Director would continue to directly supervise this staff. The attached chart illustrates the organization of the department.

On April 1, 2021, the Administration and Finance Subcommittee recommended approval of the revisions to the Environmental Sustainability Manager job specification, including a title change to Deputy Building Official.

**ATTACHMENTS:**

1. Resolution No. 21-18
2. Environmental Sustainability Department Organizational Chart

RESOLUTION NO. 21-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU  
RESCINDING SECTION 7 OF RESOLUTION NO. 21-05, APPROVING  
THE AMENDED AUTHORIZED POSITIONS AND SALARY RANGES  
FOR FISCAL YEAR 2020-2021, AND APPROVING THE DEPUTY  
BUILDING OFFICIAL JOB SPECIFICATION

The City Council of the City of Malibu does hereby find, order and resolve as follows:

SECTION 1. On June 22, 2020, the City Council adopted Resolution No. 20-36 approving the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021.

SECTION 2. On August 24, 2020, the City Council adopted Resolution No. 20-47 rescinding Section 2 of Resolution No. 20-36 and adopting amended Authorized Positions and Salary Ranges for Fiscal Year 2020-2021.

SECTION 3. On February 8, 2021, the City Council adopted Resolution No. 21-05 rescinding Section 5 of Resolution No. 20-47 and approving the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 and approving the Code Enforcement Manager and Media Analyst Job Specifications.

SECTION 4. Since February 8, 2021, changes to the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 are needed.

SECTION 5. Section 7 of Resolution No. 21-05 is hereby rescinded.

SECTION 6. The Deputy Building Official Job Specification., as set forth in Exhibit A, is hereby approved.

SECTION 7. The City Council has reviewed the amended Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 as set forth in Exhibit B.

SECTION 8. The Authorized Positions and Salary ranges for Fiscal Year 2020-2021 set forth in Exhibit B are hereby approved.

SECTION 9. The City Manager has the authority to increase a salary range as needed for authorized positions that are required to be on call for emergency services by a maximum of three percent.

SECTION 10. This resolution shall become effective on April 12, 2021.

SECTION 11. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of April 2021.

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MIKKE PIERSON, Mayor

ATTEST:

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(seal)

APPROVED AS TO FORM:

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JOHN COTTI, Interim City Attorney

## Exhibit A

**CITY OF MALIBU****DEPUTY BUILDING OFFICIAL**

Class Description April 2021

FLSA: Exempt

**DEFINITION**

Under general direction, supervises, coordinates and reviews building code activities and operations within the Building Safety Division of the Environmental Sustainability Department; coordinates assigned activities with other departments and divisions, outside agencies and the general public; produces and maintains records as required; prepares and presents staff reports; assumes responsibilities of the Building Official in the absence of same; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction by the Environmental Sustainability Director. Exercises general and direct supervision over inspection and technical staff.

**CLASS CHARACTERISTICS**

This is a single-position mid-management classification in the Environmental Sustainability Department. The incumbent organizes and oversees day-to-day building safety public counter and inspection activities. Successful performance of the work requires an extensive building safety, construction, inspections, and plan review background, as well as skill in coordinating departmental work with that of other City departments. This class is distinguished from the Environmental Sustainability Director in that the latter has overall responsibility for all department functions, including administration and professional staff, and for developing, implementing and interpreting public policy.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates the organization, staffing and operational activities for commercial, residential, and industrial inspections
- Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements
- Coordinates and reviews the work plan for all building inspection services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems
- Reviews construction plans, drawings and specifications to ascertain compliance with building codes
- Conducts field inspections of complicated or highly technical situations
- Ensures consistent and appropriate interpretation of the building codes and City ordinances

- Meets with architects, engineers, contractors and property owners regarding pre-construction requirements
- Coordinates the development and enhancement of automated permit tracking and inspection tracking systems
- Reviews, analyzes, and evaluates management systems and procedures; develops program procedures and procedural manuals
- Selects, trains, motivates and evaluates inspection personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Provides staff assistance to the Director/Building Official; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary
- Coordinates Building Safety Division activities with those of other divisions and outside agencies and organizations
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and zoning code enforcement
- Assumes management responsibility for all services and activities of the Building Safety Division with major emphasis on the public counter, plan check, building inspections, geology, grading and drainage
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; makes recommendations within departmental policy
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews with the director
- Develops staff reports related to building safety activities and services; presents reports to the City Council and any necessary City commission, committees and boards; performs a variety of public relations and outreach work related to assigned activities
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action as approved by director
- Supervises onsite inspections of residential and commercial structures in Malibu to determine compliance with local and California building codes, approved plans and product manufacturer instructions; maintains and adjusts inspection schedules and daily routes as needed; routes inspection requests to each inspector for their daily calls
- Identifies site safety concerns and works with job site supervisors to correct any deficiencies
- Writes “stop work” notices for work being done without permits or in an unsafe manner
- Coordinates with Geology, Coastal Engineering, Environmental Health, County Fire and Health Departments for their final releases
- Reviews plans for site inspection and answers questions; performs plan checks for residential and commercial projects
- Attends pre-construction site meetings with engineers, architects, contractors, and property owners
- Provides customer service for all permits and plan reviews on the phone, at the public counter and at the job site
- Performs other duties as assigned

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job or which must be learned within a short period of time to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles, practices and procedures related to California’s building code and permit compliance
- Operational characteristics, services and activities of a municipal building code enforcement program
- California building, plumbing, mechanical, and electrical codes

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- Modern and complex principles and practices of construction plan checking
  - Methods and techniques of building inspection
  - Automated permit tracking and workflow systems
  - Principles of supervision and training
  - Pertinent federal, state, and local laws, codes, and regulations
  - Modern principles and practices, technical and legal issues, and research methods of construction projects, building code and permit compliance, and environmental management
  - General concepts of architecture, landscaping, grading, drainage, and engineering as they relate to the process of building inspection
  - Recent developments, current literature and information related to assigned functional areas
  - Construction, electrical, plumbing, mechanical, framing, and associated trades
  - Modern office methods, practices, procedures, and equipment, including computer hardware and software, including Microsoft Office, Project, City permitting software, and basic GIS concepts and applications
  - Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures
  - Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
  - Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

**Skill in:**

- Administering complex, technical and building code compliance programs in a cooperative manner
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff
- Training staff in work procedures
- Evaluating and developing improvements in operations, procedures, policies, or methods
- Researching, analyzing, and evaluating new service delivery methods, procedures and techniques
- Identifying and responding to issues and concerns
- Making effective public presentations
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals
- Interpreting building safety programs for the general public
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials
- Reading plans and specifications and making effective site visits
- Effectively communicating in person, over the telephone and in writing
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Recommending and implementing goals, objectives, and practices for providing effective and efficient services.
- Providing leadership for the Building Safety Division
- Planning, organizing, and carrying out assignments with minimal direction
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Providing excellent customer service to both in-house staff and the public

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in building trades, construction management, architecture, civil engineering, community development, or public administration or a related field; a minimum of five (5) years of responsible professional experience in building trade and field inspection; and a minimum of three (3) years of supervisory experience in a municipal setting.

**LICENSE**

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record
- Must possess registration in the State of California as a Civil Engineer or Structural Engineer or Architect
- Must also possess certification as a Building Inspector and one other related trade through the International Conference of Building Officials (ICBO) or International Code Council (ICC) and/or certification as a Combination Inspector by ICBO or ICC
- Possession of, or ability to obtain, certification as a Building Official within one year of employment

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels and controlled temperature conditions but may occasionally be exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.



## Exhibit B

CITY OF MALIBU			
AUTHORIZED PERSONNEL			
PROPOSED AMENDED FY 2020-2021			
	2019-2020	2020-2021	2020-2021
	Adopted	Adopted	Amended
<b>MANAGEMENT &amp; ADMINISTRATIVE SERVICES</b>			
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Public Safety Manager	1.00	1.00	1.00
Fire Safety Liaison	1.50	1.00	1.00
Public Safety Specialist	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00
Media Information Officer	1.00	1.00	1.00
Sr. Media Technician	1.00	1.00	1.00
Media Technician	1.00	1.00	1.00
Graphic Artist	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Financial Analyst	1.00	0.00	0.00
Accounting Technician	0.00	1.00	1.00
Sr. Accounting Clerk	1.00	0.00	0.00
Accounting Clerk	1.00	2.00	2.00
Information Systems Manager	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	1.00
Sr. PW Maintenance Worker	1.00	1.00	1.00
PW Maintenance Worker	0.75	0.75	0.00
Office Assistant	1.00	1.00	1.00
Office Assistant/Receptionist	1.00	1.00	1.00
Student Interns	0.50	0.00	0.00
Total	25.75	24.75	24.00
<b>ENVIRONMENTAL SUSTAINABILITY</b>			
ESD Director/Building Official	1.00	1.00	1.00
Deputy Building Official	0.00	0.00	1.00
ESD Manager/Deputy Building Official	1.00	1.00	0.00
Environmental Health Administrator	1.00	1.00	1.00
Certified Plans Examiner	1.00	1.00	0.00
Supervising Building Inspector	1.00	0.00	0.00
Sr. Building Inspector	0.00	1.00	1.00
Licensed Associate Civil Engineer	0.00	0.00	1.00
Building Inspector	2.00	2.00	2.00
Environmental Program Coordinator	2.00	2.00	1.00
Environmental Sustainability Analyst	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Sr. Permit Services Technician	2.00	2.00	2.00
Permit Services Technician	1.00	1.00	1.00
Wastewater Man. Program Specialist	1.00	1.00	1.00
Office Assistant	2.00	2.00	2.00
Total	18.00	18.00	17.00

CITY OF MALIBU				
AUTHORIZED PERSONNEL				
PROPOSED AMENDED FY 2020-2021				
		2019-2020	2020-2021	2020-2021
		Adopted	Adopted	Amended
<b>PLANNING DEPARTMENT</b>				
	Planning Director	1.00	1.00	1.00
	Assistant Planning Director	1.00	1.00	1.00
	Principal Planner	1.00	1.00	1.00
	Senior Planner	1.00	0.00	0.00
	Associate Planner	3.00	3.00	3.00
	Assistant Planner	4.00	3.00	3.00
	Planning Technician	3.00	4.00	4.00
	Senior Code Enforcement Officer	1.00	1.00	1.00
	Code Enforcement Officer	2.00	2.00	2.00
	Senior Administrative Analyst	1.00	1.00	1.00
	Senior Office Assistant	2.00	1.00	1.00
	Office Assistant	2.00	2.00	2.00
	Planning Intern (Part-time)	0.50	0.00	0.00
	Total	22.50	20.00	20.00
<b>PUBLIC WORKS</b>				
	Public Works Director/City Engineer	1.00	1.00	1.00
	Assistant Public Works Director/City Engineer	1.00	1.00	1.00
	Public Works Superintendent	1.00	2.00	2.00
	Associate Civil Engineer	1.00	1.00	1.00
	Assistant Civil Engineer	2.00	2.00	2.00
	Sr. Public Works Inspector	1.00	0.00	0.00
	Public Works Inspector	1.00	1.00	1.00
	Sr. Administrative Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Total	10.00	10.00	10.00
<b>COMMUNITY SERVICES</b>				
	Community Services Director	1.00	1.00	1.00
	Community Services Deputy Director	1.00	1.00	1.00
	Recreation Supervisor	2.00	2.00	2.00
	Recreation Coordinator	3.00	3.00	2.00
	Parks Supervisor	1.00	1.00	1.00
	Parks Maintenance Worker	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Pool Manager (Part-time)	0.89	0.73	0.73
	Lifeguards (Part-time)	2.19	1.77	1.77
	Recreation Assistants (Part-time)	8.07	6.11	5.11
	Recreation Assistants - Skate Park (Part-Time)	0.00	0.00	1.00
	Media Assistant (Part-time)	0.12	0.06	0.06
	Total	21.27	18.67	17.67
<b>TOTAL EMPLOYEES</b>		<b>97.52</b>	<b>91.42</b>	<b>88.67</b>

CITY OF MALIBU AUTHORIZED POSITIONS AND SALARY RANGES		
FY 2020-2021		
Classification	Salary Range	
City Manager	248,000	
Assistant City Manager	157,868	205,980
Deputy City Manager	154,898	202,107
Environmental Sustainability Director/Building Official	150,386	196,220
Public Works Director/City Engineer	150,386	196,220
Community Services Director	139,810	182,419
Planning Director	139,810	182,419
Assistant Public Works Director/Asst City Engineer	120,780	157,588
Community Services Deputy Director	120,780	157,588
Deputy Building Official	120,780	157,588
Assistant Planning Director	120,780	157,588
Finance/Accounting Manager	117,832	153,745
City Clerk	109,545	142,931
Permit Services Manager	109,545	142,931
Senior Civil Engineer	109,545	142,931
Environmental Programs Manager	106,471	138,920
Public Safety Manager	106,464	138,912
Public Works Superintendent	106,464	138,912
Code Enforcement Manager	104,332	136,130
Information Systems Manager	104,332	136,130
Associate Civil Engineer	94,626	123,466
Environmental Health Administrator	94,626	123,466
Information Systems Administrator	94,626	123,466
Principal Planner	94,626	123,466
Assistant to City Manager	90,512	118,098
Senior Planner	90,512	118,098
Recreation Manager	88,731	115,775
Certified Plans Examiner	86,205	112,479
Human Resources Manager	86,205	112,479
Senior Environmental Programs Coordinator	86,205	112,479
Senior Administrative Analyst	83,732	109,250
Supervising Building Inspector	83,732	109,250
Assistant Civil Engineer	81,747	106,661
Executive Assistant	79,469	103,689
Environmental Programs Coordinator	77,850	101,579
Environmental Sustainability Analyst	77,850	101,579
Financial Analyst	77,850	101,579
Associate Planner	77,672	101,344
Fire Safety Liaison	77,155	100,670
Media Information Officer	77,155	100,670
Recreation Supervisor	77,155	100,670
Parks Supervisor	76,090	99,280
Senior Building Inspector	75,951	99,099
Senior Code Enforcement Officer	75,950	99,097
Senior Public Works Inspector	75,855	98,974
Emergency Services Coordinator	74,503	97,209
Administrative Analyst	72,333	94,378
Human Resources Analyst	72,333	94,378
Media Analyst	72,333	94,378
Senior Accounting Technician	68,442	89,301

Senior Recreation Coordinator	67,094	87,540
Assistant Planner	66,201	86,377
Building Inspector	65,615	85,611
Code Enforcement Officer	65,615	85,611
Deputy City Clerk	65,615	85,611
Environmental Programs Specialist	65,288	85,186
Wastewater Management Program Specialist	65,288	85,186
Public Works Inspector	64,046	83,565
Senior Parks Maintenance Worker	63,523	82,884
Planning Technician	62,492	81,539
Senior Administrative Assistant	62,492	81,539
Senior Media Technician	62,492	81,539
Senior Permit Services Technician	62,492	81,539
Senior Public Works Maintenance Worker	62,492	81,539
Recreation Coordinator	60,997	79,588
Accounting Technician	59,517	77,657
Human Resources Technician	59,077	77,082
Administrative Assistant	54,946	71,691
Parks Maintenance Worker	54,946	71,691
Public Works Maintenance Worker	54,946	71,691
Information Systems Technician	53,977	70,428
Media Technician	53,977	70,428
Permit Services Technician	53,977	70,428
Records Management Specialist	51,588	67,311
Public Safety Specialist	51,588	67,311
Wastewater Management Program Analyst	51,457	67,141
Senior Accounting Clerk	50,180	65,473
Senior Office Assistant	47,802	62,370
Graphic Artist	47,802	62,370
Accounting Clerk	46,992	61,315
Office Assistant	41,285	53,868
Pool Manager	36,526	47,658
<b>Part-Time Positions - Hourly Rates</b>		
Recreation Assistants I (Part-time)	15.38	20.06
Recreation Assistants II (Part-time)	18.25	23.80
Media Assistant (Part-time)	18.25	23.80
Office Assistant (Part-time)	16.76	21.87
Parks Maintenance Assistant (Part-time)	15.38	20.06
Pool Manager (Part-time)	17.57	22.93
Lifeguards (Part-time)	15.38	20.06
Intern (Part-time)	15.38	20.06
Student Intern	15.00	19.57

# ESD Organizational Chart

