



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: November 15<sup>th</sup>, 2016

ITEM NUMBER: **CC-9**

**SUBJECT:** ESTABLISHMENT OF THE NEW CLASSIFICATION OF ASSISTANT BUILDING OFFICIAL

**DATE:** NOVEMBER 1, 2016

**FROM:** CEO'S OFFICE – HUMAN RESOURCES DIVISION

**PRESENTATION BY:** LANCE M. NAKAMOTO, HUMAN RESOURCES MANAGER

**FOR FURTHER INFORMATION CONTACT:** LANCE NAKAMOTO AT (714) 754-5172

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## **RECOMMENDATION:**

Staff recommends that the City Council:

1. Adopt Resolution No. 16-\_\_\_\_\_ (Attachment 1), which amends Resolution 08-59 establishing the new Assistant Building Official job classification (Attachment 2); and corresponding salary range of \$7,937 - \$10,636 per month.

## **BACKGROUND:**

Recent vacancies within the Development Services Department have provided the opportunity to evaluate the organizational structure within the Building Division relative to the immediate responsibilities of building inspection, plan check and permit processing

## **ANALYSIS:**

In order to address the needs of the Building Division, staff recommends that an Assistant Building Official position be created. The creation of this Division Manager position to immediately oversee the Building Division would assist in the day-to-day operations, while currently reporting to the Assistant Development Services Director. This reporting relationship is temporary until a new Economic and Development Services Director has had the opportunity to assess the current organizational structure and address the current vacancy. Establishing the Assistant Building Official classification will allow a prospective Director to flexibly staff the Building Division at either the Building Official or Assistant Building Official level.

Currently, the City is in the process of obtaining a contract for a Building Official to ensure conformity and compliance with State and Federal Code Requirements and pertinent building and safety codes to be enforced at the local level. The responsibilities of the Assistant Building Official position would include supervising the plan checking of industrial, commercial, and multi-family residential structures, including Title 24 regulations; performing the more difficult and complex building inspections; and assisting in the administration of the Building Division. Supervision of the Building Division would include evaluating staff; determining work assignments and priorities;

working with the Assistant Development Services Director to set policy; and representing the Division at Planning Commission meetings, meetings of official committees, professional organizations and administrative hearings or appeals.

**ALTERNATIVES CONSIDERED:**

The alternative would be to maintain the status quo with only the Building Official position.

**FISCAL REVIEW:**

The annual cost of filling this position at the current level of Building Official is \$220,582. In comparison, the annual cost of filling this position at the level of Assistant Building Official would be \$194,330; a difference of \$26,252. Currently, this position is filled using a contracted position at a full-time annual cost of \$262,160.

**LEGAL REVIEW:**

The City Attorney’s Office has reviewed the attached documents and, where appropriate, approved them as to form. Also, the Costa Mesa Division Managers Association (CMDMA) has been notified of this new job classification.

**CONCLUSION:**

Staff recommends that the City Council adopt Salary Resolution 16-\_\_\_\_ that establishes the new classification and salary range as set forth in the attached documents.

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LANCE M. NAKAMOTO  
Human Resources Manager

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TAMARA S. LETOURNEAU  
Assistant Chief Executive Officer

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SHERI VANDER DUSSEN  
Interim Assistant Development Services  
Director

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JAY TREVINO  
Interim Economic Development Services  
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THOMAS DUARTE  
City Attorney

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STEPHEN DUNIVENT  
Interim Director of Finance

DISTRIBUTION:    CEO  
                          City Attorney  
                          City Clerk  
                          Interim Finance Director

ATTACHMENTS:    1    [Resolution No. 16-XX](#)  
                          2    [Assistant Building Official Job Description](#)