

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

208



FROM: Human Resources Dept.

SUBMITTAL DATE:
December 19, 2005

SUBJECT: Classification additions to the Department of Transportation Land Management Agency (TLMA) - Building and Safety and the Fire Department as outlined in Resolution No. 440-8637

RECOMMENDED MOTION: That the Board adopts the recommendations in the attached Resolution No. 440-8637.

BACKGROUND: The following recommendations are the result of exception studies requested by the Transportation Land Management Agency (TLMA), Building and Safety and the Fire Department. Both Departments are requesting new classifications to implement organizational changes, and TLMA is requesting an additional classification to more accurately reflect the scope and duties of one position. Our review indicates that the following new classifications are warranted:

Rhonda King
 TLMA Admin
 Departmental Concurrence

Ronald W. Komers
Asst. County Executive Officer/HR Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
	Annual Net County Cost:	\$0	For Fiscal Year:	2005-06

SOURCE OF FUNDS: Departmental Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:
APPROVE

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

COUNTY OF RIVERSIDE
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 COUNTY EXECUTIVE OFFICE

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3.24



CODE ENFORCEMENT DIVISION MANAGER

Class Code: 33246

COUNTY OF RIVERSIDE
Established Date: Dec 22, 2005
Revision Date: Dec 22, 2005

SALARY RANGE (approximate)

\$30.96 - \$41.41
Hourly

\$5,366.23 - \$7,178.50
Monthly

\$64,394.72 - \$86,141.95
Annually

CLASS CONCEPT: Under general direction, to plan, organize, manage and direct the work of the Code Enforcement Division; to ensure compliance with federal, state and local codes and ordinances; to provide administrative and technical direction to code enforcement and clerical staff; to serve as a member of the department's management team; and to perform other duties as required.

The work of this class is characterized by the high level of responsibility for management of specialized and technical functions of a division of the Building and Safety Department. Incumbents in this class report to the Deputy Director of Building and Safety.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, organizes, directs, evaluates, and coordinates the work of a major division of the Building and Safety Department engaged in providing general direction, to plan, organize, manages and direct the work of the code enforcement division of the Building and Safety Department.
- Directs and evaluates work of district office supervisors for compliance with department's goals, policies and procedures.
- Establishes divisional policies and procedures; interprets applicable laws, rules, and regulations pertaining to divisional functions; evaluates pertinent legislative and impending changes.
- Directs compilation of budget data and control of expenditures.
- Schedules major activities to assure most effective use of personnel and equipment.
- Provides direction and assistance on complex, controversial or politically sensitive code enforcement cases; directs the preparation of detailed and comprehensive technical reports.
- Coordinates the work of the division with other divisions of the department, other departments of the County, public and private agencies.
- Represents the department at meetings, Board of Supervisor's hearings, conferences, seminars, code development hearings and professional associations.
- Prepares and administers division's budget.
- Monitors and keeps informed of current trends in the code enforcement field, evaluates their impact on departmental operations and recommends policy and procedural improvements.

RECRUITING GUIDELINES:

Education: Graduation from a recognized college with a Bachelor's degree in public administration, business administration, or a closely related field. Master's degree desired.

Experience: Six years of progressively responsible code enforcement experience, four years of which shall have been in a management capacity in the appropriate specialty for the division assignment.

Knowledge of the International or Uniform Building Code, International or Uniform Plumbing Code, International or Uniform Mechanical Code, National or International Electrical Code, County Ordinances, energy and accessibility requirements pursuant to Title XXIV and the Americans with Disabilities Act; federal, state, and local codes and ordinances governing housing, planning and building construction, rehabilitation, alteration, use and occupancy, trends, inspections, plan check, modern methods of building construction and structural design concepts; research methods and statistical techniques, organizational methods, budget practices, management principles and leadership techniques, impact on divisional activities; laws, rules, and regulations pertaining to divisional projects and activities and modern management, organization, budgeting, and personnel management skills.

Ability to: Plan, organize, direct, evaluate, and coordinate the work of code enforcement and clerical staff; analyze complex, technical, and administrative problems and adopt an effective course of action; supervise the conduct of comprehensive studies and preparation of reports including recommendations; make effective presentations to, and participate in a variety of meetings and conferences with other governmental agencies and the public; ability to establish and maintain cooperative relationships with those contacted in the course of work.

OTHER REQUIREMENTS:

License/Certificate: Possession of a supervisory certificate from Southern California Association of Code Enforcement Officials (SCACEO), or related organization.

Possession of a valid California Driver's License.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).



DEPUTY DIRECTOR OF BUILDING AND SAFETY – ENGINEERING DIVISION

Class Code: 76414

COUNTY OF RIVERSIDE
Established Date: Jan 10, 2005
Revision Date: Jan 10, 2005

SALARY RANGE

\$44.11 - \$60.67 Hourly \$7,646.39 - \$10,516.10 Monthly \$91,756.70 - \$126,193.18 Annually

CLASS CONCEPT:

Under administrative direction, to assist in the planning, organizing and directing the work of a major functional engineering division; provides administrative and technical direction to professional and clerical staff; to act for the department head in absences or as directed; and to do other work as required.

Incumbents of positions in this class function as deputies to the County Director of Transportation and have management responsibility for major divisions within the department. While the broad outlines of policy are established by the County Director of Transportation, the application and adaptation of such policies to specific problems and situations are determined by the incumbents of this class.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assists in the planning, direction, and coordination of the Engineering Division.
- Directs and coordinates the work of subordinate division heads; discusses problems, reviews suggested designs, advises subordinate personnel on policy matters, and check and approves final plans, estimates, and specifications for submission to the County Director of Transportation.
- Directs the work of planning and design engineers on major projects; prepares detailed and comprehensive reports and studies under the direction of the County Director of Transportation.
- Assists in the preparation of the departmental budget.
- Meets with federal, State, and local agencies to insure effective cooperation on matters pertaining to county road construction and maintenance activities.
- Represents the department at public meetings, conferences, or other scheduled events; prepares correspondence and reports.
- Acts as department head in absences or as assigned.

RECRUITING GUIDELINES:

Experience: Six years of professional civil engineering experience including at least three years as a supervisor of a major operating division of a governmental agency engaged in the construction and maintenance of public works; Graduate level education from a recognized college with a major in

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administration, management, or a closely related field may be substituted for up to one year of the required experience on the basis of 30 semester or 45 quarter units for one year of experience.

Knowledge of: The administrative, legal, and technical phases of modern highway engineering including field and geodetic surveying, planning, design, construction, solid waste disposal, operations, bridges, traffic, materials testing, safety, and other phases of a public works program; federal and State standards and requirements relating to road systems under grant-in-aid programs; the principles of organization and administration.

Ability to: Plan, direct, and coordinate the activities of a large professional engineering staff engaged in a wide variety of technical and administrative engineering projects; direct the preparation of specifications, reports, and budget estimations; analyze situations accurately and adopt effective courses of action; establish and maintain cooperative relationships with those contacted in the course of work.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).



FIRE SAFETY SUPERVISOR

Class Code: 37876

COUNTY OF RIVERSIDE

Established Date: Dec 22, 2005

Revision Date: Dec 22, 2005

SALARY RANGE

\$24.11 - \$31.43 Hourly \$4,179 - \$5,448 Monthly \$50,142 - \$65,370 Annually

CLASS CONCEPT:

Under general direction, to supervise and coordinate the daily operations of a fire inspection or plan review division or city fire marshal service contract; coordinate fire prevention activities with other jurisdictions and outside agencies; and to do other work as assigned.

Incumbents of the Fire Safety Supervisor classification exercise general supervision over the Plan Review and Construction division, Permit and Code Enforcement division, Special Unit program or administer Fire Marshal service contracts, and may assist in planning and logistical support functions for the Incident Command System.

REPRESENTATION UNIT: Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Supervise and coordinate fire prevention programs and activities of the Fire Prevention Section; coordinate staffing, permitting, and scheduling of inspection programs and special events.
- Supervise daily activities of fire prevention employees including: assigning, prioritizing, and monitoring work in area of assignment; conducting performance evaluations; recommending staffing and disciplinary actions; ensuring appropriate training is available, counseling, evaluating, and meeting with fire prevention personnel to identify and resolve issues/problems.
- Assist with developing and implementing the Fire Prevention goals and objectives, work plans, priorities, and policy and procedures within assigned section; assist in preparing and updating the Riverside County Master Fire Plan.
- May serve as contract Fire Marshall and develop, implement, and supervise the localized fire prevention program and local service operations while maintaining program consistency across jurisdictions.
- Serve as liaison for the plan review and fire inspection functions of the Fire Prevention division with other department divisions, government agencies, partner jurisdictions and the public; assist the public and other employees with technical inquiries related to Fire Prevention operations; oversee and resolve difficult and sensitive inquiries or complaints.
- Develop code amendments and participate in the code adoption process with stakeholders and partner agencies.
- Write technical guidelines, bulletins, and interpretations; oversee and implement the development of

procedures and handbooks for fire inspection; prepare and maintain a variety of organizational reports and operational studies; recommend modifications to programs, policies, and procedures.

- Conduct quality control of fire prevention operations; prepare and maintain a variety of reports and information related to Fire Prevention operations and appeal process.
- Supervise fire safety inspection of commercial, institutional, and industrial occupancies.
- Pursue legal remedy for non-compliance with fire codes, including issuance of pre-citation notices, preparation of legal complaints, and testifying in court.
- Provide support to a variety boards and commissions; attend and participate in professional group meetings representing the Fire Department interests; maintain currency with applicable code, regulations, policies, and procedures.

RECRUITING GUIDELINES:

Experience: Five years of progressively responsible experience performing advanced-level plan review and fire inspections related to application of fire and building code or equivalent education, training, and experience which demonstrates possession of the listed knowledge and abilities.

Knowledge of: The principles of supervision, performance evaluation, progressive discipline, motivation and organization; principles and practices of staff and organizational development; principles and practices of fire prevention, inspection, plan review, and code enforcement; principles and methods of fire prevention education; burning characteristics associated with building construction and chemical hazards; applicable federal, state, and local laws, codes, and regulations; State Fire Marshal's regulations and prevailing practices in fire prevention; Uniform Fire Code and Uniform Building Code; mathematical concepts; effective communication and interpersonal skills; customer service principles.

Ability to: Supervise, direct, and coordinate the work of technical and clerical personnel; monitor and evaluate employee; prepare clear, concise, and well-documented reports and correspondence; analyze, interpret, and apply applicable federal, state, and local laws, rules, and regulations; recognize problems, analyze data, formulate alternatives, and make or recommend appropriate decisions or resolutions; productively use personal computers and associated software; prepare and conduct presentations to diverse audiences; recognize fire and life safety code violations and hazards; interpret codes and regulations for the public; read and interpret plans and blueprints; establish and maintain effective and tactful working relationships with co-workers and the general public; provide quality customer service.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

May be required to successfully complete the Penal Code 832 course.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).