

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



FROM: Human Resources Dept.

SUBMITTAL DATE:
January 15, 2009

SUBJECT: Classification recommendations for the Transportation and Land Management Agency (TLMA); and amend Ordinance No. 440 pursuant to Resolution No. 440-8803.

RECOMMENDED MOTION: That the Board approve the recommendations in the attached Resolution No. 440-8803.

BACKGROUND: The Transportation and Land Management Agency (TLMA) has requested a review of its positions in the Building and Safety Department that perform plans examining to create a series of positions and career ladder to provide greater depth of expertise in plans examining for residential, commercial, industrial grading construction plans. This series of five (5) classifications provides entry level through lead worker and is needed to attract, develop and retain qualified individuals who can accurately check engineered building and grading plans and provide efficient service to the public.

Departmental Concurrence

Ronald W. Komers,
Asst. County Executive Officer/Human Resources Dir.

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:	2008/09

SOURCE OF FUNDS: Building permit fees and deposits.	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 BY:
Elizabeth J. Olson

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.47

BACKGROUND continued:

CLASSIFICATION ADDITIONS

Plans Examiner I: It is recommended to add this job class to the Class and Salary Listing at salary plan/grade UPE 583/L12 (\$50,115 - 67,137). Establishment of this entry level will allow the department to attract and employ experienced individuals who have the ability to increase their plan checking expertise. Future incumbents will be able to progress to the next level in the new series as they acquire the requisite knowledge and experience.

Plans Examiner II: It is recommended to add this job class to the Class and Salary Listing at salary plan/grade SEU 544/L11 (\$54,711 - 71,351). This is the intermediate working level class and will allow advancement from the Plans Examiner I level for future incumbents who demonstrate the requisite knowledge and experience. This level will also allow the department to recruit recent graduates with degrees in engineering. Future incumbents will be able to progress to the next level in the new series as they acquire the requisite education, certification, knowledge and experience.

Plans Examiner III: It is recommended to add this job class to the Class and Salary Listing at salary plan/grade SEU 616/L11 (\$61,172 - 79,797). This is the fully qualified working level class and will allow advancement from the Plans Examiner II level for future incumbents who demonstrate the requisite education, certification, knowledge and experience. This level will also allow the department to recruit degreed engineers with plan checking experience. Future incumbents will be able to progress to the next level in the new series as they acquire the requisite certification, knowledge and experience.

Plans Examiner IV: It is recommended to add this job class to the Class and Salary Listing at salary plan/grade SEU 644/L11 (\$64,520 - 84,161). This is the advanced working level class and will allow advancement from the Plans Examiner III level for future incumbents who demonstrate the certification, requisite knowledge and experience. This level will also allow the department to recruit degreed engineers with certification as registered civil engineers with plan checking experience.

Plans Examiner V: It is recommended to add this job class to the Class and Salary Listing at salary plan/grade SEU 686/L11 (\$71,717 - 93,567). This level assists in planning, organizing and managing a group of plans examiners and/or performs the most difficult and complex civil engineering work in the Plans Examiner series. Progression to this level will be on a competitive basis.

Since this request is only to add these job classes, there is no cost impact at this time. The class specifications are attached.

1 RESOLUTION NO. 440-8803

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____, 2009, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8	<u>Job</u>			<u>Salary</u>
	<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
9	33238	+	Plans Examiner I	UPE 583
10	76415	+	Plans Examiner II	SEU 544
11	76416	+	Plans Examiner III	SEU 616
12	76417	+	Plans Examiner IV	SEU 644
13	76418	+	Plans Examiner V	SEU 686



PLANS EXAMINER I

Class Code: 33238

COUNTY OF RIVERSIDE

Established Date: Jan 29, 2009

Revision Date: Jan 29, 2009

SALARY RANGE

\$24.09 - \$32.28 hourly

\$4,176.24 - \$5,594.73 monthly

\$50,114.90 - \$67,136.78 annually

CLASS CONCEPT:

Under close supervision, to perform the most routine phases of technical and analytical plans examiner work in the receipt and review of plans for buildings and structures, to assist the public counter in issuing permits, to check plans for conformity to uniform building codes, ordinances, and administrative orders, to participate in training in order to learn more responsible work; and to do other work as required.

This class is the trainee/entry level in the Plans Examiner series. Incumbents receive substantial training in the following key areas: generalized plan check, environmental site plan checks, building inspections, examines residential buildings to determine conformance to basic building codes, regulations and ordinances. Progression to the next higher class of Plans Examiner II requires that incumbents be able to perform the more complex plans examiner assignments with less guidance and review. Plans Examiner II is the intermediate working level designed to be the transition class between entry/trainee and the fully-qualified journey level of Plans Examiner III.

Incumbents hired into this trainee level may promote to Plans Examiner II based upon meeting minimum qualifications and receiving a satisfactory performance evaluation.

REPRESENTATION UNIT: Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:

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

- Assists in the review of proposed buildings and structures to be built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, accessibility, mobile homes, environmental codes, regulations, and ordinances.
- Conduct initial and follow-up reviews for environmental enforcement, including, but not limited to, water quality, air quality, habitat conservation, and/or building code violations.
- Provides technical assistance to and review of field situations with building inspectors.
- Assists in examining plans and specifications of residential structures to ensure compliance with codes, regulations and ordinances.
- Assists in determining the classification and occupancy groups of structures; assists in determining the type of construction allowable floor, area and height.
- Assists in clarifying and interpreting codes and regulations to developers, contractors, the general public, and to building department staff.

- Keeps logs and records of plans examined.
- May prepare reports and correspondence; attends continuing education classes as required.
- Assists at the public counter, accepts building plan applications for review, issues building permits, inputs and retrieves data from the permit tracking software program.

RECRUITING GUIDELINES:

OPTION I

Certificate: Possession of a State of California Plans Examiner Certificate; certification in plan check, plan check examiner or a related specialization from a recognized state, national or international code development association is required.

OPTION II

Experience: Four years of building inspection, grading inspection, plans examining, civil engineering, or architecture or environmental enforcement experience and/or related college level education which would have provided the required knowledge and abilities. (Journey level experience in trades or professions directly associated with structural aspects of building construction may be substituted for up to two years of the required education/experience on the basis of one year of trades experience equaling six months of qualifying education/experience;

Education: Course work directly related to the knowledge's and abilities listed above may be substituted for up to two years of experience on the basis of 45 quarter units/30 semester units equal to one year.

Knowledge of: plan check procedures and methods; principles and techniques of building construction and maintenance; the principles of environmental enforcement inspection procedures and methods; state and local codes, regulations and ordinances applicable to building and construction trades; permit tracking, labor entry and word processing software programs.

Ability to: Perform generalized building, environmental plan review; accurately check building plans and specifications; analyze, interpret, and accurately review water quality permits and best management practices; maintain cooperative working relations with others; prepare clear, concise, and complete reports, written correspondence and documentation; deal tactfully and effectively with developers, contractors and the general public; make accurate data entries and use automated plan checks and time labor information using a personal computer.

OTHER REQUIREMENTS:

License: 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).



PLANS EXAMINER II

Class Code: 76415

COUNTY OF RIVERSIDE

Established Date: Jan 29, 2009

Revision Date: Jan 29, 2009

SALARY RANGE

\$26.30 - \$34.30 hourly

\$4,559.22.05 - \$5,945.89 monthly

\$54,710.66 - \$71,350.66 annually

CLASS CONCEPT:

Under general supervision of a licensed engineer, to continue learning plans examiner practices, procedures, and methodologies in the plans examiner series. To assist the public counter in issuing permits, to inspect the more complex projects, review water quality plans and permit requirements, and to participate in training in order to continue to learn more responsible work; and to do other work as required.

This is the intermediate working level class of the Plan Check Engineering series. Incumbents are given a variety of assignments of average difficulty to perform with increasing independence. Assignments include one or a combination of the following duties: performs the specialized plan check; conducts environmental site plan checks; examines residential, commercial, and industrial building and grading plans to determine conformance to minimum codes, regulations and ordinances. Assignments may be given where guidelines have not been established or where greater complexity and sensitivity are involved, but this work is more closely supervised and is reviewed in progress. This intermediate class differs from the next higher level class of Plans Examiner III, in that the latter is the journey level and performs the full range of difficult plans examining assignments, with work reviewed upon completion.

Incumbents promoted or hired into this intermediate underfill level are required to demonstrate the necessary knowledge and abilities to enter the journey level of the series within one year. Promotion after one year to the level of Plans Examiner III will be based upon meeting the minimum qualifications and receiving a satisfactory performance evaluation.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs the review of proposed buildings and structures to be built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading, accessibility, mobile homes, environmental codes, regulations, and ordinances.
- Conduct initial and follow-up reviews for environmental enforcement, including, but not limited to, water quality, air quality, habitat conservation, grading plans and/or code violations.
- Provides technical assistance to and review of difficult field situations with building inspectors.
- Examines plans and specifications of residential commercial and industrial structures to ensure

compliance with codes, regulations and ordinances.

- Determines the classification and occupancy groups of structures; determines the type of construction allowable for floor, area and height.
- Clarifies and interprets codes and regulations to developers, contractors, the general public, and to building department staff.
- Prepares reports and correspondence; assists in training new employees; attends continuing education classes as required.
- Assists at the public counter, accepts building plan applications for review, issues building permits, inputs and retrieves data from the permit tracking software program.

RECRUITING GUIDELINES:

OPTION I

Education: Graduation from an accredited college or university with a Bachelor's degree in an engineering field. Possession of a valid certificate as an Engineer-in-Training (EIT) issued by the California State Board of Registration for Professional Engineers may substitute for the required education.

OPTION II

Certification in plans examining or a related specialization from a recognized state, national or international code development association.

AND

Experience: One year of building plan check, civil engineering, architecture or environmental enforcement experience equivalent to Plans Examiner I.

Knowledge of: plan check procedures and methods; principles and techniques of building construction and maintenance; the principles of environmental enforcement, inspection, procedures, and methods; state and local codes, regulations and ordinances applicable to building and construction trades; permit tracking, labor entry and word processing software programs.

Ability to: Perform specialized building, grading, environmental plan review; accurately check building plans and specifications; analyze, interpret, and accurately review water quality permits and best management practices; maintain cooperative working relations with others; prepare clear, concise, and complete reports, written correspondence and documentation; deal tactfully and effectively with developers, contractors and the general public; make accurate data entries and use automated plan checks and time and labor information using a personal computer.

OTHER REQUIREMENTS:

License: Possession of a valid California State 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).



PLANS EXAMINER III

Class Code: 76416

COUNTY OF RIVERSIDE

Established Date: Jan 29, 2009

Revision Date: Jan 29, 2009

SALARY RANGE

\$29.41 - \$38.36 hourly

\$5,097.65 - \$6,649.73 monthly

\$61,171.76 - \$79,796.70 annually

CLASS CONCEPT:

Under direction, to perform difficult and complex plans examiner practices, procedures and methodologies in the plans examiner series. To examine residential, commercial, industrial building and grading plans, to assist the public counter with code questions, review water quality plans, and permit requirements, and to do other work as required.

The Plans Examiner III class is the fully-qualified working level in the professional Plans Check Engineering series and is characterized by a variety of regular and unusual assignments, following standard staff procedures without instruction. Incumbents are expected to perform less complex civil engineering work with little supervision, while closer control would be exercised over more difficult work. Assignments include one or a combination of the following duties: performs the complex plan check; conducts environmental site plan checks; examines residential commercial and industrial building and grading plans to determine conformance to minimum codes, regulations and ordinances.

Positions at this journey level may be under filled by the incumbent's advancement from Plans Examiner I, to Plans Examiner II and then to, Plans Examiner III level upon meeting minimum requirements and subject to successful job performance; or, they are filled from an open recruitment where the candidate may be placed on any level in the series depending on meeting the appropriate qualification standards for the level of hire; Plans Examiner IV is the next higher class and differs from this level in that it is the advanced working and lead level in the series.

REPRESENTATION UNIT:

Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs the review of proposed buildings and structures to be built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading, accessibility, mobile homes, environmental codes, regulations, and ordinances.
- Conduct initial and follow-up reviews to environmental enforcement, including, but not limited to, water quality, air quality, habitat conservation, grading plans and/or code violations.
- Provides technical assistance to and review of difficult field situations with building inspectors.
- Examines plans and specifications of residential commercial and industrial structures to ensure

compliance with codes, regulations and ordinances.

- Determines the classification and occupancy groups of structures; determines the type of construction allowable floor, area and height.
- Clarifies and interprets codes and regulations to developers, contractors, the general public, and to building department staff.
- Prepares reports and correspondence; assists in training new employees; attends continuing education classes as required.
- Assists at the public counter, accepts building plan applications for review, issues building permits, inputs and retrieves data from the permit tracking software program.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in an engineering field.

AND

Certificate: Possession of a valid certificate as an Engineer-in-Training (EIT) issued by the California State Board of Registration for Professional Engineers and Certification in plans examining or a related specialization from a recognized state, national or international code development association.

Experience: One year of building plan check, civil engineering, architecture or environmental enforcement experience equivalent to Plans Examiner II.

Knowledge of: plan check procedures and methods; principles and techniques of building construction and maintenance; the principles of environmental enforcement inspection procedures and methods; state and local codes, regulations and ordinances applicable to building and construction trades; permit tracking, labor entry and word processing software programs.

Ability to: Perform complex building, grading, and environmental plan review; accurately check building plans and specifications; analyze, interpret, and accurately review water quality permits and best management practices; maintain cooperative working relations with others; prepare clear, concise, and complete reports, written correspondence and documentation; deal tactfully and effectively with developers, contractors and the general public; make accurate data entries and use automated plan checks and time labor information using a personal computer.

OTHER REQUIREMENTS:

License: 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).



PLANS EXAMINER IV

Class Code: 76417

COUNTY OF RIVERSIDE
Established Date: Jan 29, 2009
Revision Date: Jan 29, 2009

SALARY RANGE

\$31.02 - \$40.46 hourly
\$5,376.66 - \$7,013.38 monthly
\$64,519.94 - \$84,160.54 annually

CLASS CONCEPT:

Under direction, to perform the most difficult and complex plans examiner practices, procedures and methodologies in the plans examiner series. To examine professional structural or grading engineering work; makes structural engineering analysis of proposed commercial, industrial, and a variety of buildings and structures. This work is characterized by the requirement for independently performing the full scope of building code and engineering review, with full responsibility for any combination of building code review, planning, specification writing, engineering plan review, or inspection necessary for the completion of projects.

This is the advanced working and lead level in the Plans Examiner series. Incumbents in this class coordinate or perform the most difficult and complex reviews of grading, building, and structure plans for conformity to uniform building, plumbing, mechanical, electrical codes, local ordinances, state regulations, and administrative policies. Incumbents in this series work with minimum supervision and guidance. Incumbents may report directly to a management level position in the performance of their duties.

Incumbents may underfill and advance from Plans Examiner I, to Plans Examiner II, to Plans Examiner III, and then to the fully allocated level of Plans Examiner IV upon meeting minimum requirements and subject to successful job performance evaluation.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs the review of proposed buildings and structures to be built, altered, moved, rehabilitated, or abated for compliance with building, plumbing, mechanical, electrical, grading, accessibility, mobile home, and environmental codes, regulations, and ordinances.
- Conduct initial and follow-up reviews to environmental enforcement, including, but not limited to, water quality, air quality, and habitat conservation, and grading inspections and/or code violations.
- Provides technical assistance to and reviews difficult field situations with building inspectors.
- Examines plans and specifications of residential commercial and industrial structures to ensure compliance with codes, regulations and ordinances.
- Determines the classification and occupancy groups of structures; determines the type of construction allowable floor, area and height.
- Clarifies and interprets codes and regulations to developers, contractors, the general public, and to

building department staff.

- Prepares reports and correspondence; assists in training new employees; attends continuing education classes as required.
- Assists at the public counter, accepts building plan applications for review, issues building permits, inputs and retrieves data from the permit tracking software program.
- Assists and advises permit applicants with engineering and related problem.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in an engineering field.

AND

Certificate: Possession of a valid certificate of registration as a Structural or Civil Engineer issued by the California State Board of Registration for Professional Engineers required.

Experience: One year of building plan check, civil engineering, architecture or environmental enforcement experience equivalent to Plans Examiner III.

Knowledge of: Plan check procedures and methods; principles and techniques of building construction and maintenance; the principles of environmental enforcement procedures and methods; state and local codes, regulations and ordinances applicable to building and construction trades; permit tracking, spreadsheet and word processing software programs; fundamentals of Building, plumbing, mechanical, electrical, structural or civil engineering; mathematics and physics as applied to engineering; construction survey, stress analysis, hydraulic design, topographic mapping, analytical mechanics, and strength, properties, and uses of construction materials; accepted practices of building codes, grading and structural plan review and approval; general methods and procedures of describing real property.

Ability to: Perform complex, difficult and specialized building, grading and environmental reviews; accurately check building plans and specifications; analyze, interpret, and accurately review water quality permits and best management practices; maintain cooperative working relations with others; prepare clear, concise, and complete reports, written correspondence and documentation; deal tactfully and effectively with developers, contractors and the general public; make accurate data entries and use automated plan checks and time labor information using a personal computer; directly work with subordinate engineering personnel; make difficult mathematical computations and keep neat and accurate office notes; review and approve grading and structural plans; prepare technical reports; maintain cooperative working relationships with others.

OTHER REQUIREMENTS:

License: 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).



PLANS EXAMINER V

Class Code: 76418

COUNTY OF RIVERSIDE

Established Date: Jan 29, 2009

Revision Date: Jan 29, 2009

SALARY RANGE

\$34.48 - \$44.98 Hourly

\$5,976.45 - \$7,797.26 Monthly

\$71,717.36 - \$93,567.14 Annually

CLASS CONCEPT:

Under direction, to assist in planning, organizing and managing a group of professional and support plans examiner personnel or perform difficult and varied professional civil engineering work in the review of building and grading plans; and to do other work as required.

Positions in this class are characterized by their responsibility for managing and coordinating the activities of a major section within the plans examiner division, or a district office or performing at the fully qualified professional civil engineering review work. Incumbents may direct these activities through subordinate personnel and typically report to a higher level; Subdivision Engineer, Agency Program Administrator or other management level position. Plans Examiner V is distinguished from Subdivision Engineer in that the latter manages a division of the Building and Safety Department.

REPRESENTATION UNIT: Professional

EXAMPLES OF ESSENTIAL DUTIES:

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

- Under direction to perform varied and difficult professional structural and/or grading engineering review of construction plans.
- Assigns work, gives instructions, and resolves difficult engineering and administrative problems in connection with directing the work involved in the review and approval of structural or grading plans.
- Directs the activities of a group of office engineering personnel in analyzing field data, preparing plans, profiles, maps, and related drawings necessary for construction work.
- Makes or reviews structural engineering analysis of proposed commercial, industrial, and complex buildings and structures.
- Reviews grading, building, and structure plans for conformity to uniform building codes, local ordinances, state regulations, and administrative policy.
- Assists and advises permit applicants in engineering and technical structural or grading problems; assists and participates in the in-service training programs of building inspectors and engineering technicians relative to grading and structural inspections.
- Provides technical information to officials of other governmental jurisdictions, other engineers and the

public.

RECRUITING GUIDELINES:

OPTION I

Experience: One year of experience at the level of Plans Examiner IV with Riverside County.

OPTION II

Experience: Four years of building plan check, architecture, civil engineering or environmental enforcement experience.

AND

Required Education: Graduation from an accredited college with a Bachelor's degree with a major in civil, structural, mechanical or electrical engineering, geological engineering or a closely related field.

Certificate: Possession of a valid certificate of registration as a Structural or Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

Knowledge of: The fundamentals of civil engineering; mathematics and physics as applied to engineering; construction survey, stress analysis, hydraulic design, topographic mapping, analytical mechanics, and strength, properties, and uses of construction materials; accepted practices of grading and structural plan review and approval; general methods and procedures of describing real property.

Ability to: Direct the work of subordinate engineering personnel; plan check a variety of construction projects with skill and accuracy; make difficult mathematical computations and keep neat and accurate field notes; review and approve grading and structural plans; make accurate drawings and maps, and prepare technical reports; maintain cooperative working relationships with others.

OTHER REQUIREMENTS:

License/Certificate: 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).