



# CITY OF SACRAMENTO

**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726/5729

DONNA L. GILES  
DIRECTOR OF PERSONNEL

CITY MANAGER'S OFFICE  
**RECEIVED**  
JAN 5 1983

January 5, 1983

**APPROVED**  
BY THE CITY COUNCIL

City Council  
Sacramento, CA.

JAN 13 1983

Honorable Members in Session:

OFFICE OF THE  
CITY CLERK

SUBJECT: NEW CLASSIFICATION - BUILDING PERMIT MANAGER (EXEMPT)

### SUMMARY

This report recommends that a new classification which will supervise and coordinate the City's building permit process be exempted from Civil Service, be paid \$2705.73-\$3288.65 per month, and be placed in the General Management Unit.

### BACKGROUND AND ANALYSIS

The City Council recently approved additional positions in the Building Inspections Division in order to expedite the City's commercial building permit process. The position which will be in charge of the process is the subject of this report.

The position will be allocated to a proposed new classification of Building Permit Manager (Exempt). The classification will supervise and participate in the coordination and issuance of commercial and multiple family residential building permits. A class specification is attached which provides more detail regarding the duties and qualifications.

The classification is proposed to be exempted from the Civil Service and placed in the Exempt Listing authorized by Resolution 75-164. The classification is appropriate for exempt status under the City Charter by virtue of its management responsibilities and reporting to a Division Chief, the Superintendent of Building Inspections.

The classification is proposed for placement in the General Management Unit. This is warranted by the similarity of the duties of the position and others in that Unit, and its exempt status, which most positions in the Unit also have. Resolution 81-885 provides for and specifies the classifications in the Unit.

The proposed salary for the new classification is \$2705.73-\$3288.65. This is based on internal alignment with the classification of Chief Building Inspec-

tor, which also reports to the Superintendent of Building Inspections, and performs comparable functions. This salary is within the range which was anticipated in the report the Council approved establishing the new position. Resolution 81-550 specifies the salaries and benefits for classifications within the Unit to which this classification would be added.

RECOMMENDATION

It is recommended that the City Council approve the following with respect to the classification of Building Permit Manager (Exempt):

- 1. Designation as an Exempt classification.
- 2. Placement in the General Management Unit.
- 3. Setting a salary of \$2705.73-\$3288.65.

Respectfully submitted,

*Donna L. Giles*  
 Donna L. Giles  
 Director of Personnel

DLG/JW/tac  
att.

RECOMMENDATION APPROVED:

*Walter J. Slipe*  
 \_\_\_\_\_  
 Walter J. Slipe  
 City Manager

All Districts  
1/11/83

**RESOLUTION NO. 83-021**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

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A RESOLUTION APPROVING THE REPORT AND RECOMMENDATION OF THE DIRECTOR OF PERSONNEL, APPROVED BY THE CITY MANAGER, DATED JANUARY 4, 1983, RELATING TO THE ESTABLISHMENT OF THE CLASSIFICATION OF BUILDING PERMIT MANAGER (EXEMPT), AND THE SALARY, BENEFITS, EMPLOYER-EMPLOYEE RELATIONS REPRESENTATION UNIT, AND CIVIL SERVICE EXEMPTION OF THE CLASSIFICATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The report and recommendation of the Director of Personnel, approved by the City Manager, dated January 4, 1983, relating to the establishment of the classification of Building Permit Manager (Exempt), and the salary, benefits, Employer-Employee Representation Unit, and Civil Service exemption of the classification, a copy of which is attached hereto, is hereby approved.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

JAN 11 1983

OFFICE OF THE  
CITY CLERK

BUILDING PERMIT MANAGER  
(Exempt)

DEFINITION:

To supervise and participate in the coordination and issuance of commercial and multiple family residential permits.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Superintendent of Building Inspections.

Responsibilities include providing direct and indirect supervision to professional, technical and clerical positions.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Supervise building inspections staff involved in the issuance of commercial and multiple family residential building permits.

Coordinates with other City departments involved in commercial and multiple family residential building permits to ensure timely processing.

Establishes and maintains a project status monitoring system for all commercial and residential building permits, as well as for residential planning entitlements.

Prepares and maintains public information materials regarding building permit requirements and planning entitlements.

Participates in preliminary checks of building plans for completeness at the public counter, and advises the public as to plan content needs and associated planning and permit approvals in all aspects of the City's permit process.

Participates in plan checking of commercial and multiple family residential buildings for code compliance.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Materials, principles, techniques and processes used in building construction.

Federal, state and local codes, laws, and ordinances relating to construction of commercial and industrial facilities, including but not

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DESIRABLE QUALIFICATIONS: (Continued)

limited to the Uniform Building Code; State Energy Regulations; Disabled Access Laws; City Dangerous Building, Housing, Nuisance and Zoning Codes; Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code; design; and land use.

Principles and practices of supervision.

Ability to:

Plan, assign, review and otherwise supervise the work of subordinates engaged in the commercial building and multiple family residential permit process and clerical work.

Accurately interpret plans and specifications of considerable complexity.

Establish and maintain effective working relationships with City employees and the general public including department representatives, property owners, contractors, civic groups and personnel from other jurisdictions.

Establish and maintain project status monitoring systems.

Prepare and maintain public information materials.

Understand and work with various codes and ordinances relating to the building permit process.

Read and interpret plans and specifications, detect defects, faulty workmanship and materials.

Communicate clearly and concisely both orally and in writing.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in building codes or building design administration, preferably in at least two of the following areas: architectural, structural, mechanical or electrical.

Education:

College level courses in engineering and architecture techniques, principles and practices.

Adopted:  
Revised:  
Title Change:  
Abolished:  
Class Code: