



Agenda Submittal

Agenda #:		Status:	Agenda Ready
Type:	CSC-Document	Department:	Civil Service Commission
File #:	CSC 18-0027	Contact:	Marc Fox, 784-2552
Agenda date:	12/12/2018	Final action:	
Title:	Request to adopt the amended classification specifications of Building Permits Technician I and Building Permits Technician II		
Governing body:	Civil Service Commission		
District:			
Attachments:	1. A - Building Permits Technician I Current.pdf, 2. B - Building Permits Technician I Add_Del .pdf, 3. C - Building Permits Technician I Final.pdf, 4. D - Building Permits Technician II Current.pdf, 5. E - Building Permits Technician II Add_Del.pdf, 6. F - Building Permits Technician II Final.pdf		

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

HUMAN RESOURCES' RECOMMENDATION

The Department of Human Resources recommends the Civil Service Commission adopt the amendments to the classification specifications of Building Permits Technician I and Building Permits Technician II.

SUMMARY

The Building Permits Technician Series is unique to the Department of Resource Management - Building Division. The amendments to the class specifications are being made to be consistent the minimum qualifications of other comparable agencies and industry standards. These changes will also increase the applicate pool for recruiting purposes. There were also minor changes made to update the class specifications to standard language and formatting for the purposes of uniformity.

DISCUSSION

The classification specification of Building Permits Technician II was originally adopted by the Civil Service Commission in July 1992 and a revision of that class was later adopted on January 10, 2007 when the established Building Permits Technician I was first adopted.

The proposed revisions eliminate the requirement for educational units that do not meet industry standards, thereby removing barriers for candidates with relevant experience and/or licensure. Within the current labor market, competition for qualified individuals is high. The proposed edits will expand opportunities to find individuals who can competently work as a Building Permits Technician I or Building Permits Technician II, even though they may not have vocational or technical school educational units in the field.

Copies of the current and proposed classification descriptions showing the amended text ("add/delete versions"), along with the final proposed versions are attached.

ALTERNATIVES

The Civil Service Commission could opt to not approve the proposed amended classification specification; however, this is not recommended as the updated classification will ensure that we are not excluding other qualified individuals.

OTHER AGENCY INVOLVEMENT

The Human Resources worked with the Department of Resource Management in revising the classification specifications. The Building Permits Technician series is represented by SEIU, Local 1021. On October 29, 2018, the County representatives met with an SEIU representative to discuss the proposed changes to the Building Permits Technician series. SEIU did not provide any comments.