

## REPORT TO CITY COUNCIL

**DATE:** SEPTEMBER 8, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** RAMIRO ADEVA, ASSISTANT CITY MANAGER  
CELESTE BIRD, ADMINISTRATIVE ANALYST

**SUBJECT:** APPROVE RESOLUTION NO. 21-1985; ESTABLISHING THE JOB CLASSIFICATIONS OF MANAGEMENT ANALYST AND PLAN CHECKER, INCLUDING SALARY RANGES FOR BOTH POSITIONS

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The request before the City Council is to establish the following new job classifications:

1. Management Analyst
2. Plan Checker

The attached Resolution No. 21-1985, includes the recommended salary ranges for each position, and the job descriptions are outlined in Exhibits "A" and "B" which include the job descriptions.

These positions will be funded with General Funds and will not require any additional budget appropriations. The proposed salaries can be fully absorbed within the approved FY 2021-22 budget, which included funds in anticipation of back-filling vacant positions lost through a combination of personnel impacts, as a result of the pandemic, retirement, and/or moving to other employment opportunities.

The primary assignment for the new Management Analyst will be to assist the Community Services Department and the Plan Checker will report to the Community Development Department, specifically within the Building & Safety Division. Both positions will fill immediate needs in these departments and allow staff the ability to meet the daily service needs of the community, while also ensuring the capacity is available for successful delivery of priority projects identified on the Council-approved work plan.

With Council approval, staff would initiate recruitments for both positions with anticipated hire dates in November 2021.

## **RECOMMENDATION**

Staff respectfully recommends the City Council approve Resolution No. 21-1985, establishing the job classifications of Management Analyst and Plan Checker, including salary ranges for both positions.

Attachment: Resolution 21-1985

**RESOLUTION NO. 21-1985**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE CLASSIFICATIONS OF MANAGEMENT ANALYST AND PLAN CHECKER INCLUDING SALARY RANGES FOR BOTH POSITIONS**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** The classifications of Management Analyst and Plan Checker are hereby established with the job classification duties adopted herein, attached as "Exhibit A" and "Exhibit B".

**SECTION 2.** The Management Analyst and Plan Checker classifications within the full-time salary range are set at range 51 and range 46 respectively under the approved employee salary schedule.

**PASSED, APPROVED, AND ADOPTED** this 8<sup>th</sup> day of September 2021, by the following vote to wit:

AYES:            ()  
NOES:            ()  
ABSENT:         ()  
ABSTAIN:        ()

\_\_\_\_\_  
Denis Weber, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk

**EXHIBIT "A"**

**MANAGEMENT ANALYST JOB DESCRIPTION**

**EXHIBIT A**  
**CITY OF AGOURA HILLS**  
**MANAGEMENT ANALYST**

**DEFINITION**

Under administrative direction, performs a wide variety of complex administrative and analytical support for a department or division; participates in assigned administrative processes, operations, procedures, and programs; performs research, prepares financial data and statistical information in support of managerial functions; and provides information and assistance to the public regarding the assigned programs and services.

**CLASS CHARACTERISTICS**

Receives direction from the department head of the assigned department and may exercise technical and functional supervision over clerical and technical staff. Employee receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the work unit. The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**EXAMPLES OF DUTIES**

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

1. Conducts or directs assigned projects or program activities; performs research and statistical analysis as assigned; collects, compiles, and analyzes information from various sources on a variety of specialized topics related to assigned programs; prepares and presents reports of findings which interpret data and identify alternatives; make and justify recommendations as to appropriate action.
2. Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
3. Participates in the development of department goals and objectives; participates in the development of the department budget and in budget administration; prepares and monitors program grants and related proposals; monitors compliance with applicable contractual agreements.
4. Assists in the drafting and implementation of City policies and procedures; compiles information and prepares manuals, documents, resolutions, or publications relating to the administrative, fiscal, or operational issues.
5. Prepares comprehensive technical records and reports pertaining to assigned area of responsibility; conducts research and comprehensive data collection efforts to support analysis.

6. Operates a variety of office equipment including a computer, copier, and facsimile machine; utilizes various computer applications and software packages.
7. Assist in department public communications i.e. social media, website, etc.
8. Performs related duties as assigned.

## QUALIFICATIONS AND GUIDELINES

### Knowledge, Skills and Abilities

- Methods and techniques of research, program analysis, statistical analysis, municipal budget analysis and preparation; principles and practices of municipal administration, and grants management.
- Methods and techniques for record keeping; basic report preparation and writing; proper English usage, spelling, grammar and punctuation; customer service and public relations methods and techniques.
- Modern office practices, procedures, methods and equipment; computer applications in administrative functions; municipal services and operations; and public relations techniques.
- Applicable federal, state and local laws, ordinances and regulations pertaining to local government operations.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; organize and consolidate statistical data; research information and analyze data to prepare and present sound and effective recommendations.
- Exercise good judgment and uphold confidentiality in maintaining critical and sensitive information, records, and reports; understand, interpret, and apply general administrative and departmental policies and procedures.
- Read, understand, and review documents, policies and procedures for accuracy and relevant information; answer questions and provide information to City employees, outside agencies, and the public; update manuals as required with current information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work; operate a computer and utilize a variety of software programs; use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Prepare, compile and arrange data in a readable and comprehensible manner; proofread and edit draft reports or correspondence for errors in grammar or structure; make accurate arithmetic calculations; type and enter data at a speed necessary for successful job performance.
- Maintain ongoing communication with management regarding department requests; status of projects and completion of tasks; take direction and follow projects through to completion in a timely manner.
- Set priorities, organize work-flow and maintain organization of work and records; multi-task and be responsive to time-sensitive matters; Understand and follow instructions; communicate clearly and concisely, both orally and in writing.

- To perform the essential functions with or without accommodation, which may include lifting up to 20 pounds.
- Establish and maintain effective working relationships with the public and those contacted in the course of the work.

#### Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be; equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. Two years of increasingly responsible analytical or administrative experience in municipal government.

#### Licenses/Certificates:

Possession of a valid California Class C driver's license.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

#### Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, lift up to 20 pounds, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and codes; remember legal and code requirements; and explain policies and procedures; interact with City management, other governmental officials, employees and the public.

#### Work environment:

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate

but the employee may occasionally be exposed to high level noises including, but not limited to, emergency vehicle sirens, telephones and other office equipment.

**“EXHIBIT B”  
PLAN CHECKER JOB DESCRIPTION**

**EXHIBIT B**  
**CITY OF AGOURA HILLS**  
**PLAN CHECKER**

**DEFINITION**

Under general direction of the Community Development Director, or his/her designee, the Plan Checker reviews construction plans, calculates plan checking and construction fees and assessments; issues permits.

**CLASS CHARACTERISTICS**

The Plan Checker has the ability to perform a full range of duties as assigned including, but not limited to, working the Engineering, Planning, and Building and Safety counters.

**EXAMPLE OF DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Responds to inquiries and complaints from the general public over the telephone and in person at the public counter; inspects plans for completeness and accepts plan submittals.
2. Reviews building construction plans for compliance with structural design requirements and building, mechanical, plumbing, electrical, accessibility and health and safety codes.
3. Calculates building permit and development fees on complex projects.
4. Provides building owners, designers, and contractors' information about the City's building construction process, inspection code requirements, fee assessments, and the plan check process.
5. Undertakes and/or assists in the undertaking and completion of special projects, including preparation of informational brochures and other written materials.
6. Reviews and approves proposed street addresses for planned construction projects.
7. Coordinates with administrative support staff related to the preparation, processing, and filing of plans, records, correspondence and other documents.
8. Assists with the preparation of letters, notices, orders, fines and/or reports for assigned division.

9. Perform related duties as required.

## QUALIFICATIONS

### Knowledge, Skills, and Abilities

The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of or familiarity with:

- Front counter operations and activities for assigned division or department;
- Basic civil engineering functions, including grading;
- Basic methods and techniques of technical research;
- The State of California construction codes, including: building, mechanical, plumbing, electrical, and health and safety codes;
- Methods and practices of all phases of commercial and residential construction to assure compliance with State and local building codes and ordinance;
- Contemporary residential, commercial, and industrial practices;
- Basic cost accounting and preparation of invoice and budget-type documents;
- General principles and practices of regulatory compliance;
- Basic methods and practices of real property development and maintenance;
- Modern office procedures, methods, computer equipment and related software applications, with the ability to adapt to changing technologies and learn functionality of new equipment and systems; and
- Understanding of pertinent federal, state and local laws.

Ability to:

- Read and interpret building plans, codes, specifications and regulations;
- Interpret regulatory code requirements and processes;

- Explain building or regulatory codes to the public, both verbally and in writing;
- Respond to complaints, requests and inquiries from the general public;
- Issue and track encroachment and grading permits
- Schedule and assist with field assignments;
- Conduct technical research;
- Assist engineering staff in the field as assigned;
- Prepare clear and concise reports and correspondence;
- Work independently in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

#### Education and/or Experience

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

##### Education/Training:

- High School graduation of GED equivalent;
- An Associate of Arts Degree or Associate of Science degree in Building Inspection or Construction Technology from an accredited college or university and/or trade school may substitute for one-year of experience.

##### Experience:

- At least five years of increasingly responsible experience providing customer service at a public counter or office that provides construction, architecture, engineering or similar services; or
- Two or more years of paid, full-time equivalent experience
- Completion of a four-year apprenticeship in any one of the following building trades: carpentry, plumbing, mechanical, or electrical work.

### License and/or Certifications

The following list of certifications and licenses are highly desired. You must be certified or have the ability to be certified within six months of employment:

- California Residential or California Commercial Plumbing, Mechanical, or California Electrical certification issued by the International Code Council (ICC);
- ICC certification as a building plans examiner;
- ICC certification as a residential plans examiner
- Certified Accessibility Specialist (CAS); and
- A valid California Class C Driver's License is required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Environment: office environment; work at a centralized public counter; work with computers. Sufficient physical ability necessary for standing or sitting for prolonged periods of time. Vision sufficient to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hearing in the normal audio range with or without correction