

REPORT TO CITY COUNCIL

DATE: FEBRUARY 14, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER
CELESTE BIRD, HUMAN RESOURCES MANAGER

SUBJECT: ADOPT RESOLUTION 24-2055; AMENDING THE COMPENSATION PLAN BY ESTABLISHING THE CLASSIFICATION OF COUNTER PERMIT TECHNICIAN, APPROVING THE JOB CLASSIFICATION, SETTING THE SALARY RANGE; RECLASSIFYING THE LAND USE PERMIT TECHNICIAN CLASSIFICATION TO A THREE-QUARTER POSITION

Recently, the Community Development Department's long-time Building Permit Technician was promoted to Accounting Specialist II in the Finance Department. Rather than immediately filling the vacancy, staff took this opportunity to assess the long-term needs of the Community Development Department and determined a position with more flexibility and expanded responsibilities would be better suited to meet the operational needs of the City moving forward.

Therefore, staff is proposing the position of Counter Permit Technician be established, which would not only assume the responsibilities of the former Building Permit Technician but would also perform added duties related to managing the operations of the Engineering and Planning Division counters as well. This includes, but is not limited to, tasks such as answering Engineering, Planning, and Building inquiries from the public, inspecting plan set submittals, managing computerized database systems across all departments, issuing permits and assigning inspections, assisting with public records requests, scheduling field investigations, and preparing and updating informational handouts for distribution at the front counter.

Because of the increased responsibilities, the Counter Permit Technician would be set at Range 46 on the City's salary schedule with an annual pay scale of \$78,504 - \$95,650. As a point of reference, the Building Permit Technician is Range 38, with an annual pay scale of \$64,432 - \$78,504. The Counter Permit Technician would be a full-time, hourly, non-exempt position.

Additionally, a minor change is also being requested for another position in the Community Development Department. Staff is proposing the Land Use Technician be reclassified from a part-time position to a three-quarter position to reflect the expanded responsibilities the position has assumed since being established in 2019. Initially, the Land Use Technician was created with the intent to answer general counter questions

and to provide limited guidance and interpretation of the City's Municipal Code related to Planning matters. However, over the years, the Land Use Technician has been leaned on more heavily than originally anticipated, assuming tasks such as processing all Accessory Dwelling Unit, Temporary Use and Temporary Outdoor Operations permits, assisting with the Short-Term Rental Program, and completing initial review of planning submittals, just to name a few.

Reclassifying the position from part-time to three-quarter is reflective of the current level of responsibility and more accurately aligns with the departmental demands of the position.

FISCAL IMPACT

The Counter Permit Technician will be funded in part by the vacated position of the Building Permit Technician and additional salary saving in the department, resulting in no fiscal impact to the 2023-24 FY Budget. The reclassification of the Land Use Technician will have no fiscal impact on the 2023-24 FY Budget as the position is currently working the allotted hours and will be additionally funded by additional savings within the department.

RECOMMENDATION

It is respectfully recommended the City Council approve Resolution No. 24-2055, amending the compensation plan by establishing the position of Counter Permit Technician and reclassifying the position of Land Use Technician as a three-quarter position.

Attachment: Resolution No. 24-2055

RESOLUTION NO. 24-2055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY ESTABLISHING THE CLASSIFICATION OF COUNTER PERMIT TECHNICIAN, APPROVING THE JOB CLASSIFICATION, SETTING THE SALARY RANGE; RECLASSIFYING THE LAND USE PERMIT TECHNICIAN CLASSIFICATION TO A THREE-QUARTER POSITION

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

SECTION 1. The classification of Counter Permit Technician is hereby established with the job classification duties adopted herein and attached as "Exhibit A".

SECTION 2. The Counter Permit Technician classification is set at range 46 within the full-time salary range of the employee salary schedule, adopted herein and attached as "Exhibit B".

SECTION 3. The classification of Land Use Permit Technician is hereby reclassified as a three-quarter position, within the employee salary schedule, adopted herein and attached as "Exhibit B".

PASSED, APPROVED, AND ADOPTED this 14th day of February 2024, by the following vote to wit:

AYES: (4) Buckley Weber, Sylvester, Anstead, Lopez
NOES: (0)
ABSTAIN: (0)
ABSENT: (1) Wolf

Illece Buckley Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT "A"

COUNTER PERMIT TECHNICIAN JOB DESCRIPTION

EXHIBIT A
CITY OF AGOURA HILLS
COUNTER PERMIT TECHNICIAN

DEFINITION

Under general direction, Counter Permit Technician provides code interpretation and administrative information to the public; initiates and updates computerized files; prepares and processes correspondence, documents and reports; and performs plan check submittal services, issues permits and collects all related fees.

CLASS CHARACTERISTICS

The Counter Permit Technician has the ability to perform a full range of duties as assigned including working both the Public Works, Planning and Building & Safety counters. Positions in this class are flexibly staffed and are normally filled by advancement from the Building Permit Technician level, or when filled from the outside with prior experience.

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. Respond to inquiries and complaints from the general public over the telephone and in person at the public counter; inspect plans for completeness and accept plan submittals.
2. Enter, update, and/or change pertinent information or data on computerized data base systems; implement and train others in the use of new systems as assigned.
3. Issue various permits and assign appropriate inspections; review the processing of permits and plans; route plans to the appropriate parties; answer questions regarding permits and related processing information.
4. Compile price totals on completed plans; extract and compile key paperwork pertinent to permits and field inspections; inform contractors, developers and the general public of plan ready status.
5. Conduct technical searches for plans and files; provide all City departments with maps; answer questions on City property, easements and right-of-way; find soil compaction reports.
6. Maintain accurate records and logs concerning permits issued.
7. Calculate and collect appropriate fees; process and post online permit payments; input accounting for monthly reporting.

8. Answer questions relating to permit issuance from contractors, developers, engineers, architects, property owners and the general public both over the phone and at the front counter.
9. Schedule and assist with field investigations; maintain equipment and supplies in support of field investigations; assist with organization and storage of paperwork related to investigative reports.
10. Prepare cost recovery invoices and real property requests or releases of liens.
11. Maintain and update the computerized land management system; maintain parcel map books; assign addresses.
12. Develop and maintain informational handouts on current fees, new ordinances, and changes in codes and regulations.
13. Complete, type, proofread, and mail Building Safety Certificates of Occupancy.
14. Review and approve proposed street addresses for planned construction projects.
15. Collect cost estimates of new City infrastructure.
16. Coordinate with administrative support staff related to the preparation, processing, and filing of plans, records, correspondence and other documents.
17. Assist with the preparation of letters, notices, orders, fines and/or reports for assigned division.
18. 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:

1. Front counter operations and activities for assigned division or department; basic civil engineering functions, including grading.
2. Basic methods and techniques of technical research.
3. Building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing and mechanical codes.
4. Methods and practices of all phases of commercial and residential construction.

5. Mathematical principles required to determine electrical load, plumbing pipe sizing, and various architectural calculations, basic cost accounting and preparation of invoice type documents.
6. General principles and practices of regulatory compliance.
7. Basic methods and practices of real property development and maintenance.
8. 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.
9. Principles and procedures of record keeping.
10. Understanding of pertinent federal, state, and local laws.

Ability to:

1. Ability to read and interpret building plans, codes, specifications, and regulations.
2. Interpret regulatory code requirements and processes.
3. Explain building or regulatory codes to the public, both verbally and in writing.
4. Respond to complaints, requests and inquiries from the general public.
5. Issue and track encroachment and grading permits.
6. Schedule and assist with field assignments. Supervise lower-level technical engineering staff.
7. Conduct technical research. Assist engineering staff in the field as assigned.
8. Prepare clear and concise reports and correspondence.
9. Work independently in the absence of supervision.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. 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:

Counter Permit Technician Education/Training: equivalent to the completion of the twelfth grade, supplemented by specialized training in the building trades, civil

engineering, code compliance, planning, or a related field. Experience: two years of increasingly responsible experience providing customer service at a public counter or office that provides construction, architecture, engineering or similar services.

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

"EXHIBIT B"
SALARY SCHEDULE

EXHIBIT B

FULL-TIME POSITIONS AND SALARIES

EFFECTIVE 2/15/2024

POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
EXEMPT							
ACCOUNTANT	50	86,654	105,580	7,221	8,798	41.66	50.76
ADMINISTRATIVE ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
ASSISTANT CITY MANAGER	82	190,965	232,672	15,914	19,389	91.81	111.86
ASSISTANT DIRECTOR OF COMM SERVICES	68	135,151	164,668	11,263	13,722	64.98	79.17
ASSISTANT PLANNING DIRECTOR	68	135,151	164,668	11,263	13,722	64.98	79.17
ASSISTANT TO THE CITY MANAGER	60	110,925	135,151	9,244	11,263	53.33	64.98
ASSOCIATE CIVIL ENGINEER	59	108,219	131,855	9,018	10,988	52.03	63.39
BUILDING OFFICIAL	70	141,993	173,005	11,833	14,417	68.27	83.18
CITY CLERK	64	122,440	149,181	10,203	12,432	58.87	71.72
CITY ENGINEER	71	145,543	177,330	12,129	14,777	69.97	85.25
CITY MANAGER		273,200		22,767		131.35	
COMMUNITY DEVELOPMENT DIRECTOR	78	173,005	210,789	14,417	17,566	83.18	101.34
DEPUTY CITY MANAGER	73	152,911	186,307	12,743	15,526	73.51	89.57
DIRECTOR COMMUNITY SERVICES	78	173,005	210,789	14,417	17,566	83.18	101.34
DIRECTOR OF FINANCE	78	173,005	210,789	14,417	17,566	83.18	101.34
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	173,005	210,789	14,417	17,566	83.18	101.34
EXECUTIVE ASSISTANT	46	78,504	95,650	6,542	7,971	37.74	45.99
FINANCE MANAGER	61	113,698	138,530	9,475	11,544	54.66	66.60
HUMAN RESOURCES MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
MANAGEMENT ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
MEDIA ANALYST	51	88,821	108,219	7,402	9,018	42.70	52.03
PLANNING DIRECTOR	72	149,181	181,763	12,432	15,147	71.72	87.39
PRINCIPAL PLANNER	62	116,540	141,993	9,712	11,833	56.03	68.27
PUBLIC WORKS PROJECT MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
RECREATION MANAGER	59	108,219	131,855	9,018	10,988	52.03	63.39
RECREATION SUPERVISOR	50	86,654	105,580	7,221	8,798	41.66	50.76
SENIOR CIVIL ENGINEER	64	122,440	149,181	10,203	12,432	58.87	71.72
SENIOR CODE COMPLIANCE OFFICER	51	88,821	108,219	7,402	9,018	42.70	52.03
SENIOR PLANNER	58	105,580	128,639	8,798	10,720	50.76	61.85
HOURLY							
ACCOUNTING SPECIALIST II	46	78,504	95,650	6,542	7,971	37.74	45.99
ADMINISTRATIVE AIDE	38	64,432	78,504	5,369	6,542	30.98	37.74
ADMINISTRATIVE ASSISTANT I	37	62,861	76,590	5,238	6,382	30.22	36.82
ADMINISTRATIVE ASSISTANT II	41	69,386	84,541	5,782	7,045	33.36	40.64
ASSISTANT ENGINEER	53	93,317	113,698	7,776	9,475	44.86	54.66
ASSISTANT PLANNER	51	88,821	108,219	7,402	9,018	42.70	52.03
ASSOCIATE PLANNER	55	98,041	119,454	8,170	9,954	47.14	57.43
BUILDING PERMIT TECHNICIAN	38	64,432	78,504	5,369	6,542	30.98	37.74
CODE COMPLIANCE OFFICER	46	78,504	95,650	6,542	7,971	37.74	45.99
COMM SERV COORDINATOR	46	78,504	95,650	6,542	7,971	37.74	45.99
COUNTER PERMIT TECHNICIAN	46	78,504	95,650	6,542	7,971	37.74	45.99
CULTURAL EVENT COORDINATOR	46	78,504	95,650	6,542	7,971	37.74	45.99
ENGINEERING AIDE I	38	64,432	78,504	5,369	6,542	30.98	37.74
ENGINEERING AIDE II	46	78,504	95,650	6,542	7,971	37.74	45.99
LAND USE TECHNICIAN	46	78,504	95,650	6,542	7,971	37.74	45.99
PLAN EXAMINER	46	78,504	95,650	6,542	7,971	37.74	45.99
PLANNING TECHNICIAN	38	64,432	78,504	5,369	6,542	30.98	37.74
PUBLIC SAFETY LIAISON OFFICER	46	78,504	95,650	6,542	7,971	37.74	45.99
SENIOR BUILDING INSPECTOR	47	80,467	98,041	6,706	8,170	38.69	47.14
PART-TIME POSITIONS AND SALARIES							
EFFECTIVE 12/23/2023							
	P/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
INSTRUCTOR	1	33,280	40,548	2,773	3,379	16.00	19.49
RECREATION LEADER I	1	33,280	40,548	2,773	3,379	16.00	19.49
ADMINISTRATIVE INTERN I	6	37,653	45,877	3,138	3,823	18.10	22.06
RECREATION LEADER II	9	40,548	49,404	3,379	4,117	19.49	23.75
OFFICE ASSISTANT	11	42,601	51,905	3,550	4,325	20.48	24.95
ADMINISTRATIVE INTERN II	13	44,758	54,533	3,730	4,544	21.52	26.22
SENIOR PROGRAM INSTRUCTOR	14	45,877	55,896	3,823	4,658	22.06	26.87
RECREATION SPECIALIST	16	48,199	58,726	4,017	4,894	23.17	28.23
SPECIAL EVENT WORKER			160-1,060	PER EVENT			