



Council Meeting: May 13, 2008

SUBJECT: Amendment to the Classification Plan and Salary Resolution to Add the Newly-Established Classifications of Mail Clerk and Senior Plan Check Engineer

REPORT IN BRIEF

This report recommends amending the City's Classification Plan and Salary Resolution to add the full time classifications of Mail Clerk and Senior Plan Check Engineer, and to reclassify the existing vacant Office Clerk position in the Information Technology Department and the vacant position of Plan Check Coordinator in the Community Development Department to the newly-established classifications of Mail Clerk and Senior Plan Check Engineer, respectively.

BACKGROUND

Earlier this year, the Information Technology Department requested that Human Resources staff conduct a classification study in order to determine the best classification to deliver inter-office mail and supplies city-wide, and provide clerical support.

Additionally, earlier this year, the Community Development Department requested that Human Resources staff conduct a classification study in order to determine the best classification to oversee and conduct complex, professional plan reviews for the Building Safety Division and perform supervisory responsibilities over professional and technical staff.

The Human Resources Department has completed these reviews.

Based upon the information gathered during the classification study for the Information Technology Department, the existing classification of Office Clerk does not accurately describe the duties and responsibilities of the position. The Human Resources Department recommends that the new classification of Mail Clerk be established. The Mail Clerk will perform a variety of duties associated with delivering inter-office mail and supplies city-wide, and providing clerical support. This newly-established classification more accurately describes the current duties and responsibilities of the position.

Based upon the information gathered during the classification study for the Community Development Department, the existing classification of Plan Check

Coordinator does not accurately describe the proposed duties and responsibilities of the position. The Human Resources Department recommends that the new classification of Senior Plan Check Engineer be established. The Senior Plan Check Engineer will report to the Superintendent of Building Inspection, and will perform a variety of advanced journey-level and supervisory responsibilities involving the review and examination of building construction, improvement and repair plans and specifications for compliance with applicable building codes and regulations. This newly-established classification more accurately describes the proposed duties and responsibilities of the position.

EXISTING POLICY

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

DISCUSSION

In developing the new classifications of Mail Clerk and Senior Plan Check Engineer, a number of classification study methodologies were used, including: survey of other agencies' structure and classifications, analysis of the City's structure and classifications, and interviews with appropriate staff in both the Information Technology Department and Community Development Department. As a result of these analyses, the class specifications of Mail Clerk and Senior Plan Check Engineer were developed and have been reviewed by the Information Technology and Community Development Departments, the Department of Human Resources and the Sunnyvale Employees' Association (SEA).

Based upon the level of responsibility and tasks the new classification of Mail Clerk will be performing, it is recommended that the hourly salary range for the Mail Clerk be set at \$17.2993 to \$21.0274/hour. This is the same salary range as the Office Clerk classification.

Based upon a compensation survey of surrounding agencies, the level of responsibility and tasks the new classification of Senior Plan Check Engineer will be performing, it is recommended that the hourly salary range for Senior Plan Check Engineer be set at \$46.1758 - \$56.1269/hour.

FISCAL IMPACT

There is no fiscal impact to the General Fund associated with reclassifying one vacant Office Clerk position to a Mail Clerk. The position of Office Clerk is included in the current fiscal year operating budget for the Information Technology Department.

The Senior Plan Check Engineer position will replace the currently vacant Plan Check Coordinator position. The proposed position requires a civil engineering license and will therefore be at a higher pay scale than the previous position of Plan Check Coordinator. However, the increased costs of approximately \$18,886 will be absorbed within the Construction Permitting Program 243.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

ALTERNATIVES

1. Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established class specifications of Mail Clerk and Senior Plan Check Engineer.
2. Do not approve the recommendation contained in this report.

RECOMMENDATION

Staff recommends Alternative 1: Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established classifications of Mail Clerk and Senior Plan Check Engineer.

Reviewed by:

Erwin Young, Director of Human Resources
Prepared by: Karen Woblesky, Human Resources Manager

Approved by:

Amy Chan
City Manager

Attachments

- A. Resolution to Amend the Classification Plan
Class Specification: Mail Clerk (Exhibit A to Attachment A)
Class Specification: Senior Plan Check Engineer (Exhibit B to
Attachment A)
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEW JOB CLASSIFICATION OF "MAIL CLERK" AND "SENIOR PLAN CHECK ENGINEER" AND BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFOR

WHEREAS, after conducting a job classification study at the request of the Community Development Department and the Information Technology Department, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classifications of "Mail Clerk" and "Senior Plan Check Engineer" and to add the classification specifications therefore; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service by adding the new job classification title of "Mail Clerk" and "Senior Plan Check Engineer" and by adding the classification specifications to read as set forth in Exhibits A & B attached hereto.
2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.
3. This resolution shall take effect upon adoption.

Adopted by the City Council at a regular meeting held on May ____, 2008, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

City Clerk
SEAL

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

CITY OF SUNNYVALE

Rev/Est		5/13/08
Job Code		Rep: SEA
EEOC Category: Clerical		

MAIL CLERK

DEFINITION

Under supervision, to drive a City vehicle to pick up and deliver mail, records, office supplies, and other materials. The position of Mail Clerk will operate a full-size van on a regular basis and collect, sort and deliver large volumes of interdepartmental correspondence, U.S. mail, supplies and other materials within departments and at locations throughout the City; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Mail Clerk is an entry level classification. Incumbents are expected to have basic clerical aptitude and the ability to learn and follow instructions. Mail Clerk is distinguished from the next higher level classification of Office Assistant in that the latter requires a higher level of clerical experience and is the first level in the Office Assistant series.

TYPICAL DUTIES (May include, but are not limited to, the following):

- Collects mail and interdepartmental correspondence or other material from City offices; identifies location of employees for sorting and delivery of mail and delivers to designated locations.
- Determines postage on outgoing mail and operates postage metering equipment; maintains and balances records of postage.
- Delivers mail to post office and registers and returns receipt to originating department as requested.
- Checks forms for accuracy and completeness.
- Wraps packages for shipment by mail or other means, weigh items and unwraps incoming packages.
- Operates standard office equipment.
- Provides routine information to other employees and the general public.
- May assist with inventory of equipment and supplies.

- May be called upon to perform a variety of manual or simple clerical duties.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a postage metering machine, sorting and recording mail. Additionally, the position requires near and far vision when driving motorized vehicles and/or using standard office equipment. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust, chemicals and air contaminants. The nature of the work may also require the incumbent to work in heavy traffic conditions. The need to lift, push and pull files, paper and supplies weighing up to 50 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the knowledge, skills and abilities required below is qualifying. A typical way to obtain these qualifications would be:

High school graduation or tested equivalent.

Knowledge, Skills and Abilities

Basic knowledge of:

- Traffic laws and vehicle operation.
- Standard office procedures and equipment.

Skill in:

- Operating postage metering equipment.
- Writing neatly and legibly.

Ability to:

- Understand and follow oral and written instructions.

- Establish and maintain cooperative working relationships with others.
- Perform work-related math.
- Maintain simple records.
- Exercise discretion and judgment in caring for materials transported.
- Work independently, seeking guidance when necessary.
- Observe safety principles and work in a safe manner.

Licenses and Other Requirements

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

Exhibit B to Attachment A

CITY OF SUNNYVALE

Rev/Est		05/13/08
Job Code		Rep: SEA
EEOC Category: Professional		

SENIOR PLAN CHECK ENGINEER

DEFINITION

Under general direction, plans, organizes, leads, and monitors plan review performed by Plan Check Engineers and Plan Checkers of the Community Development Department, outside consultants and contract employees; develops and implements programs to ensure the proper inspection of structural and non-structural aspects of building construction; performs professional work in all areas of non-structural building plan review work in enforcing Sunnyvale's Municipal Code, Uniform Building Code, National Electrical Code, Uniform Mechanical Code, Uniform Plumbing Code, Title 24 Handicap Access Standards, and California Energy Standards. Performs a variety of highly technical plan checking including all types of construction and occupancies and is responsible for day-to-day operations and supervision of assigned staff; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Plan Check Engineer job series. This position oversees lower level staff and provides technical expertise and specialized knowledge, responds to queries and resolves problems. This classification is distinguished from the next higher level of Superintendent of Building Inspection by the latter's responsibility to direct, plan and supervise operations of the Division of Building Safety.

TYPICAL TASKS *(May include, but are not limited to, the following):*

- Develops and implements effective work programs, techniques and procedures for assigned activities; supervises the day-to-day activities of staff; coordinates employee training and selection; reviews or prepares performance evaluations.
- Examines complex plans, and specifications, which include over-the-counter reviews, for commercial, industrial and residential buildings for compliance with State and local codes, ordinances, and regulations.
- Evaluates advancements in structural design and advises the Superintendent of Building Inspection on changes and provides technical feedback on building code issues.
- Recommends and implements technology and/or procedures to maintain and improve plan review processes and the delivery of services.

- Performs periodic field inspections as necessary or assigned; enforces codes and issues construction permits.
- Conducts pre-submittal meetings with architects, engineers, and clients; meets with representatives of local business and community groups to explain functions, policies and operations and to mediate/resolve conflicts and respond to questions concerning plan and permit submittals.
- Monitors and tracks the progress of projects; reviews, utilizes and supervises the maintenance of a variety of records and reports, including all statistical permit processing data.
- Coordinates work and communicates with other City Departments and officials.
- Participates in resolving building code issues during plan review and in the field.
- Supervises and oversees the single point plan checking process.
- Provides general assistance in other areas and acts as the Superintendent of Building Inspection in his/her absence.
- Assists in the forecasting, preparation and management of the Building Division's annual and ten year budget and associated revenue streams.
- Reviews policies, regulations, procedures, and legislation to determine and implement any necessary operational changes; develops policies and customer service goals.
- Creates professional business correspondence, reports, procedures, memoranda, forms, brochures and web site materials.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal services. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is also required. The job duties expose the employee to the outdoors, which may include exposure to fumes, dust, allergens, and air contaminants. The nature of the work may also require the incumbent to work in construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience equivalent to a Bachelors degree from an accredited college or university in structural or civil engineering, or architecture and registration as a structural or civil engineer in the State of

California and five years of progressively responsible experience in civil or structural engineering, building plan review or design.

Knowledge, Skills & Abilities:

Thorough knowledge of:

- The principles and practices of structural and non-structural design and plan review.
- All building codes and zoning ordinances enforceable by the City of Sunnyvale.
- Site plans and architectural designs to determine compliance with appropriate state and local codes and ordinances.
- Basic principles and practices of supervision and training.

Ability to:

- Effectively plan, organize, direct, supervise, train and review the work of staff; provide leadership, motivate staff, and resolve disputes.
- Develop and implement effective work schedules and productivity measures.
- Establish and maintain effective working relationships; act in a courteous and diplomatic manner with members of the public.
- Read and interpret plans, blueprints and complex technical manuals.
- Prepare and manage the program budget and associated revenue streams.
- Communicate effectively both orally and in writing.
- Write concise, clear and accurate reports and business correspondence and other documentation as required.
- Review and evaluate problems, provide technical assistance and alternate solutions.
- Work independently.
- Organize and maintain a variety of records, including statistical permit processing data.
- Interpret and explain code requirements in a clear and concise manner.
- Travel to various sites within the city to conduct inspections and oversee related activities.
- Observe safety principles and work in a safe manner.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

Possession and continued maintenance of an ICC Plans Examiner Certificate.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS CLASSIFIED EMPLOYEES)

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of "Mail Clerk" and "Senior Plan Check Engineer" for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.100 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees) by adding the following classification, as set forth below:

Classification	Job Code	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Mail Clerk	5250	690	\$17.2993	\$18.1643	\$19.0725	\$20.0261	\$21.0274
Sr. Plan Check Engineer	4090	691	\$46.1758	\$48.4846	\$50.9088	\$53.4542	\$56.1269

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on May ____, 2008, by the following vote:

AYES:
 ABSTAIN:
 NOES:
 ABSENT:

ATTEST:

APPROVED:

 City Clerk
 (SEAL)

 Mayor

APPROVED AS TO FORM AND LEGALITY:

 David Kahn, City Attorney