

**RESOLUTION TO AMEND FISCAL YEAR 2019-2020 JOB CLASSIFICATION PLAN
FOR BUILDING INSPECTOR BUILDING INSPECTOR I - BASE HOURLY WAGE
\$19.55 AND BUILDING INSPECTOR II - BASE HOURLY WAGE \$22.63
DEPARTMENT #20426**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2019/2020 Job Classification Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs Building Department Fund #20426; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the FY 2019/2020 Job Classification for Building Inspector I - base hourly wage of \$19.55 and Building inspector II - base hourly wage of \$22.63 Fund #20426; and

WHEREAS, Plumas County has met the meet and confer obligations for these positions with Operating Engineers Local #3; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Fiscal Year 2019/2020 Job Classification Plan for the following 2.0 FTE funded and allocated positions:

<u>Building Department #20426</u>	<u>Current Wage</u>	<u>Proposed Change</u>
Building Inspector I	\$19.07	\$19.55
Building Inspector II	\$21.02	\$22.63

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 11th day of February, 2020 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, ENGEL, GOSS

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE


Clerk, Board of Supervisors

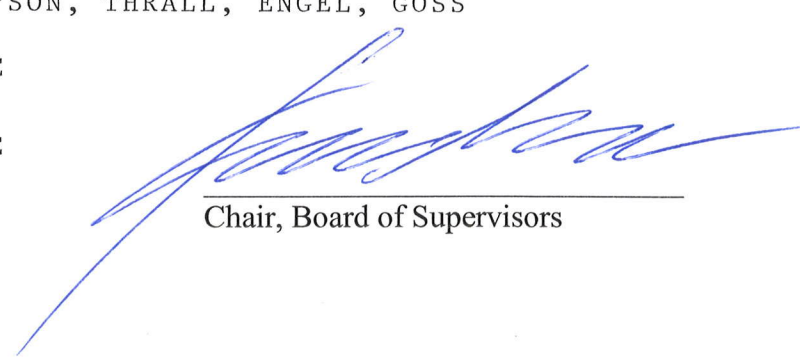

Chair, Board of Supervisors

Exhibit A

PLUMAS COUNTY

Revised: 02/04

BUILDING INSPECTOR I

DEFINITION

Under general direction, to conduct inspections of residential, commercial or industrial building structures and installations during construction, alteration, and repair; to determine that construction, alterations, and repairs are in conformance with County Building Codes and ordinances; to answer questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors; and do related work as required by the Assistant Building Official.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position for the Building Inspector classification series. Incumbents are required to learn and perform building inspection and building code enforcement duties for residential, commercial, and for manufactured homes that are installed outside of mobile home parks. They are required to possess knowledge of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code and Title 25 requirements for manufactured home inspections.

REPORTS TO

Director of Planning and Building, Assistant Building Official or Senior Building Inspector.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BUILDING INSPECTOR I - 2

EXAMPLES OF DUTIES

- Makes field inspections of residential, commercial, or industrial structures in varying states of construction, alteration, or repair.
- Interprets applicable codes, ordinances, and regulations for builders and homeowners and insures compliance.
- Checks the quality of materials and methods of construction for electrical, plumbing, mechanical, framework, concrete, masonry work, lathing, plastering, tile work, and roofing.
- Inspects completed work, giving approval to acceptable structures and installations.
- Writes correction notices for plans and works with contractors to follow-up on plan changes.
- Investigates violations of building and zoning laws.
- Inspects existing buildings to determine health or safety hazards, structural failures, or the need for maintenance and repair.
- Inspects commercial structures.
- Inspects mobile home installations.
- Issues building permits.
- Gives advice to contractors and individuals on construction procedures and practices.
- May perform special reviews of grading plans and perform grading inspections.
- May inspect construction and repair of County buildings and structures.
- Assists in more difficult and complex field inspections and code interpretations and applications.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas, including under floor and attic areas, requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to dampness, exposure to insects; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

BUILDING INSPECTOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- ~~Uniform Building, Plumbing and Electrical Codes.~~ Title 24 California Codes
- State Housing Act of California.
- General knowledge of County Zoning and Land Use Ordinances.
- Inspection methods and techniques.
- Principles of mathematics related to the building trades.

Ability to:

- Perform building inspections, enforce codes and ordinances, and examine workmanship and materials.
- Apply a variety of inspection methods and techniques.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades work.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Operate a personal computer and use appropriate software in the performance of Building Division tasks.

BUILDING INSPECTOR I - 4

TRAINING AND EXPERIENCE

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

EITHER:

1. ^{Five} Three years of experience using the ^{title 24 California} uniform construction codes in the construction and building trades; or
2. Certification as a Permit Technician and three years of permit technician experience; or
3. Possession of a valid International Code Council (ICC) certificate, or its equivalent, in either Building, Mechanical, Electrical or Plumbing Inspection.

~~Commercial or Residential~~

Special Requirements:

Possession of a valid drivers license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

In addition, Certification as a Combination Inspector, by ICC or its equivalent, must be obtained within one year from date of appointment and must be maintained throughout employment.

BUILDING INSPECTOR I

DEFINITION

Under general direction, to conduct inspections of residential, commercial or industrial building structures and installations during construction, alteration, and repair; to determine that construction, alterations, and repairs are in conformance with County Building Codes and ordinances; to answer questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors; and do related work as required by the Assistant Building Official.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position for the Building Inspector classification series. Incumbents are required to learn and perform building inspection and building code enforcement duties for residential, commercial, and for manufactured homes that are installed outside of mobile home parks. They are required to possess knowledge of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code and Title 25 requirements for manufactured home inspections.

REPORTS TO

Director of Planning and Building, Assistant Building Official or Senior Building Inspector.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BUILDING INSPECTOR I - 2

EXAMPLES OF DUTIES

- Makes field inspections of residential, commercial, or industrial structures in varying states of construction, alteration, or repair.
- Interprets applicable codes, ordinances, and regulations for builders and homeowners and insures compliance.
- Checks the quality of materials and methods of construction for electrical, plumbing, mechanical, framework, concrete, masonry work, lathing, plastering, tile work, and roofing.
- Inspects completed work, giving approval to acceptable structures and installations.
- Writes correction notices for plans and works with contractors to follow-up on plan changes.
- Investigates violations of building and zoning laws.
- Inspects existing buildings to determine health or safety hazards, structural failures, or the need for maintenance and repair.
- Inspects commercial structures.
- Inspects mobile home installations.
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- Gives advice to contractors and individuals on construction procedures and practices.
- May perform special reviews of grading plans and perform grading inspections.
- May inspect construction and repair of County buildings and structures.
- Assists in more difficult and complex field inspections and code interpretations and applications.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas, including under floor and attic areas, requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to dampness, exposure to insects; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

Last Revised: 02/04

BUILDING INSPECTOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- Title 24 California Codes.
- State Housing Act of California.
- General knowledge of County Zoning and Land Use Ordinances.
- Inspection methods and techniques.
- Principles of mathematics related to the building trades.

Ability to:

- Perform building inspections, enforce codes and ordinances, and examine workmanship and materials.
- Apply a variety of inspection methods and techniques.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades work.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Operate a personal computer and use appropriate software in the performance of Building Division tasks.

BUILDING INSPECTOR I - 4

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Three years of experience using the uniform construction codes in the construction and building trades;

OR

Certification as a Permit Technician and three years of permit technician experience;

OR

Possession of a valid International Code Council (ICC) certificate, or its equivalent, in either Building, Mechanical, Electrical or Plumbing Inspection.

Special Requirements:

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

In addition, Certification as a Combination Inspector, by ICC or its equivalent, must be obtained within one year from date of appointment and must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BUILDING INSPECTOR II

DEFINITION

Under general direction, to conduct inspections of residential, commercial or industrial building structures and installations during construction, alteration, and repair; to determine that construction, alterations, and repairs are in conformance with County Building Codes and ordinances; conduct structural and life/safety investigations of existing structures and prepare written reports documenting field conditions for further analysis; to answer questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors; and do related work as required by the Assistant Building Official.

DISTINGUISHING CHARACTERISTICS

This is the experienced working level classification the Building Inspector series. Incumbents shall apply a greater level of knowledge and experience in the performance of their duties, requiring less guidance and supervision than a Building Inspector I. Incumbents are required to perform the full range of building inspection and building code enforcement duties for residential, commercial, and for manufactured homes that are installed outside of mobile home parks, while exercising greater levels of independent judgment and decision making capabilities. They are required to possess substantial knowledge of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code and Title 25 requirements for manufactured home inspections; and perform more difficult and complex inspections.

REPORTS TO

Director of Planning and Building, Assistant Building Official or Senior Building Inspector.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BUILDING INSPECTOR II - 2

EXAMPLES OF DUTIES

- Performs difficult and complex field inspections of residential, commercial, or industrial structures in varying states of construction, alteration, or repair.
- Interprets applicable codes, ordinances, and regulations for builders and homeowners and insures compliance.
- Evaluates and determines the quality of materials and methods of construction for electrical, plumbing, mechanical, framework, concrete, masonry work, lathing, plastering, tile work, and roofing.
- Inspects completed work, giving approval to acceptable structures and installations.
- Writes correction notices for plans and works with contractors to follow-up on plan changes.
- Investigates violations of building and zoning laws.
- Performs more difficult and complex investigations of existing buildings to determine health or safety hazards, structural failures, or the need for maintenance and repair.
- Prepares written reports documenting field investigations and recommends solutions for mitigating problem areas.
- Inspects commercial structures.
- Inspects mobile home installations.
- Issues building permits.
- Gives advice to contractors and individuals on construction procedures and practices.
- May perform special reviews of grading plans and perform grading inspections.
- May inspect construction and repair of County buildings and structures.
- Assists in training subordinate inspectors and support personnel.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas, including under floor and attic areas, requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to dampness, exposure to insects; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

BUILDING INSPECTOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the general construction trades.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- ~~Uniform Building, Plumbing and Electrical Codes.~~ Title 24 California Codes
- State Housing Act of California.
- General knowledge of County Zoning and Land Use Ordinances.
- Inspection methods and techniques.
- Principles of mathematics related to the building trades.

Ability to:

- Perform difficult and complex building inspections, enforce codes and ordinances, and examine workmanship and materials.
- Work independently as required.
- Apply a variety of inspection methods and techniques.
- Detect deviations from laws, regulations and standard construction practices.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades work.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Analyze and document site violations and concerns
- Apply good judgment in the formulation of proposed solutions to field problems.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Operate a personal computer and use appropriate software in the performance of Building Division tasks.

BUILDING INSPECTOR II - 4

TRAINING AND EXPERIENCE

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

Commercial or Residential

The International Code Council (ICC) certification(s) as "Combination" Building Inspector or its equivalent.

AND

Three (3) years of responsible experience equivalent to a Building Inspector I with Plumas County.

Special Requirements:

Possession of a valid drivers license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

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BUILDING INSPECTOR II - 2

EXAMPLES OF DUTIES

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DESIRABLE QUALIFICATIONS

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Ability to:

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- Detect deviations from laws, regulations and standard construction practices.
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- Make arithmetical calculations quickly and accurately.
- Apply technical knowledge of building trades work.
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.
- Analyze and document site violations and concerns
- Apply good judgment in the formulation of proposed solutions to field problems.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Operate a personal computer and use appropriate software in the performance of Building Division tasks.

BUILDING INSPECTOR II - 4

TRAINING AND EXPERIENCE

Qualifications needed for this position:

The International Code Council (ICC) certification(s) as "Combination" Commercial or Residential Building Inspector or its equivalent.

AND

Three (3) years of responsible experience equivalent to a Building Inspector I with Plumas County.

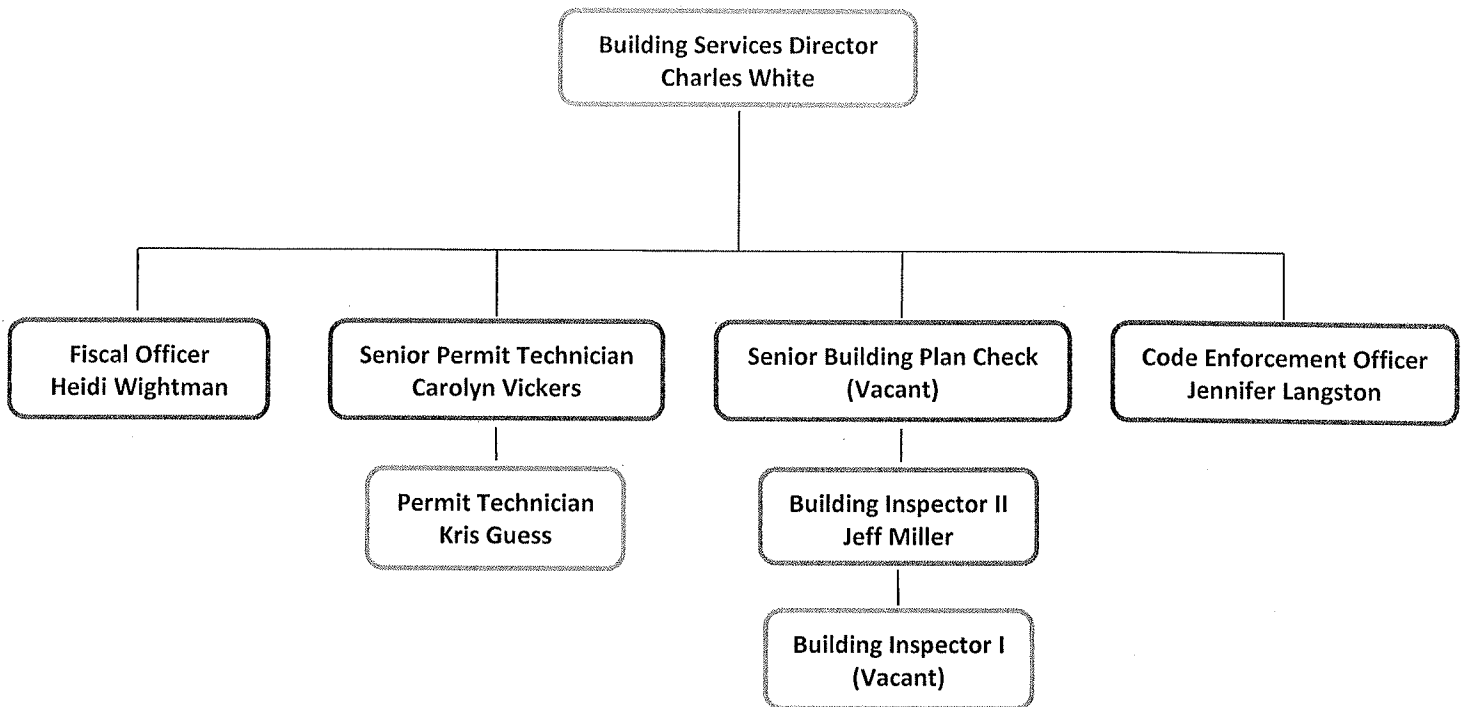
Special Requirements:

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

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All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

BUILDING SERVICES ORGANIZATIONAL CHART



MISC PERS

Building Inspector I

Current Range - \$19.02

Building Inspector I Current Range - \$19.02		FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/25	FY 24/25
Current Range Annual		\$ 39,562.00	\$ 41,538.00	\$ 43,618.00	\$ 45,822.00	\$ 48,131.00	
Retirement		\$ 9,692.69	\$ 10,966.03	\$ 12,213.04	\$ 12,967.63	\$ 13,909.86	
FICA / Medicare		\$ 3,026.49	\$ 3,177.66	\$ 3,336.78	\$ 3,505.38	\$ 3,682.02	
Total		\$ 52,281.18	\$ 55,681.69	\$ 59,167.82	\$ 62,295.01	\$ 65,722.88	
Proposed Annual Increase \$19.55		\$ 40,664.00	\$ 42,702.00	\$ 44,845.00	\$ 47,091.00	\$ 49,462.00	
Retirement		\$ 9,962.68	\$ 11,273.33	\$ 12,556.60	\$ 13,326.75	\$ 14,294.52	
FICA/Medicare		\$ 3,110.80	\$ 3,266.70	\$ 3,430.64	\$ 3,430.64	\$ 3,783.84	
Total		\$ 53,737.48	\$ 57,242.03	\$ 60,832.24	\$ 63,848.40	\$ 67,540.36	
Five Year Differential	Difference	\$ (1,456.29)	\$ (1,560.34)	\$ (1,664.43)	\$ (1,553.39)	\$ (1,817.48)	
Five year increase to Personnel Budget	\$ (8,051.93)						
Total as a % of payroll		24.5	26.4	28%	28.30%	28.90%	
ULA Payment	\$	2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %		9.12%	9.70%	9.70%	9.70%	9.70%	9.70%

MISC PERS

Building Inspector II

Current Range - \$21.02

FY 19/20 FY 20/21 FY 21/22 FY 22/23 FY 23/25 FY 24/25

Current Range Annual	\$ 53,186.00	\$ 53,186.00	\$ 55,848.00	\$ 55,848.00	\$ 55,848.00	\$ 55,848.00
Retirement	\$ 13,030.57	\$ 14,041.10	\$ 15,637.44	\$ 15,804.98	\$ 16,140.07	
FICA / Medicare	\$ 4,068.73	\$ 4,068.73	\$ 4,272.37	\$ 4,272.37	\$ 4,272.37	\$ 4,272.37
Total	\$ 70,285.30	\$ 71,295.83	\$ 75,757.81	\$ 75,925.36	\$ 76,260.44	
Proposed Annual Increase \$22.63	\$ 57,262.00	\$ 57,262.00	\$ 60,133.00	\$ 60,133.00	\$ 60,133.00	\$ 60,133.00
Retirement	\$ 14,029.19	\$ 15,117.17	\$ 16,837.24	\$ 17,017.64	\$ 17,378.44	
FICA/Medicare	\$ 4,380.54	\$ 4,380.54	\$ 4,600.17	\$ 4,600.17	\$ 4,600.17	\$ 4,600.17
Total	\$ 75,671.73	\$ 76,759.71	\$ 81,570.41	\$ 81,750.81	\$ 82,111.61	
Five Year Differential						
Difference	\$ (5,386.43)					
		\$ (5,463.88)				
			\$ (5,812.60)	\$ (5,825.46)	\$ (5,851.17)	
Five year increase to Personnel Budget	\$ (28,339.54)					

Total as a % of payroll

ULA Payment	\$ 2,992,630.00	\$ 3,339,000.00	\$ 3,752,000.00	\$ 3,924,000.00	\$ 4,151,000.00	\$ 4,356,000.00
normal cost %	9.12%	9.70%	9.70%	9.70%	9.70%	9.70%

24.5

26.4

28%

28.30%

28.90%

29.30%