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DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SACRAMENTO, CA

ADMINISTRATION
ROOM 300
95814-2987
916-449-5571

June 22, 1990

ECONOMIC DEVELOPMENT
ROOM 300
95814-2987
916-449-1223

Budget and Finance Committee
Sacramento, California

NUISANCE ABATEMENT
ROOM 301
95814-3982
916-449-5948

Honorable Members in Session:

SUBJECT: Conversion of Building Permits Administrator
Position to Departmental Data Technician and
Typist Clerk III Positions

SUMMARY

The Planning and Development Department is requesting approval to authorize the conversion of the Building Permits Administrator position to Departmental Data Technician and Typist Clerk III positions. There is no additional cost associated with this request.

BACKGROUND

A Building Permits Administrator position in the Building Inspections Division was intentionally held vacant while a re-evaluation of the duties of this management position was completed. Prior to the reorganization of the Building Inspection Division the Commercial Plan Check Section was headed by a Building Permits Administrator. This position supervised Engineers, Building Inspector III's and counter staff engaged in the receipt, processing and technical checking of commercial building plans. As a result of the reorganization and the vacancy of that position the counter responsibility was combined with other counter functions and located in the newly formed Permit Services Section. The core of plan checking Engineers and Inspectors were placed under the supervision of the Senior Engineer, who coordinates with Permit Services on counter and customer service needs. An Associate Engineer is responsible for Permit Services and handles the remaining duties of the former position in addition to other responsibilities.

These organizational changes in the division have redistributed the responsibilities of this position and the position is no longer needed at this level. Instead there is a need for lower level technical support in two key areas, i.e. data processing and records/contracts tracking and control. These needs can be best met by reallocating the single management position to two technical positions: 1.0 Departmental Data Technician and 1.0 Typist Clerk III. No incumbent personnel are affected and the cost of the position reallocation will not increase the department's operating budget.

FINANCIAL DATA

The following financial data compares the cost of the positions involved:

Building Permits Administrator (currently included in 1990-91 budget)	\$65,335.11
Departmental Data Technician	\$33,253.11
Typist Clerk III	30,689.38
Telephone	600.00
Small Equipment	<u>792.62</u>
Total	\$65,335.11

The Typist Clerk III position will be held vacant until November 1, 1990 in order to accumulate salary savings to purchase equipment for these two positions.

POLICY CONSIDERATIONS

Over the past two years a significant increase in the use of computers has occurred within the department. More extensive and intensive efforts are now under way to further automate the inspections permit and planning permit process including the monitoring of "conditions of approval" on tentative maps. The Departmental Data Technician position is needed to support these efforts.

In addition, the expansion of the environmental management program as well as the Building Division plan check and permit services program have significantly warranted the department's need to track contracts and other hard copy paper documents that must be retained by the department. This work includes responding to the requests of other City departments for written documents. Consequently, a Typist Clerk III position is being added to handle the increased workload in this area.

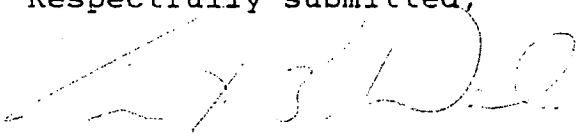
MBE/WBE CONSIDERATIONS

The Planning and Development Department will follow established City affirmative action policies in recruiting for these positions.

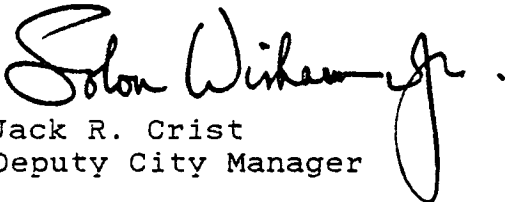
RECOMMENDATION

It is the staff's recommendation that the Budget and Finance Committee approve and forward to City Council the attached resolution to convert the Building Permits Administrator position to Departmental Data Technician and Typist Clerk III positions.

Respectfully submitted,


Michael M. Davis, Director
Planning and Development Department

Recommendation approved:

For: 
Jack R. Crist
Deputy City Manager

July 3, 1990
All Districts

Contact person:
Nancy Killian
Administrative Analyst II
449-5574

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AMENDING THE OPERATING BUDGET
OF THE PLANNING AND DEVELOPMENT DEPARTMENT
BY THE CONVERSION OF BUILDING PERMITS
ADMINISTRATOR POSITION TO DEPARTMENTAL DATA
TECHNICIAN AND TYPIST CLERK III POSITIONS
AND TRANSFERRING FUNDS FOR THE EQUIPMENT

Be it resolved by the Council of the City of Sacramento:

That the 1990-91 budget for the Department of Planning and
Development be amended as follows:

	<u>Class Code</u>	<u>Position</u>	<u>ORG</u>	<u>FTE</u>
A. Delete:	01214	Building Permits Administrator	3537	1.0
Add:	16921	Departmental Data Technician	3511	1.0
	16096	Typist Clerk III	3511	1.0
B.	Appropriating \$10,000 from salary savings for FY 1990-91. This amount will cover one time start up costs for equipment. No additional appropriation will be required from the General Fund.			
C.	Transferring \$10,000 from the Department of Planning and Development, Administrative Services Division employee salary savings (101-350-3511-4101) to 101-350-3511-4630.			

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

D. Transferring \$1,392.62 from the Department of Planning and Development, Building Inspections Division (101-350-3537-4101) to the budgets and accounts listed below:

3511

101-350-3511-4202	Telephone	\$600.00
101-350-3511-4461	Small Equipment	\$792.62

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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