



**COUNTY OF PLACER**  
Community Development / Resource Agency

ADMINISTRATION

Michael J. Johnson, AICP  
Agency Director

**MEMORANDUM**

**DATE:** September 28, 2010  
**TO:** Honorable Board of Supervisors  
**FROM:** Michael J. Johnson, AICP  
CDRA Director  
**SUBJECT:** Reorganization of the Community Development / Resource Agency

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**REQUESTED ACTIONS**

Staff recommends that the Board take the following actions:

1. Introduction of an ordinance amending County Code, Chapters 2, and 15 through 18, and authorize the County Executive Officer and County Counsel to prepare an ordinance summary for publishing.
2. Introduction of an uncodified ordinance which does the following:
  - Moves the Environmental Coordinator classification from the unclassified to the classified service and establish the position salary at grade 246 (\$6,756 to \$8,213 monthly).
  - Amend the Chief Building Official classification specification and establish the position salary at grade 465 (\$8,958 to \$10,889 monthly).
  - Establishes the position of Assistant Director of the Community Development/Resource Agency with salary at grade 477 (10,095 to \$12,269 monthly), and placement in the unclassified service.
  - Approves the allocation of one new position for the Assistant Director of the Community Development / Resource Agency to the Agency Administration to support the mission of the Agency.
  - Deletes the Planning Director allocation in Planning.
3. Approve the revised classification specifications for the Community Development / Resource Agency Director, the Chief Building Official, the Environmental Coordinator, and the new classification specification for Assistant Director of the Community Development/Resource Agency.
4. Approve a budget revision transferring funding for a Deputy Director-Planning to Assistant Director of the Community Development / Resource Agency.

## **BACKGROUND**

At the January 12, 2010 Board of Supervisors meeting, your Board directed staff to return with recommended actions to implement the proposed reorganization of the Community Development/Resource Agency. As part of the discussion, a concern was expressed that the Environmental Coordinator position was not a part of the reporting chain that included the Planning Services and Building Services staff. It was recommended that, consistent with one of the founding principles of the Agency, that the Environmental Coordinator position be aligned with the service divisions with which it directly works (i.e., the Planning and Building Services divisions).

On January 11, 2010, the Civil Service Commission reviewed and approved the position specification revisions for:

1. Environmental Coordinator – revision to the class specification to remove from the unclassified service and place in the classified service with a salary grade 246.
2. Assistant Director of the Community Development / Resource Agency – creation of a new classification and placement into the unclassified service with salary grade 477.

## **ANALYSIS**

In response to direction provided by the Board, the organizational chart (refer to Attachment 3) for the Agency has been modified to bring the Environmental Coordinator position in line with the service divisions for which it directly works (i.e., the Planning and Building Service divisions). This modification both addresses the concern raised at the previous Board meeting, and also brings the structural organization of the Agency into alignment with other departments within the County.

## **FISCAL IMPACT**

As discussed at the January 12, 2010 Board meeting, the requested actions will result in an estimated savings of approximately \$250,000 for Fiscal Year 2010/2011. The cost savings are a result of reducing salary grades for two classifications and not filling a vacant funded position. These savings are a net gain over the funding required to provide for the new Assistant Director of the Community Development / Resource Agency position.

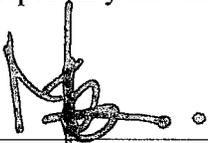
## **RECOMMENDATION**

Staff recommends the Board approve the following actions relative to the reorganization and refinement of the Community Development / Resource Agency:

1. Introduction of an ordinance amending County Code, Chapters 2, and 15 through 18, and authorize the County Executive Officer and County Counsel to prepare an ordinance summary for publishing.
2. Introduction of an uncodified ordinance which does the following:
  - Moves the Environmental Coordinator classification from the unclassified to the classified service and establish the position salary at grade 246 (\$6,756 to \$8,213 monthly).
  - Amend the Chief Building Official classification specification and establish the position salary at grade 465 (\$8,958 to \$10,889 monthly).
  - Establishes the position of Assistant Director of the Community Development/Resource Agency with salary at grade 477 (10,095 to \$12,269 monthly, and placement in the unclassified service.

- Approves the allocation of one new position for the Assistant Director of the Community Development / Resource Agency to the Agency Administration to support the mission of the Agency.
  - Deletes the Planning Director allocation in Planning.
3. Approve the revised classification specifications for the Community Development / Resource Agency Director, the Chief Building Official, the Environmental Coordinator, and the new classification specification for Assistant Director of the Community Development/Resource Agency.
  4. Approve a budget revision transferring funding for a Deputy Director-Planning to Assistant Director of the Community Development / Resource Agency.

Respectfully submitted,



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MICHAEL J. JOHNSON, AICP  
Agency Director

**ATTACHMENTS:**

1. County Code Ordinance Amendments – Chapters 2, and 15 through 18, and the Uncodified Ordinance for the classified and unclassified service
2. Classification Specifications – Land Use and Resource Agency Director, Assistance Land Use and Resource Agency Director; Chief Building Official, Environmental Coordinator
3. Revised Community Development / Resource Agency Organizational Chart
4. Budget Revision

Before the Board of Supervisors  
County of Placer, State of California

In the matter of: AN ORDINANCE  
AMENDING CERTAIN SECTIONS IN  
CHAPTERS 2, 15, 16, 17 and 18  
OF THE PLACER COUNTY CODE  
RELATING TO THE COMMUNITY  
DEVELOPMENT/RESOURCES AGENCY

Ord. No. \_\_\_\_\_

First Reading: \_\_\_\_\_

The following ORDINANCE was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, 2010, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Kirk Uhler  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Ann Holman  
Clerk of said Board

\_\_\_\_\_  
THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Section 2.18.010 of Chapter 2 of the Placer County Code is hereby amended to read as follows:

**2.18.010 Office created.**

The director, community development/resource agency is created. The purpose of the agency is to provide planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and

**ATTACHMENT 1**

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code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the department of engineering and surveying and the divisions of planning, ~~and building and engineering and surveying~~. Unless this code specifically provides otherwise, the agency director shall serve as the planning director for Placer County and any reference in this code to the "planning director" shall mean the agency director. (Ord. 5425-B § 2 (part), 2006; Ord. 5373-B (part), 2005)

**Section 2:** Section 15.48.030 of Chapter 15 of the Placer County Code is hereby amended to read as follows:

**15.48.030 Definitions.**

\* \* \* \* \*

"Community development/resource agency" means the agency which provides planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the department of engineering and surveying and the divisions of planning and building and performs land development core functions such as infrastructure planning, surveying and mapping, permits and construction.

\* \* \* \* \*

**Section 3:** Section 16.04.030 of Chapter 16 of the Placer County Code is hereby amended to read as follows:

**16.04.030 Definitions.**

\* \* \* \* \*

"Community development/resource agency" means the agency which provides planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the department of engineering and surveying and the divisions of planning and building and performs land development core functions such as infrastructure planning, surveying and mapping, permits and construction.

\* \* \* \* \*

"Planning department" means Placer County planning division of the community development/resources agency department.

\* \* \* \* \*

**Section 4:** Section 17.04.030 of Chapter 17 of the Placer County Code is hereby amended to read as follows:

**17.04.030 Definitions.**

\* \* \* \* \*

“Community development/resource agency” means the agency which provides planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the department of engineering and surveying and the divisions of planning and building and **performs** land development core functions such as infrastructure planning, surveying and mapping, permits and construction. **Unless specifically provided otherwise, any reference in this chapter to the “planning department” shall mean the planning division of the community development/resource agency.**

\* \* \* \* \*

“Planning department,” or “department” means the ~~Placer County~~ planning **division of the community development/resources agency** department.

“Planning director,” or “director” means the ~~head of the planning department and chief planning officer of Placer County who is appointed by the county executive officer upon recommendation of the agency director and serves at the discretion of the agency director and the county executive officer.~~ **Unless this chapter specifically provides otherwise, the agency director shall serve as the planning director and any reference in this chapter to the “planning director” shall mean the agency director.** The planning director’s is designated as the appointing authority for personnel purposes pursuant to Chapter 3 of this code, with responsibilities and authority **are** established by Section 17.60.020 of this chapter. Unless otherwise stated, the planning director’s designee may be substituted for the director wherever this chapter mentions planning director.

\* \* \* \* \*

**Section 5:** Section 17.60.020 of Chapter 17 of the Placer County Code is hereby amended to read as follows:

**17.60.020 Planning director and planning department.**

The planning director shall have the responsibility and authority to perform all the functions described by California Government Code Section 65103, ~~and also to carry out any other responsibilities as assigned by the agency director,~~ including but not limited to the administration and enforcement of the provisions of this chapter, and the review of projects pursuant to the California Environmental Quality Act and Chapter 18

of this Code. Except where otherwise provided by this chapter, the responsibilities of the planning director may also be carried out by planning department employees under the supervision of the planning director. (Ord. 5373-B (part), 2005; Ord. 5126-B (part), 2001)

**Section 6:** Section 18.04.030 of Chapter 18 of the Placer County Code is hereby amended to read as follows:

**18.04.030 Definitions.**

“Community development/resource agency” means the agency which provides planning and direction over those county functions that provide land use planning, management of natural resources, building, inspection and code enforcement services, and other permit and land use services to the citizens of Placer County. The agency includes the department of engineering and surveying and the divisions of planning and building and **performs** land development core functions such as infrastructure planning, surveying and mapping, permits and construction. Unless specifically provided otherwise, any reference in this chapter to the “planning department” shall mean the planning division of the community development resource agency.

**Section 7:** This ordinance shall take effect and be in full force and effect upon thirty (30) days after its passage. The Clerk is directed to publish a summary of this ordinance within fifteen (15) days in accordance with Government Code Section 25124.

Before the Board Of Supervisors  
County of Placer, State of California

In the matter of: An uncodified ordinance amending the  
Classified and unclassified Schedule of Classifications,  
Salary Plan and Grade Ordinance relating to the  
Community Development/Resource Agency,

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of  
Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll  
call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Supervisors

Chairman, Board of

Attest:  
Clerk of said Board

\_\_\_\_\_

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THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF  
CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

That the unclassified and classified service Schedule of Classifications, Salary Plan and  
Grade Ordinance are hereby amended as follows:  
(Additions to ordinance shown in underline, deletions shown with strike-through.)

**Section 1.** That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is here by amended to Classified Service as listed below:

**UNCLASSIFIED SERVICE**

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
11318	Environmental Coordinator	MNGT	454

**CLASSIFIED SERVICE**

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
<u>11318</u>	<u>Environmental Coordinator</u>	<u>PROF</u>	<u>246</u>

**Section 2.** That the un-codified Appointed Department Heads – Schedule of Classifications, Salary Plan and Grade Ordinance is here by amended to Management as listed below:

**APPOINTED DEPARTMENT HEADS**

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
10945	Chief Building Official	ADHD	645

**MANAGEMENT**

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
<u>11945</u>	<u>Chief Building Official</u>	<u>MNGT</u>	<u>465</u>

**Section 3.** That the un-codified Unclassified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is here by amended to add a new classification as listed below:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
<u>11744</u>	<u>Assistant Director of Community Development Resource Agency</u>	<u>MNGT</u>	<u>477</u>

**Section 4:** That the un-codified Allocation of Positions to Departments Ordinance is here by amended to add a new allocation as listed below:

COMMUNITY DEVELOPMENT/RESOURCE AGENCY		
(a)	Administration	
	<u>Assistant Director of Community Development Resource Agency</u>	<u>1</u>

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
<u>477</u>	<u>\$58.2400</u>	<u>\$61.1500</u>	<u>\$64.2000</u>	<u>\$67.4100</u>	<u>\$70.7800</u>

**Section 5:** That the un-codified Allocation of Positions to Departments Ordinance is here by amended to delete allocation as listed below:

COMMUNITY DEVELOPMENT/RESOURCE AGENCY		
(d)	Planning	
	Director of Planning	<u>4</u>

**Section 6:** That this ordinance amendment is adopted as an un-codified ordinance.

That this ordinance shall be effective the first day of the pay period 30 days following final passage.

**~~LAND USE AND~~COMMUNITY DEVELOPMENT RESOURCE AGENCY  
DIRECTOR  
(Unclassified)**

**DEFINITION**

To plan, organize, direct and review the activities and operations of the ~~Land Use and~~**Community Development** Resource Agency including directing those County government functions which provide land use planning, infrastructure planning, management of natural resources, building and safety services and other permit and land use services to the citizens of Placer County; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the County Executive Officer.

The Agency includes ~~two departments~~**three** ~~two divisions~~: Planning, ~~—administered by the Planning Director;~~ and Building and Safety ~~—administered by the Chief Building Official~~**and one department of Engineering and Surveying**; among other land use and conservation planning functions, Agency Director may also exercise oversight over divisions or agency functions relative to infrastructure development, permit processing, construction inspection, plan check, map check and environmental review processes.

**DISTINGUISHING CHARACTERISTICS**

The Director level recognizes classes with full responsibility for the administration of a County department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Executive Officer.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Assign functional responsibility and individual projects to the various ~~departments~~**divisions** of the ~~Land Use and~~**Community Development** Resource Agency; provides leadership to senior staff and Agency personnel; determines line of authority and responsibility for subordinate managers.

Coordinate activities of ~~departments~~**divisions** to reduce or eliminate overlap; allocate new functions to the appropriate ~~department~~**division**; establish and interpret policies for subordinate managers.

**PLACER COUNTY**

**Community Development Resource Agency Director (Page 2)**

Direct and oversee policy development activities; plan for the short and long term goals and objectives for the ~~Land Use and~~ **Community Development** Resource Agency; coordinate with and assist department heads and subordinate managers in setting goals for the various sections of the ~~Land Use and~~ **Community Development** Resource Agency; evaluate the effectiveness of the various programs in the ~~Land Use and~~ **Community Development** Resource Agency and implement improvements as needed; direct the establishment of general priorities, including determining budgetary needs.

———**Oversee all planning division functions to include: plan, organize, direct and review the activities and operations of the planning function including current and advanced planning and code enforcement.**

Select and evaluate the performance of top level subordinate managers, and direct their training and development; apply management strategies and techniques to maximize the performance, creativity, and decision-making of ~~Land Use and~~ **Community Development** Resource Agency's executive and senior staffers (e.g., team building, strategic management, risk taking).

Direct the preparation and evaluation of the Agency's budget; determine the relative priority of budget requests and meet with the Board of Supervisors and County Executive Officer to explain the reasons for these requests.

Consult with and advise the Board of Supervisors, County Executive Officer and County department heads on policies and plans involving the ~~Land Use and~~ **Community Resource Development Resource** Agency; meet with citizen groups, the media and business representatives of other governmental agencies to plan and coordinate items of common interest; discuss and explain new proposals with County department heads.

Stay abreast of contemporary issues facing the Agency; research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of agency management.

Principles and practices of community development, land management and resource conservation.;

Principles and practices of advanced and current planning.

Principles and practices of public finance and administration including, budgeting, contract administration, fiscal management, organizational development, human resources management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Ability to:

Direct and coordinate a major organization with diverse functions.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff report and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Develop and implement Agency policies and procedures; define problem areas and policy issues.

Lead and motivate others.

Gain cooperation through discussion and persuasion; exhibit tact and diplomacy in difficult and politically difficult situations.

Successfully develop, control and administer Agency budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply County and Agency policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Seven years of increasingly responsible experience in planning and community development, including three years of executive level responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, urban design, public administration or a related field.

**ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT RESOURCE  
AGENCY**

**(Unclassified)**

**DEFINITION**

Under direction of the Community Development Resource Agency Director, assist the Director in the development and implementation of agency policies, strategies and operational plans; manage day-to-day operations; recommend priorities for agency resource allocations; serve as a lead member of the agency's management team and to serve as acting Community Development Resource Agency Director in the absence of the Director.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director level is a single position class and serves as an assistant department head performing administrative and management tasks for the director as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Resource Agency Director.

Exercises direct supervision over management, supervisory, professional, technical and clerical personnel.

**EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Assist the Community Development Resource Agency Director in managing and directing the Community Development Resource Agency; serve as the acting Community Development Resource Agency Director in Director's absence and assume full responsibility of the agency as needed.

Assist in developing the agency goals and objectives; assist in the development of policies and procedures.

Plan, organize and direct activities and operations of the agency; confer with the Director regarding policies and operating processes; review, evaluate and recommend changes in policies, programs and operations; mentor and coach subordinates to implement the direction of the Director; identify emerging issues, assess alternative strategies and action plans, and solve problems.

Develop and implement work plans, performance measures, assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the agency budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

PLACER COUNTY

Assistant Director Community Development Resource Agency (Page 2)

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as requested; maintain discipline and high standards necessary for the efficient and professional operation of the agency.

Consult and cooperate with Federal, State Departments, County Department managers, Planning Commission; identify and assess community, constituent, policy and operational issues and problems; develop, evaluate and recommend alternative strategies and solutions; and assist in implementing strategies, operational plans and programs.

Conduct and/or attend various public meetings to represent the interest of the agency.

Build and maintain positive working relationships with Federal, State Departments, Department heads, County managers, County employees, and the public using principles of good customer service.

Represent the agency to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Evaluate public complaints pertaining to activities, practices, or individuals of the agency; direct the internal investigations within the agency as directed by the Director.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform a variety of special assignments.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of policy development and implementation.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of organizational analysis, performance measures and management.
- Principles and practices of business correspondence and report writing.

**Ability to:**

- Assist in planning, directing and monitoring the administration and operations of a large and complex department with a wide variety of programs, services and funding sources.

PLACER COUNTY

Assistant Director Community Development Resource Agency (Page 3)

- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve agency related issues; remember various rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- Assist in the development and implementation of agency policies and procedures.
- Analyze and implement program mandates.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Implement a participatory management program throughout agency and motivate staff by inclusion.
- Interpret and apply Federal, State, County, and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work including diverse interest groups and advisory boards, advocacy groups and other governmental organizations.
- Represent the County under diverse circumstances and prepare and deliver oral presentations to small and large groups.
- Work with various cultural and ethnic groups in a tactful and effective manner.

**Experience and Training**

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

**Experience:**

Five years of senior level managerial and/or administrative experience relating to planning, organizing and directing the operations complex department or agency with programs related to community development

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, planning, urban design, public administration, or a related field.

PLACER COUNTY

Assistant Director Community Development Resource Agency (Page 4)

**License or Certificate:**

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## **CHIEF BUILDING OFFICIAL**

(Unclassified)

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Building ~~Department~~**Division of the Community Development Resource Agency**, including plan review and building inspection; to ensure that all construction and occupancy activity meets applicable Federal, State and local laws and regulations; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the ~~County Executive Officer~~ **Community Development Resource Agency Director**.

### **DISTINGUISHING CHARACTERISTICS**

The Chief level recognizes classes with full responsibility for the administration of a ~~County department~~**the Building Division of the Community Development Resource Agency**.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives ~~policy-administrative~~ direction from the ~~Director of the Community Development /Resource Agency~~ **Director**.

Exercises direct supervision over assigned management, supervisory, technical and clerical personnel.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

Develop, plan and implement ~~Department-Division~~ goals and objectives; recommend and administer policies and procedures.

Coordinate ~~Department-Division~~ activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive and Board of Supervisors; act as Executive Secretary of the Building Board of Appeals; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the ~~Department's-Division's~~ work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Building ~~Department-Division~~ budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

PLACER COUNTY  
Chief Building Official (Page 2)

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Represent the ~~Department~~ **Division** to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Interpret complex building laws and codes; perform complex plan reviews and building inspections; prepare building code violation cases for code enforcement action and litigation; appear as a witness in court proceedings.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Principles and practices of building design, construction and inspection.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

#### Ability to:

- Plan, direct and control the administration and operations of the Building ~~Department~~ **Division**.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; observe and problem solve building inspection activities; remember rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; walk, stand, kneel, climb, crawl and bend in the field; and regularly lift moderate weight.
- Develop and implement ~~Department~~ **Division** policies and procedures.

PLACER COUNTY  
Chief Building Official (Page 3)

- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer ~~Departmental~~ **Division** budget and expenditures.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply County policies, procedures, rules and regulations.
- Perform field inspections on complex projects.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

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

**Experience:**

Seven years of increasingly responsible experience in building inspection, including four years of administrative and management responsibility.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in construction technology, civil engineering, architecture or a related field. Possession of "~~Council of Building Officials~~" **(CABO) Certified Building Official"** (CBO) certification as a Building Official **issued by the International Code Council**, or possession of a California general contracting license may be accepted as evidence of required training. Other occupational experiences with training related to the position of Chief Building Official may be accepted. Additional training in management is highly desirable.

**License or Certificate:**

- Possession of a Certificate of Registration as an Inspector issued by the International Code Council. Registration as a licensed architect or professional civil engineer may also be accepted as evidence of technical qualifications.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## ENVIRONMENTAL COORDINATOR (Unclassified)

### DEFINITION

To perform administrative **and coordinate** ~~and management~~ activities related to ~~directing and coordinating all phases of~~ environmental review for the County. To plan, organize, **and, direct** ~~and~~ coordinate the County's environmental and planning program; to coordinate environmental planning activities with County departments and city, regional, and state agencies; to coordinate environmental review functions, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA), and to act as a ~~principal~~ representative/advocate of the County before other agencies. This position is exclusive to allocations within the Community Development/Resource Agency.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from **supervisory or management staff as assigned** ~~the Director of the Community Development/Resource Agency.~~

**May exercise direct supervision over less experienced professional, technical and clerical personnel.**

~~Exercises functional/technical supervision over professional, technical and clerical staff.~~

### EXAMPLES OF ESSENTIAL DUTIES –Duties may include, but are not limited to, the following:

Coordinate the environmental and land use review process for categorically exempt, ministerial, emergency and discretionary projects, and work with a variety of expert consultants in specialized environmental disciplines.

Review the environmental impact of private and public projects within Placer County and its cities and adjoining counties and their cities to ensure the inclusion of mitigation measures for any adverse environmental impacts upon Placer County and its cities; work with applicants and consultants.

~~Act as project director/coordinator over complex, for very large and potentially controversial projects or very long term projects, with significant economic consequences;~~ **Coordinate** environmental impact studies, including preparation of federal documents, ~~for very large and potentially controversial projects or very long term projects, with significant economic consequences;~~ participate in coordinating County environmental planning and review activities with other departments and divisions.

~~May pManage and/or may prepare~~ negative declarations, exemptions, draft and final environmental impact reports, environmental assessments, and other environmental documents, pursuant to CEQA and NEPA for County projects; function as the ~~principal~~ specialist in the preparation of complex environmental documents including EIRs.

PLACER COUNTY

Environmental Coordinator (Page 2)

**Prepare and administer** ~~Direct and manage~~ **contracts** the work of consultants; assist in the preparation of requests for proposals, review bids, interview and ~~select~~ **recommend** consultants; ~~manage~~ **coordinate** workflow, set expectations and priorities, and monitor outcomes; ~~negotiate~~ **contracts**; prepare and maintain a list of environmental consultants.

~~Determine~~ **Recommend** fees according to estimated costs sufficient to defray the expenses of preparing an EIR; review draft reports and adds comments and rebuttals received in the review and hearing process; prepare findings of fact and statements of overriding consideration for adoption of environmental impact reports; file notices of completion of draft EIRs with the State Secretary of Resources; make copies of draft reports available to the public, and give notice of completion and availability by press release to the media within the county; present final EIRs to decision-making groups at public hearings; file final decisions as to approval or denial of projects with the County Clerk.

May prepare environmental permit applications for the U.S. Army Corps of Engineers, California Department of Fish and Game, California Reclamation Board, and Regional Water Quality Control Board, notification of the State Historic Preservation Office, and other environmental permits and approvals.

Prepare Board of Supervisors' communications, staff reports, and general informational memos; represent the Agency and deliver oral presentations at public hearings before the Board of Supervisors, Planning Commissions, community meetings, meetings with county, city, state and federal agencies, workshops and conferences.

Prepare miscellaneous information as part of the environmental review process; prepare and update various environmental forms; review, evaluate, and **draft responses** to proposed environmental legislation, amendments to Acts, and other changes in laws, regulations, policies, and procedures; update County environmental regulations; disseminate information on changes in environmental regulations; **recommend implementation of** federal, ~~and~~ state and local environmental laws and policies; comment on other agencies' environmental documents and plans.

**Learn to n**egotiate mitigation requirements with federal and state agencies; serve as a ~~adviser~~ **consultant** to other County departments in the design of projects to reduce environmental impacts and ~~to~~ suggest cost-effective mitigation measures; prepare and implement mitigation monitoring plans.

Serve as a liaison between the County and outside community groups or individuals concerned with the balance between development projects and the environment; **make recommendations** to resolve difficult environmental and planning problems; assist citizens with complaints relating to environmental issues.

**Review, coordinate and monitor the work performed by staff.**

PLACER COUNTY  
Environmental Coordinator (Page 3)

Establish and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service; represent the County of Placer and its Community Development/Resource Agency to the public and to other agencies in a positive and productive manner.

~~Assign, r~~Review, coordinate and monitor the work performed by staff.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of environmental land use planning and development.
- Current literature, information services, and research techniques in the field of environmental coordination.
- Federal, State and local environmental laws and regulations, including the California Environmental Quality Act and National Environmental Policy Act; state land use planning laws; Subdivision Map Act; County Zoning Code; applicable County Ordinance.
- Principles and practices of environmental impact analysis in urban, urbanizing, and rural areas; trends and statistics affecting the scope, content, and processing of environmental documents.
- Technical, geographical, and scientific terms used to define environmental conditions, substance or species.
- Preparation of EIRs and negative declarations, federal environmental documents, or land development reports.
- Zoning and subdivision principles and regulations.
- Legal basis for land use planning, zoning, subdivision, environmental management and land development.
- The role of local, State, and Federal government in environmental/land use matters; federal and state agency permit processing.
- Public infrastructure facilities planning and financing.

## PLACER COUNTY

### Environmental Coordinator (Page 4)

- Regulatory requirements and programs of federal and state agencies charged with the protection of wildlife and natural resources.
- ~~Political structure and legislative processes of federal, state, county and city government.~~
- ~~Project management principles and practices.~~
- ~~Principles and practices of public administration, including organizational structure and service delivery systems of county government.~~
- ~~Principles and practices of public finance, budgeting, fiscal control and administrative and policy analysis.~~
- County customer service objectives and strategies.
- Research practices applicable to data collection and data analysis.
- Contract preparation, negotiation and administration.
- Principles and practices of leadership, motivation, team building, consensus building and conflict resolution.
- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions; oral and written communication skills.
- Principles and practices of supervision, training, and personnel management.
- Computer software, including word processing, spreadsheet, presentation and database applications.
- English usage, spelling, punctuation, and grammar.

#### Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations; interpret and explain environmental programs to the general public.
- Perform professional environmental work with minimal supervision; develop program plans and anticipate alternatives for program adjustments.
- Effectively and critically evaluate complex discretionary cases and other development projects. Prepare general and technical reports, graphic displays, forms, questionnaires and surveys.

## PLACER COUNTY

### Environmental Coordinator (Page 5)

- Learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare requests for proposals; analyze, review and interpret bids, contracts, laws, and regulations; prepare and **learn to negotiate** contracts.
- Evaluate program goals and establish priorities; organize and handle multiple projects simultaneously; prioritize complex workload; meet deadlines under challenging conditions.
- Plan, ~~direct~~, coordinate and monitor the work of multi-disciplinary staff and consultants; act as a ~~primary~~ resource to staff, provide input to staff regarding sensitive and/or complex issues; provide ~~direction~~**assistance**, goals, suggestions and guidance to staff.
- Apply the principles and practices of motivation and team building.
- **Assist in r**Resolving conflict; build consensus between diverse parties; demonstrate sensitivity and astuteness in political situations.
- Communicate clearly and concisely, both orally and in writing; prepare and deliver effective oral presentations on complex issues and recommendations; maintain composure during presentations opposed by others.
- Analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action; make appropriate decisions under duress.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral; provide prompt, efficient and responsive service.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- On a continuous basis, sit at desk or in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; walk, stand, bend, squat, kneel, or twist, perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.
- Use a computer, calculator, telephone, facsimile machine, and photocopy machine.

### **Experience and Training:**

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

PLACER COUNTY  
Environmental Coordinator (Page 6)

**Experience:**

~~Five~~ ~~Four~~ ~~Four~~ (45) years of increasingly responsible planning and development, permitting, environmental planning, or public works experience including two years of project management experience.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in environmental studies, environmental science, biology, environmental engineering, ecology planning, forestry, geography, political science, urban and regional planning, geology, or closely related field.

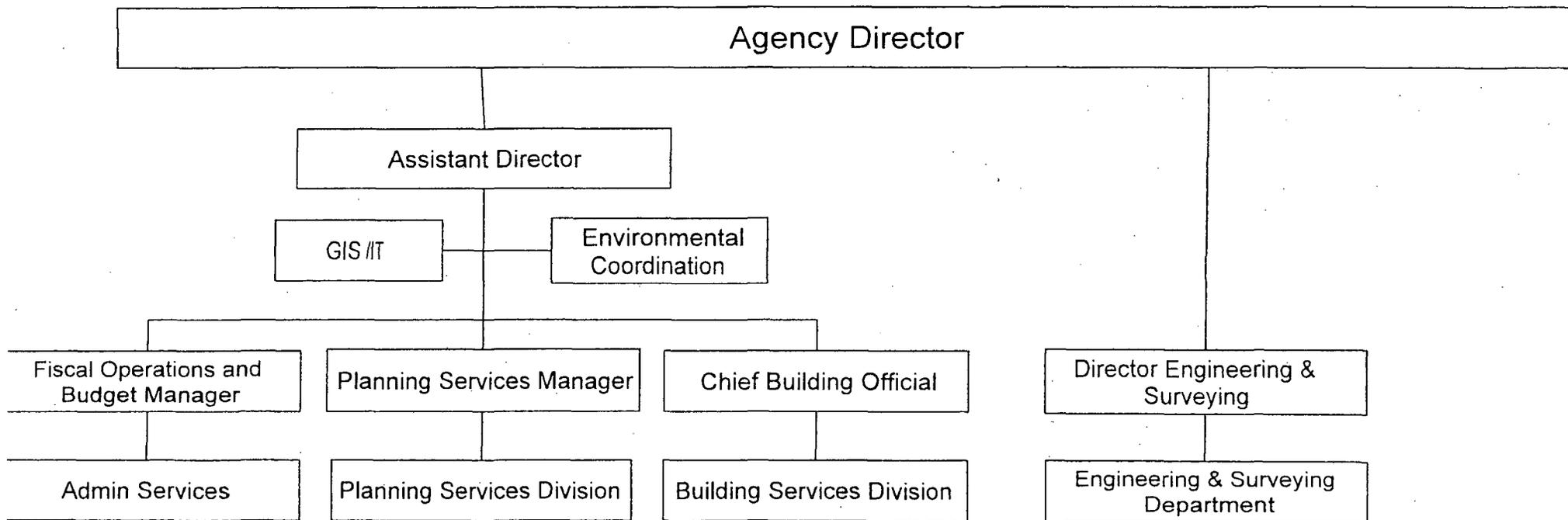
**License or Certificate:**

- May need to possess a valid California driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

September 28, 2010  
Reorganization

# ATTACHMENT 3

## COMMUNITY DEVELOPMENT/RESOURCE AGENCY



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**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
06	BR	284,178.00	10

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											06	015		100		992233	92233	1002			100,000.00
											06	015		100		992233	92233	1300			22,209.00
											06	015		100		992233	92233	1301			7,185.00
											06	015		100		992233	92233	1303			4,668.00
											06	015		100		992233	92233	1310			8,027.00
											06	014		100		992224	92224	1002			100,000.00
											06	014		100		992224	92224	1300			22,209.00
											06	014		100		992224	92224	1301			7,185.00
											06	014		100		992224	92224	1303			4,668.00
											06	014		100		992224	92224	1310			8,027.00
<b>TOTAL</b>											<b>TOTAL</b>										
0.00											284,178.00										

REASON FOR REVISION: Move funding for (1) Deputy Director-Planning to (1) Assistant Director-CDRA

Department Head

Board of Supervisors

Prepared by

Amy Townley

Ext 3079

Date: 9/13/10

Page:

Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

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