



Contra  
Costa  
County

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: December 8, 2020

Subject: Add Three (3) Building Plan Checker 1 positions in the Department of Conservation and Development

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### **RECOMMENDATION(S):**

ADOPT Position Resolution No. 25649 to add three (3) Building Plan Checker 1 (FRWA) positions (represented) at a salary plan and grade TB5 1208 (\$4,350 - \$5,288) in the Department of Conservation and Development.

### **FISCAL IMPACT:**

The cost of adding these three positions is approximately \$282,000 of which \$54,245 are pension costs. These positions are funded 100% by Land Development fees. No general fund impact.

### **BACKGROUND:**

Due to the global health pandemic, the Department of Conservation and Development's ("Department") process for accepting building and planning applications has changed significantly. With the building closed to the public, the Department had to shift the entire application process online.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **12/08/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

#### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 8, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Arnai Maxey,  
925-674-7876

cc: Arnai Maxey

### BACKGROUND: (CONT'D)

This change in business process has resulted in an increased workload, and the need for additional Building Plan Checkers. Currently, the process has increased the time for customers to receive building permits. Further, the amount of time and staff to assist customers to complete the process has also increased. By adding three (3) Building Plan Checker positions, the Department will be able to process applications more efficiently and timely. Additionally, wait times will be reduced for customers.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to add these positions will limit the Department of Conservation and Development's ability to process building and planning applications efficiently and timely.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

P3000 25649 - Add Three Building Plan Checker I