



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: January 10, 2023

Subject: Add One Structural Engineer and Two Sr. Bldg. Plan Checker Positions in the Conservation and Development Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26090 to add one (1) Supervising Structural Engineer (NCGA) (represented) position at salary plan and grade ZA5-2035 (\$10,670.86 - \$12,970.50), and add two (2) Senior Building Plan Checker (FRTA) (represented) positions at salary plan and grade TB5-1479 (\$6,153.38 - \$7,479.47) in the Department of Conservation and Development.

FISCAL IMPACT:

This action will cost \$518,899.32 annually, of which \$74,732.13 is retirement costs. Funding for these positions will come 100% from Land Development funds.

BACKGROUND:

The Department of Conservation and Development (DCD) assessed staffing, management and supervision levels for the Department's Application and Permit Center (APC) from the perspective of improving performance and succession planning. The APC is one of the most crucial functions within DCD. Working in conjunction with structural engineers for structural plan check and planners for zoning compliance, the APC coordinates the planning and building permitting process for more than ten thousand projects every year and serves

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/10/2023** ☒ 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
Ken Carlson, 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: January 10, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Alvan Mangalindan,
(925) 655-2787

By: June McHuen, Deputy

as the primary contact point for most customers.

The work of the APC and its management has changed substantially since the onset of the COVID-19 pandemic. DCD switched to all electronic permitting, making it possible to implement process efficiencies for both customers and staff but also dramatically upending workflows that had been finely-tuned over decades of paper-based permitting. This change has significantly altered the form of management needed for the APC, both in terms of personnel supervision and process management and refinement.

There are 22 employees currently working in the APC. Following the recent retirement of our most senior plan checker, all 22 employees currently report to the Application and Permit Center Manager, which is not sustainable from an operational perspective. At least one more senior management position is needed to provide additional supervision to adequately support the APC, develop, test and implement innovations in our mode of electronic service delivery and ensure consistent delivery of services to customers. Additionally, the addition of two

BACKGROUND: (CONT'D)

Senior Building Plan Checker positions is needed to provide lead direction to the other Building Plan Checkers.

Seventeen (17) of the APC employees are Building Plan Checkers. Building Plan Checkers review non-engineered building plans for compliance with the Building Code. Building Plan Checkers also collaborate with engineers, owners, contractors, architects, and other permitting staff on the approval of engineered plans and issuance of all building permits. Due to heavy focus on Building Code compliance in the APC, addition of a new Supervising Structural Engineer position and two new Senior Building Plan Checker positions is recommended.

CONSEQUENCE OF NEGATIVE ACTION:

Adding a new Supervising Structural Engineer position and two new Senior Building Plan Checker positions is essential to maintaining and enhancing the operation of this Department's Application and Permit Center. If these positions are not approved, DCD will not be able to provide adequate supervision and lead direction for staff responsible for one of the most crucial functions of this Department.

ATTACHMENTS

AIR 52117 P300 26090 DCD Position Adds Sup Structural Eng Sr Bldg Plan Chkr