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BOARD OF SUPERVISORS' MEETING January 11, 2022

Revision to job classifications within the Planning and Building Services
Department and Environmental Health Department. File #605.01.05

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County of Lassen

PERSONNEL SERVICES




☐ PERSONNEL

☐ RISK MANAGEMENT

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December 3, 2021

TO: Lassen County Board of Supervisors
Agenda Date: December 14, 2021

FROM: Richard Egan, County Administrative Officer 

SUBJECT: Revision to job classifications within the Planning and Building Services Department and Environmental Health Department.

ACTION REQUESTED:

1. Receive report; and
2. Approve revisions to the job classifications for the budget funded positions of Director of the Planning and Building Services Department, Deputy Director of the Planning and Building Services Department, Director of the Planning Division, County Surveyor, Director of the Environmental Health Division, and Building Official subject to review and concurrence by the bargaining unit (mid-management); and
3. Approve revisions to the job classification for the budget funded position of Code Enforcement Officer I/II, subject to review and concurrence by the bargaining unit (UPEC).

Summary:

The above actions are intended to implement the organizational changes approved in the 2021/2022 Fiscal Year Budget. More specifically, the action being considered by the Board of Supervisors is to modify the above referenced job descriptions in accordance with the adopted budget and the November 1, 2021, memorandum (attached) from the County Administrative Officer (CAO). Said memorandum transferred the Environmental Health Department from the Lassen County Health and Social Services Agency to the Planning and Building Services Department, and was provided to the Board of Supervisors on November 9, 2021.

The above reorganization follows multiple meetings with the County Administrative Officer, and the Directors of Health and Social Services, Planning and Building Services, and Environmental Health.

Upon review of organizational structures in other counties, it is common for environmental health to be placed within planning and building departments. Environmental health is placed within planning and building about as often as it is placed within health and social service type departments. Upon examination of the responsibilities of the Environmental Health Department, it has also been concluded that management of the Department and service to the public will be more effective if the Environmental Health Department is restructured to become a Division of the Planning and Building Services Department, versus a stand-alone department. In short, this change is expected to provide better service to the public as it will provide a “one-stop-shop” and expedite the permit process.

A proposed organizational chart is attached to this Board letter to illustrate the proposed structure, and the table included in this memorandum summarizes the proposed changes made to the attached job classifications necessary to implement the proposed reorganization.

This organizational structure is modeled after the changes recently approved by the Board of Supervisors for the Public Works Department and the structure of Health and Social Services (in the sense that there are multiple Departments within said Agency). Again, these changes have been contemplated in the current budget, and, further, the structure has already been implemented, as reported to the Board of Supervisors on November 9, 2021.

Department Head and Mid-Management Job Descriptions:

Currently, the Director of Planning and Building Services and the Director of Environmental Health are at-will positions, and are also “exempt” from overtime. These positions will remain at-will and exempt pursuant to the proposed job descriptions. In addition, the Deputy Director, Planning Division Director, County Surveyor, and Building Official (currently vacant) will also be classified as exempt positions (within the mid management bargaining unit).

Code Enforcement Officer Job Description Modification:

The exception to the above is the Code Enforcement Officer I/II job classification, which is and will remain in the United Public Employees of California (UPEC) bargaining unit. Simply stated, it is the intent of the proposed modification to provide a greater degree of cross training within the Building Division. This will provide the Department with a greater degree of flexibility for conducting building inspections. If the Board of Supervisors approves the above classification, approval will be subject to review and concurrence from UPEC.

Job Description	Summary of Proposed Changes
Director of the Planning and Building Services Department	Range changed from 33 to a 35; Environmental Health added; Section added to allow approval of a contract if recommended by the CAO and approved by the Board of Supervisors.
Deputy Director of the Planning and Building Services Department (previously Assistant Director)	Change title; change range from 28 to a 33; Environmental Health added.
	Change title; change range from a 26 to a 32; position made exempt from overtime; position allows the Director of the Planning

Director of the Planning Division (previously Chief Planer)	and Building Services Department authority to assign Code Enforcement Division oversight to the Director of the Planning Division or to the Building Official.
County Surveyor (the County Surveyor is an appointed position, at-will to the Board of Supervisors pursuant to section 2.16.020 of County Code; however, the current job classification does not state such).	Range changed from a 27 to a 32; position made exempt from overtime.
Director of the Environmental Health Division (previously Director of Environmental Health Department)	Change title; change range from a 29 to a 32; clarify that the position reports to the Director of the Planning and Building Services Department and the Deputy Director of the Planning and Building Services Department
Building Official (currently vacant)	Change range from a 27 to a 32; position made exempt from overtime
Code Enforcement Officer I/II	Allow the position to conduct inspections with proper training and when authorized by the Director.

MLA:gfn

Enclosures

s/pla.605/01/05/Board letter

County of Lassen
ADMINISTRATIVE SERVICES



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District 2

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November 1, 2021

TO: Barbara Longo, Director, Health and Social Services
Maurice Anderson, Director, Department of Planning and Building Services
Sara Chandler, Director, Environmental Health
All other pertinent County Departments

FROM: Richard Egan, County Administrative Officer 

SUBJECT: Transfer of the Environmental Health Department to the Planning and Building Services Department

Effective immediately, oversight of the Environmental Health Department will be provided by the Planning and Building Services Department. The Environmental Health Department will no longer be a function of the Lassen County Health and Social Services Agency.

Oversight of the Environmental Health Department budget is to be transferred to the Planning and Building Services Department. All County Departments are directed to provide any pertinent assistance to effectuate the above referenced transfer of responsibility.

cc: Lassen County Board of Supervisors (November 9, 2021, Board Date)

s/pla/admin.files/600.01.05

CLASS TITLE:	Director of Planning and Building Services	CLASS CODE	CD01
DEPARTMENT:	Planning and Building Services Department	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL		RANGE	35

DEFINITION

To plan, organize, direct, and coordinate the activities, programs, and operations of the Planning and Building Services Department, including the following divisions:

- **Planning** - current and advanced planning; zoning administration and enforcement;
- **Building** - building permit processing, construction inspections and enforcement of applicable standards;
- **Mining** - compliance with the Surface Mining and Reclamation Act (SMARA);
- **Environmental Health** - Protect, and promote public health and environmental quality through the application of scientific principles, education, and the enforcement of applicable laws and regulations. Carry out programs designed to control or prevent disease, improve the overall environment, and enhance the general welfare and health of the community.
- **Surveying** - map review and recording including, subdivisions, parcel maps, records of surveys, lot line adjustments, certificates of compliance, and assignment of parcel addresses, etc.
- **Code Enforcement** - “enforcing officer” of County Code Title 19 (Marijuana and Industrial Hemp), Chapter 1.18 (Public Nuisances), and others. Receives and responds to citizen complaints and referrals from other agencies and/or departments regarding alleged violations of applicable ordinances, codes, and regulations relating to fire, life, health, safety, blight, building, electrical, mechanical, plumbing, public nuisance, welfare, zoning, land use, and other matters of public concern.

The Director is responsible for coordinating activities with other Departments within the County and State; and providing highly responsible and complex administrative support to the County Administrative Officer.

DISTINGUISHING CHARACTERISTICS

This is an executive management level single position class. The Director of Planning and Building Services is an at-will position. This position determines policy, manages personnel and budgets, develops programs and formulates operational objectives and is responsible to manage and direct a variety of County programs. Within federal and state legal requirements and broad County ordinances, policies, and procedural guidelines, responsibilities of this position demand comprehensive knowledge and expertise in community planning and development, a high level of initiative, independent judgment, discretion, as well as strong management skills to develop, administer, and direct the staff and Departmental programs. This position will work closely and in collaboration with other County and non-county departments and agencies involved. Emphasis is placed on overall management skills to guide and direct the organization in a manner that achieves policy goals of the County and integrates programs and employees in the best cost-effective and efficient way within available resources.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the County Administrative Officer.

The Planning and Building Services Director exercises direct supervision over assigned clerical, technical, professional and supervisory personnel. The Planning Division (which includes surface mining), Building Division (which includes code enforcement), Environmental Health Services Division, County Surveyor and Deputy Director of the Planning and Building Services Department report to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Develop, plan, establish and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other Departments and outside agencies and organizations; provide staff assistance to the County Administrative Officer and Board of Supervisors; prepare and present staff reports and other necessary correspondence.

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

Manage and participate in the development and administration of the Departmental budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments. Analyze and evaluate program results.

Ensure effectiveness and efficiency of the various functions and programs to ensure they are consistent with legal restraints, community needs and Board policy; evaluate and modify departmental policies and procedures to improve efficiency and effectiveness.

As appropriate, briefs the Board of Supervisors, advise the County Administrative Officer, and/or appointive/elective boards and commissions on long range planning where Planning and Building operations are concerned; negotiate, recommend, monitor and evaluate services provided to the community.

Develop and implement plans and procedures to enhance revenue from State, Federal, fee, grant, and other funding sources as appropriate.

Manage and direct the Planning and Building programs through subordinate supervisors; assume responsibility for a variety of personnel actions such as selections, promotions, performance evaluations, disciplinary actions, and dismissals; direct the training and professional development of the top level personnel by identifying training needs and developing training policies in areas relevant to the Department's assignment.

Review, evaluate, and make recommendations regarding changes in State laws and regulations that will have an impact on the services provided by Planning and Building Services and establish plans to implement appropriate programs; advise the County Administrative Officer of specific plans, costs, and recommendations for programs.

Establish and maintain liaison with representatives of State, Federal, and local agencies and commissions.

Ensure the dissemination of information about Departmental operations to promote general knowledge of Planning and Building Services to the community; interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.

Direct the preparation or evaluation of legislation affecting the operations of the Department.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Principles, practices, methods, and current developments of land use, environmental protection and California development law – Subdivision Map Act, Uniform Building Code, CEQA, etc.

Principles and practices of land use planning and zoning.

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

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

Principles and techniques of organization, administrative management, budget preparation, and fiscal control.

Principles and procedures associated with the hiring, evaluating, training, disciplining, and terminating employees.

Governmental codes, laws, rules and regulations, legislative process, and practices and policies relating to Community Development programs.

Communication and conflict resolution.

Grant sources.

Public information and contract administration.

Inter-governmental relationships and regulations affecting community service delivery.

Ability to:

Plan, direct and control the administration and operations of the Planning and Building Services Department.

Mentally comprehend and analyze complex technical land use planning and natural resource documents; interpret data from various sources, problem solve and explain technical matters in a cogent and understandable manner.

Development and implement Department policies and procedures.

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.

Interpret and apply County 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.

Coordinate Department services with other programs within the County and with outside organizations and agencies.

Organize inter-Departmental operations.

Select, orient, supervise, and evaluate subordinate Departmental personnel.

Plan, direct, and coordinate the work of others; develop and provide effective training.

Establish and execute Departmental policies and procedures.

Develop and implement short and long-range departmental goals and objectives.

Administer a budget.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Use standard office computers for word processing and spreadsheets.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Six years of increasingly responsible experience in Community Development, regional land use and/or environment planning, including two years of significant administrative managerial experience working in a large, public agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Urban and Regional Planning or a closely related field. A Master's Degree is preferred.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license may be required by the position.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Contract:

At the recommendation of the County Administrative Officer and upon the approval of the Board of Supervisors, the requirements and benefits of the Director of Planning and Building Services Department may be further defined or modified.

CLASS TITLE:	Deputy Director of the Planning and Building Services Department	CLASS CODE	CD12
DEPARTMENT:	Planning and Building Services	UNIT	MM
REPORTS TO:	Director of Planning and Building Services Department	FLSA STATUS	Exempt
BOARD APPROVAL		RANGE	33

JOB SUMMARY

To assist in the planning, organizing, directing and coordinating of activities of the Planning and Building Services Department, including complex planning projects; coordinate departmental responsibilities with other Departments; and to provide highly complex staff assistance to the Planning and Building Services Director.

DISTINGUISHING CHARACTERISTICS

The Deputy Director is a supervisory classification, which provides oversight and direction for any or all of the functions and Divisions within the Department. It differs from other professional planning positions in that the incumbent is responsible for supervising and directing the work of professional and technical staff, personally performs the most complex and sensitive planning work, and directs in the absence of the Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of the Planning and Building Services Department.

Exercises direct supervision over all Divisions of the Department, including professional, technical and clerical staff.

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

Assists in developing departmental goals and objectives, assists in the development and implementation of departmental policies and procedures.

Represents the county and department to outside groups and organizations.

Administers the County Williamson Act Program.

Oversees all aspects of the computer network system, including budgeting, selection, training, and implementation.

Assists in the preparation of the departmental budget.

Supervises, trains and evaluates the work performance of professional, technical and clerical staff

Provides professional planning advice to other agencies and groups.

Prepares or directs preparation of new ordinances and plan elements to accommodate changes resulting from State legislation or new policies of the County.

Supervises and directs staff in the daily operations of the department, including establishing procedural systems.

Keeps abreast of legislation affecting planning matters, making the information available to the Director, staff, and to the public.

Responsible for the development, maintenance, revision and implementation of zoning, subdivision ordinances and General Plan elements.

Acts in the Planning and Building Services Department Director's absence in departmental responsibilities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

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

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in rural/regional community planning or a related field.

Experience

Five years of professional planning experience including at least one year of supervisory experience. An advanced degree in planning or related field may be substituted for up to two years of professional experience

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of planning, environmental, and natural resource law.

Planning laws, rules, ordinances and regulations at the County, regional, state, and federal level, such as: Subdivision Map Act; California Environmental Quality Act; land development; and the Surface Mining and Reclamation Act.

Understanding and familiarity with the California Building Code (Title 24 of the California Code of Regulations), state Housing Law (Health and Safety Code Section 17910 et seq) and other laws and regulations affecting execution of the Department's Building and Code Enforcement responsibilities.

Principles and practices of management, administration, and supervision.

Research methodology and standard statistical methods and procedures as they apply to the use of socio-economic and environmental data.

Ability to:

Plan, organize, supervise and coordinate the activities of the department utilizing specialized and professional staff.

Train and evaluate staff.

Collect, analyze, interpret and apply data to various planning projects.

Analyze, write and review staff reports and recommendations.

Personally organize, prepare and present clear, concise and well organized written and oral reports.

Use basic word processing computer equipment and programs.

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

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment. However, work may be performed outside in inclement weather conditions. The noise level is usually quiet. May come in contact with members of the public who are agitated, argumentative, or verbally abusive.

CLASS TITLE:	Director of the Planning Division	CLASS CODE	CD12
DEPARTMENT:	Planning and Building Services	UNIT	MM
REPORTS TO:	Planning and Building Services Department Director	FLSA STATUS	Exempt
BOARD APPROVAL		RANGE	32

JOB SUMMARY

Under the general direction of the Planning and Building Services Department Director or Deputy Director of the Planning and Building Services Department, the Director of the Planning Division is responsible for the planning areas of the Planning and Building Services Department, specifically the professional planning duties in advance and current planning; zoning; ordinance administration; code enforcement; mining inspection; supervise and train assigned professional and technical staff, and perform work as required. At the discretion of the Director of the Planning and Building Services Department, responsibility for oversight and supervision of code enforcement staff may be assigned to the Director of the Planning Division.

DISTINGUISHING CHARACTERISTICS

The Director of the Planning Division is a supervisory classification, which manages the Planning Division and/or Code Enforcement Division. It differs from other professional planning positions in that the incumbent is responsible for supervising and directing the work of professional and technical staff, personally performs the most complex and sensitive planning and code enforcement work, and acts in the absence of the Director and Deputy Director of the Planning and Building Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning and Building Services Department Director and Deputy Director.

Exercises direct supervision over professional, technical and clerical staff.

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

Prepares for and participates in regular public hearings of the Board of Supervisors and Planning Commission. Conducts necessary field work, consultation with agencies and individuals with special interests with regard to projects and cases.

Directs preparation of, or prepares staff reports and environmental assessments involving negative declarations and/or environmental impact reports.

Directs preparation of and participates in code enforcement investigations, notices, hearings, and abatements.

Directs preparation of, or prepares code enforcement inspection/abatement warrants.

Responsible for the development, maintenance, revision and implementation of zoning, subdivision ordinances and General Plan elements.

Prepares or directs preparation of new ordinances and plan elements to accommodate changes resulting from State legislation or new policies of the County.

Keeps abreast of legislation affecting planning and code enforcement matters (including cannabis and hemp), making the information available to the Director, staff, and to the public.

Supervises and directs staff in the daily operations of the department including establishing procedural systems.

Supervises, trains and evaluates the work performance of professional, technical and clerical staff.

Provides professional planning advice to other agencies and groups; prepares and monitors divisional budgets.

Acts in the Planning and Building Services Director's and Deputy Director's absence in departmental responsibilities.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

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

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in rural/regional community planning or a related field.

Experience

Five years of professional planning experience including at least one year of supervisory experience. An advanced degree in planning or related field may be substituted for up to two years of professional experience.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of planning, environmental, and natural resource law.

Planning laws, rules, ordinances and regulations at the County, regional, state, and federal level, such as: Subdivision Map Act; California Environmental Quality Act; Health and Safety Code, Title 24 of the California Code of Regulations, Cannabis Regulation and Safety Act; land development; and the Surface Mining and Reclamation Act.

Principles and practices of management, administration, and supervision.

Research methodology and standard statistical methods and procedures as they apply to the use of socio-economic and environmental data.

Ability to:

Plan, organize, supervise and coordinate the activities of the division utilizing specialized and professional staff.

Train and evaluate staff.

Collect, analyze, interpret and apply data to various planning projects.

Analyze, write and review staff reports and recommendations.

Personally organize, prepare and present clear, concise and well organized written and oral reports.

Use basic word processing computer equipment and programs.

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

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is normally performed in an office environment. However, work may be performed outside in inclement weather conditions. The noise level is usually quiet. May come in contact with members of the public who are agitated, argumentative, or verbally abusive.

Class Title:	County Surveyor (Licensed Land Surveyor)	CLASS CODE	PD2
Department:	Planning and Building Services	UNIT	MM
Reports to:	Director of Planning and Building Services	FLSA Status	Exempt
Board Approval		RANGE	32

JOB SUMMARY

Performs professional and technical surveying work as it relates to the County Surveyor in assigned area of responsibility including, land development and land surveying activities both in the office and the field; to provide information and assistance to the public in person, by telephone, or in the field; and to exercise technical and functional supervision over technical and professional staff as may be assigned.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the surveying series. Positions in this class possess the applicable educational, training, background, and licenses required for classes in the surveying series, including appropriate certificates and licenses in the field, as well as, practical work experience. The Licensed Surveyor performs a full range of duties as assigned under general instruction. Incumbent works independently, seeking assistance only as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning and Building Services Department Director and Deputy Director.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform professional and technical surveying work relative to assigned area of responsibility such as land development, surveying and county surveyor functions.

Performs independent research, field survey work; performs calculations and determinations of property lines, right of way boundaries, and political boundaries relative to compliance with legislative and regulatory requirements and accepted professional survey practices.

Provides professional survey advice regarding survey problems and procedures.

Reviews records, descriptions, and maps submitted by the public; prepares legal descriptions and certifies that maps are technically correct; reviews major and minor subdivisions and records of surveys and minor boundary line resolution legal descriptions; prepares maps as required.

Explains laws, regulations, and requirements to the public; confers and coordinates with other County Departments and review boards, various public agencies, private engineers and surveyors, and developers on matters affecting mapping, land boundary determinations and perpetuation of survey monuments.

Prepare visual presentations and reports.

Respond to public inquiries and/or complaints; provide appropriate assistance and information.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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:

Licensed Surveyor:

Experience:

Two years of responsible surveying experience performing duties comparable to those of a Licensed Land Surveyor in Lassen County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or surveying.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid Certificate of Registration as a Land Surveyor in the State of California.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of surveying as applied to land development.

Methods, materials, tools and equipment used in surveying.

Surveying, drafting, computer-aided design (CAD) techniques and technology.

Applicable Federal, State and County laws, codes and ordinances, e.g. Subdivision Map Act, Professional Land Surveyors Act, etc.

Applicable laws, regulatory codes, and design standards relevant to assigned area of responsibility including, land development surveying.

Modern office procedures, methods, and computer equipment.

Research and investigative techniques relative to surveying and mapping activities.

Ability to:

Independently perform professional surveying duties in the research, analysis, and computation of property lines, right-of-way boundaries and political boundaries.

Independently interpret maps and survey notes.

Apply County surveying policies and procedures.

Apply applicable laws and regulatory codes applicable to surveying.

Use and care for surveying and drafting instruments and equipment including CAD systems.

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

Communicate clearly and concisely, both orally and in writing.

Administer contracts and coordinate and review the work of outside consultants.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

CLASS TITLE:	Director of the Environmental Health Services Division	CLASS CODE	EH01
DEPARTMENT:	Planning and Building Services Department	UNIT	DH
REPORTS TO:	Director of Planning and Building Services	FLSA STATUS	Exempt
BOARD APPROVAL		RANGE	32

DEFINITION

To plan, organize, direct, and coordinate the activities, programs, and operations of the Environmental Health Services Division. Performs the most complex sanitary inspections and investigations in the enforcement of Federal, State, County, and local Environmental Health, safety, and hazardous materials laws, rules, regulations, and standards; serves as the specialist in all areas of Environmental Health investigation and enforcement such as hazardous materials regulation; and provides supervision over assigned Division staff. Performs complex environmental analysis, research, surveys, investigations, and studies; writes final reports; prepares regulatory and compliance documents; prepares complex correspondence and answers difficult questions from the public; and does other related work. Provides consultative advice to various governmental entities and agencies as necessary.

This position is intended to perform the functions of the “Director of Environmental Health” required by section 1355 of Title 17 of the California Code of Regulations and any other applicable law or regulation.

DISTINGUISHING CHARACTERISTICS

The Director of the Environmental Health Services Division is a supervisory classification which manages the Environmental Health Division. The Director of the Environmental Health Services Division is an at-will position.

The Director of the Environmental Health Services Division determines policy, manages personnel and budgets, develops programs and formulates operational objectives and is responsible to manage and direct a variety of County programs to include the County Environmental Health Officer. The incumbent has supervisory responsibilities to include: making recommendations for hiring and promotion; performance evaluations; training; initiating corrective disciplinary actions; and investigating grievances/complaints. Incumbent is a registered Environmental Health Scientists/Specialists and conducts a wide array of education, inspection, and enforcement activities in all Environmental Health program areas, performing the most complex assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning and Building Services Department Director and Deputy Director.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Performs and/or is responsible for the completion of all Division of Environmental Health Services program activities.

Supervises or conducts inspections to assure compliance with Federal, State, and local sanitation laws and regulations in all Environmental Health program areas.

Performs program specialist duties in all Environmental Health Services program areas which may include: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.

Initiates or conducts:

- Investigations of public or private sanitation-related nuisances or complaints.
- Food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.
- Inspections of public and private recreational facilities and swimming pools.
- Housing inspections to determine health and safety compliance with appropriate laws and standards.
- Water, sewage, soil, and waste samples and interprets data.
- Interprets Environmental Health laws and regulations to the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.
- Completes reports on findings.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.
- Works with various Environmental Health committees and groups.
- Assists with the development of Environmental Health policies and ordinances.
- Makes abatement recommendations and instructs communities in control methods.
- Establishes and maintains liaison with representatives of State, Federal, and local agencies and commissions.
- Assists in the dissemination of information about Division operations to promote general knowledge of community social services to the community; interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.

- Conducts training of staff.
- Testifies in court as an expert witness.
- Performs personnel management functions which include: identification of training requirements; performance evaluation; assignment and review of work products; initiate hiring and promotion actions; investigate complaints and grievances.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Laws, rules, regulations, requirements, and procedures governing Environmental Health, sanitation, and hazardous wastes.

Chemical, biological, physical, and environmental sciences.

Principles and practices of Environmental Health and hazardous waste inspection, review, compliance, consultation, and enforcement.

Sampling techniques and standards.

Computerized Environmental Health database and information systems.

Principles and practices of quality customer service.

Federal, State and local laws governing Environmental Health services.

Environmental Health issues, concerns, and problems.

Community resources and demography.

Program and grant development, coordination, evaluation and administration.

Governmental codes, laws, rules and regulations, legislative process, and practices and policies relating to Environmental Health service programs.

Inter-governmental relationships and regulations affecting community service delivery.

Methods and procedures for inspecting and correcting unsanitary conditions.

Personnel Management and Supervision.

Ability to:

Perform the full scope of Environmental Health and hazardous waste investigations and inspections.

Perform special assignments and projects.

Collect, analyze, and interpret environmental data, reaching valid conclusions.

Interpret, apply, and develop policies, regulations, and procedures regarding Environmental Health inspections and compliance.

Prepare a variety of technical reports.

Effectively represent Environmental Health in contacts with the public and other agencies.

Communicate effectively orally and in writing.

Ability to work cooperatively with other employees.

Make public presentations to community groups.

Maintain strict confidentiality of information received in the course of work performed.

Coordinate assigned tasks with community organizations and other government agencies.

Establish and maintain cooperative working relationships.

Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.

Provide training and coordinate the work of staff in assigned program area(s).

Execute Departmental policies and procedures.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Use standard office computers for word processing and spreadsheets.

Prepare, monitor, and execute the Department budget.

Provide Personnel Management and Supervisory requirements.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two (2) years of experience performing a variety of Environmental Health investigations and inspections equivalent to Environmental Health Scientist II with Lassen County (Environmental Health Scientist Range B with the State of California) and one (1) year of experience equivalent to that gained as an Environmental Health Scientist III with Lassen County (Environmental Health Scientist Range C with the State of California). A total of three (3) years or more of experience in an environmental health agency. Possession of a Master's Degree in Public Health, Health Science, Public Administration, or a related field may be substituted for one year of the required service.

Education:

Bachelor's Degree or advanced degree with a major in biological, chemical, physical, or environmental science, or a closely related scientific discipline is required. Admission to a master or doctoral degree program in biological, chemical, physical, or environment science, or a closely related scientific discipline shall be considered to meet these educational requirements.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license.

Possession of a valid Environmental Health registration issued by the State Department of Health Services and a valid Sanitarian (EHS) in the State of California.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to perform work in both an indoor and outdoor environment – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment as well as on-site. Takes precautions in accordance with industry standards to avoid contact with sewage and contaminated water. Contact with members of the public who may be argumentative. The noise level in the work environment is usually quiet.

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Chief Building Official	CLASS CODE	CD09
DEPARTMENT:	Planning and Building Services	UNIT	MM
REPORTS TO:	Director of Planning and Building Services	FLSA STATUS	Exempt
LAST REVISED		RANGE	32

DEFINITION

Under general direction of the Planning and Building Services Director and/or Deputy Director, to be responsible for the areas of the Building Division, specifically the planning, organizing, direction and review of the operations and activities of the Building Inspection division.

If for any reason there is not a Lassen County employee in this position, the County Administrative Officer is authorized to designate an Acting Building Official in accordance with section 103.2 of the California Building Code (California Code of Regulations Title 24, Part 2, Volume 1) and section 2.06.035 of the Lassen County Code. Any such person so designated shall meet the requirements of this job description within two years of appointment or be provided the opportunity to consult with an individual or county consultant who meets the requirements of this job description.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is a supervisory classification, which manages the Building Division. The incumbent is responsible for implementing County activities related to setting and ensuring compliance with building standards including plan check, inspection and correction of hazards, supervising and performing the more difficult inspections and approving plans and specifications as necessary, pursuant to California Code of Regulations Title 24, Health and Safety Code, etc.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Director of Planning and Building Services and/or Deputy Director.

Exercises direct supervision over building inspectors and support staff. When so authorized, may act on the behalf of the Director of Planning and Building Services in his/her absence.

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

Develop and implement division goals, objectives, policies and priorities.

Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with County building standards, and California codes and regulations.

Coordinate uniform enforcement with building inspectors; provide standardized training.

Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving County objectives and ensuring compliance with appropriate laws and development standards.

Supervise, train and evaluate assigned staff.

Perform difficult inspections; investigate problems.

Perform the most difficult plan checks; perform energy and Title 24 plan checks.

Resolve disputes between the County and contractors.

Review current codes and update them, as required.

Make presentations to outside groups; explain division policies to the public, developers and builders.

Advise the department head of building inspection activities.

Assist the Director in the preparation and administration of the division budget and the development of the Department budget.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of Community Development and its relationship to Building Inspection.

Principles, practices and methods associated with developing building standards, plan check and building inspection.

Engineering principles, concepts and procedures as applied to building inspection.

Pertinent local, State and Federal laws, codes and regulations e.g. contractor's law.

Construction preparation and administration.

Budget preparation and administration.

Principles of supervision, training and evaluation.

Public contact skills.

Ability to:

Work effectively with Department Head, Deputy Director, and co-workers.

Read, understand and interpret construction blueprints, plans and specifications.

Inspect and analyze standard building construction and identify code violations.

Solve complex building inspection and code-related problems.

Work effectively with builders, contractors and the general public.

Supervise, train and evaluate assigned staff.

Explain County practices and objectives to appropriate public and private agencies, organizations and individuals.

Establish and maintain manual and computerized record systems needed for control of work quality and quantity.

Conduct comprehensive code and/or engineering analyses of building problems; analyze data and make decisions accordingly.

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

Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

Education:

Bachelor's degree or advanced degree with a major in civil/structural engineering, architecture, construction arts, or a closely related field preferred (job related construction and building code administration/enforcement experience may be substituted on a year-for-year basis).

Experience:

Five years of experience in building inspection, standards development and plan checking, including one year of supervisory experience.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid and active certificate as a Building Official within two years of date of hire. Said certification shall be obtained from the International Code Council, or its successor organization. Said certification shall be maintained in full force and effect while employed as the Chief Building Official. Other certifications are preferable, such as plan check, electrical, etc.

Physical Demands and Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in indoors and outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to organic vapors, gasses, dust and mist, such as: paints, solvents, fertilizers; and to allergy causing agents, such as: poison oak, grasses and insect bites.

Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.

Hearing: adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming.

Vision: adequate to meet DMV criteria for required licensing.

Coordination: coordination and balance to walk on uneven surfaces or steep inclines, and ascend/descend ladders. Must have sufficient range of motion to lift arms above the head for extended periods or to bend and reach while inspecting buildings or machinery.

Physical strength: ability to climb, crawl, lift weights up to 25 lbs., and drive for extended periods of time.

Class Title:	Code Enforcement Officer I/II	CLASS CODE	CD07/08
Department:	Planning and Building Services Department	UNIT	UPEC
Reports to:	Building Official or Director of Planning Division as assigned	FLSA Status	Non-Exempt
Board Approval		RANGE	17/19

JOB SUMMARY

Develops and coordinates a program of education and policy compliance to improve conditions on public and private property. Enforces the provisions of the Lassen County zoning, building, health and safety codes and County highway encroachments through field inspections and code enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from either the Building Official or the Director of the Planning Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Meet with individuals and groups to educate, listen, and respond regarding property use and maintenance.

Pursue appropriate compliance procedures if voluntary compliance fails to correct conditions in violation of law or statute.

Provide conflict resolution resources to the public and other departments; mediate disputes over code violations.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action.

Represent Department on committees, at community meetings, before outside organizations and at staff subcommittees as necessary.

Conduct civil abatement hearings before the Board of Supervisors as required.

Answer questions on land use and zoning personally and telephonically.

Maintain records of findings and corrective actions.

Prepare status reports as assigned.

Coordinate code enforcement activities with other Divisions, Departments, and outside agencies.

Perform field inspections of building construction, plumbing, mechanical, and electrical installations in residential and commercial buildings to ensure compliance with applicable codes.

Maintain inspection or permit file; submit inspection reports as required.

Assist in the development and revision of zoning code provisions.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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:

Code Enforcement Officer I: Two years of experience working with community groups, community educational programs, or in a customer service function. Experience on building code and property allowances/restrictions are preferred.

Code Enforcement Officer II: Two years of experience that is comparable to that gained as a Code Enforcement Officer I with Lassen County.

Training:

Equivalent to an Associate's Degree from an accredited college or university. Courses in building/construction trades or business preferred.

Licenses and Certifications

Possession of or ability to obtain and retain a valid California Class C driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of inspection techniques, public relations and community improvement techniques.

Land use concepts and zoning principles.

Principles and practices of effective negotiation.

County nuisance abatement ordinance, California Business and Professions Code and other related codes, regulations and standards.

Ability to:

Learn building, zoning, and municipal codes.

Deal effectively with members of other Departments, Divisions, government agencies, and the public.

Read, comprehend and interpret nuisance, health, safety, and related County codes.

Work independently and make decisions in accordance with County policies and standards.

Mutually analyze applicable codes as related to physical evidence observed and make decisions and independent judgments.

Prepare handouts and brochures to include graphically presented information.

Use a personal computer and standard office equipment in the performance of the duties of this position.

Gather and analyze data from a variety of sources.

Prepare accurate and concise reports.

Follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed indoors in an office environment. Frequently performs inspections outdoors with exposure to temperature extremes. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents) and to allergy causing agents (such as grasses and insect bites).

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits and may encounter uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel and bend. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system. Employee may come in contact with members of the public who are angry, argumentative, or aggressive.