

# Capitola City Council

## Agenda Report



**Meeting:** October 27, 2022

**From:** Department of Public Works

**Subject:** Development Services Technician Job Description

---

Recommended Action: Approve changes to the Development Services Technician job description.

Background: The Development Services Technician is a para-professional public service role that is included in both the Community Development Department and the Public Works Department. Historically a single full-time person filled this role and worked part-time split between the two departments. Approximately 6 years ago the employee in this shared position was reclassified and took on a new role as the new Environmental Programs Manager position in the Public Works Department. The Development Service Technician position was left vacant for several years. In November 2021, a new employee was hired as a Development Services Technician to work solely within in the Community Development Department, to process building permits and work on affordable housing projects.

In the current budget, an additional Development Services Technician position was included within the Public Works Department to assist with project review, encroachment permits, and other administrative duties. This added position in Public Works will allow the existing Environmental Programs Manager to focus attention on solid waste and recycling, stormwater management, climate action plan implementation, and other related matters.

Discussion: The existing Development Services Technician job description was outdated and included several duties which are no longer part of the City's functions. In addition, a few minor changes were made to better clarify how the position can be supervised (based upon which department in which the position will work) and the role's minimal qualifications. No change to this position's salary is proposed. A marked up copy the proposed job description is included as Attachment 1 and a clean version as Attachment 2.

The Development Service Technician position is in the Association of Capitola Employees (ACE) bargaining unit. Staff communicated with Labor Relations Representative Ryan Heron, who notified the City that ACE reviewed the proposed changes and made no comments; thus fulfilling the meet and confer requirement.

Fiscal Impact: Revision of the job description will have no fiscal impact.

### Attachments:

1. Development Services Technician revised 2022 markup
2. Development Services Technician 2022 clean version

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Jessica Kahn, Public Works Director; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager