



City of Grass Valley City Council Agenda Action Sheet

Title: Modification to the Building Official salary range and approval of a job description for a Senior Building Inspector/Plans Examiner.

Recommendation: That Council approve the increase in the salary range of the Building Official job class and approve the job description and salary range for a Senior Building Inspector/Plans Examiner.

Prepared by: Thomas Last, Community Development Director

Council Meeting Date: 3/08/2022

Date Prepared: 3/01/2022

Agenda: Consent

Background Information: Between 2018 and early 2021 the City had a full time Building Official which was supported by a consulting firm and Nevada County. Since 2021, the City has solely relied on consultants for our building inspection and plan review services. Both the firm Bureau Veritas and Nevada County have been providing these services and both note the difficulty of meeting the needs of the City. The City needs more consistency and reliability to improve customer service. Therefore, staff proposes to begin a recruitment to refill the Building Official job or to hire a senior level inspector. The goal is to recruit for both positions and hire the candidate that is the best fit for the City. If successful in hiring a person, the City will still need to maintain a consulting contract to provide backup services. However, in the longer term, the City should consider a future new job classification that can support building and fire with inspections and plan reviews and to assist with other functions such as code enforcement and other City duties. Staff believes this will provide better continuity and consistency to the building permit and inspection process.

Staff is aware that the Building Official salary range is low in comparison to the regional job market; particularly based on the unique needs and expectations to meet the City's customer service goals. Staff considered several agencies and noted the salary range is about 13% below the median labor market. Based on this, staff recommends the salary range be increased from \$7,236 - \$9,238 to \$8,182 - \$10,445 per month. The proposed salary range for the senior position (\$6,697-\$8,365) is approximately 15% below the Building Official position. City staff does not anticipate any fiscal impacts to the budget since current costs for the service are paid to consultants or the County. The current Building Official Job is in Unit 1 and the Senior Inspector/Plans Examiner job should be in Unit 1 also based on the job duties and responsibilities. Unit 1 representatives have been provided copies of both job descriptions and proposed salary ranges.

Council Goals/Objectives: This item executes portions of work tasks towards achieving/maintaining Strategic Goal #5 - High Performance Government & Quality Service.

Fiscal Impact: The costs for this proposal will be covered with savings not paid to consultants and through payment of fees by applicants for the building inspection and plan review services.

Funds Available: Yes

Account #: 100-302-51110 (Building)

Reviewed by: ___ City Manager

___ Finance Director

Attachments: Senior Inspector/Plans Examiner Job Description