



Staff Report June 11, 2024

TO: Honorable Mayor and Members of the Town Council
FROM: Carol Parker, Deputy Town Clerk
DATE: June 11, 2024
RE: Permit Technician Job Description and Salary Range

Recommendation:

Staff recommends that the Town Council adopt resolution # 24-XX approving the job description and salary range 18 / 21 for the Permit Technician I / II position.

Issue Statement and Discussion:

The Planning and Building departments play a critical role in achieving the Town Council's goals for the physical development of the community. The agency's objective is to provide a safe, attractive, and business-friendly community through implementing state and local construction codes, as well as planning and regulating future land use.

Staff is proposing replacing the Administrative Clerk position the Permit Technician positions to Town staff to assist the building official in performing these tasks while working cohesively with Planning department to achieve a more seamless approval process. The Permit Technician position continues the administrative duties of the Administrative Clerk as part of the enhanced duties of the Permit Technician. If the Permit Technician job description and salary ranges are approved, staff will be asking the council during the 2024/25 budget process to approve funding the Permit Technician position and to not fund the Administrative Clerk position.

Having the support of a Permit Technician will allow the Building Official more time for inspection services, higher level plan review and greater interaction with the residents' building process.

In conclusion, the creation of a new Building/Planning Department position is essential for increasing the organization's efficiency and ensuring compliance with regulatory requirements.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications:

Permit Technician I: Pay compensation ranges from \$52,828 to \$64, 213 (salary range 18) plus benefits.

Permit Technician II: Pay compensation ranges from \$56,941 to \$69,212 (salary range 21) plus benefits

Attachments:

- A. Resolution
- B. Permit Technician job description

**TOWN OF LOOMIS
RESOLUTION NO. 24 -XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE PERMIT TECHNICIAN
POSITION**

WHEREAS, The Planning and Building departments play a critical role in achieving the Town Council's goals for the physical development of the community; and

WHEREAS, Staff is proposing the replacing the Administrative Clerk position with a Permit Technician to Town staff to assist the building official in performing these tasks while working cohesively with Planning department to achieve a more seamless approval process.; and

WHEREAS, The Permit Technician I: Pay compensation ranges from \$52,828 to \$64, 213(salary range 18) plus benefits, and Permit Services Technician II: Pay compensation ranges from \$56,941 to \$69,212 (salary range 21) plus benefits

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis adopts a resolution approving the job description and salary range 18/21 for the Permit Technician position.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 11th day of June 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Deputy Town Clerk



**TOWN of LOOMIS
PERMIT TECHNICIAN I/II**

DEFINITION

Performs a wide variety of administrative office support and clerical duties and activities of a general nature in support of various assigned departments; receives and directs telephone calls and visitors; provides information and assistance at the counter. Under immediate/general supervision, provides information and direction including receiving, reviewing, and processing a variety of permits/plans in one or more specialized areas, such as planning, engineering, and building at the community development counter; assists applicants in the processing and reviewing of applications for land development and building permits by coordinating project approvals through Town departments and outside agencies; reviews permit applications, plans, and supporting documents for proper form, completeness, sufficiency of information, conformance with legal standards, and compliance with Town requirements; provides information at the public counter, by telephone, or by other means of communication; receives, reviews, routes, processes and plan checks minor applications and issues permits; researches community development issues; compiles and prepares data, reports, and graphics; assist developers with the project and permit approval process; provides technical assistance to staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Service Officer/Town Clerk. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Permit Technician I:

This is the entry-level class in the Permit Technician series and works under immediate supervision. Positions at this level usually perform most of the duties required of journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. As knowledge and experience are gained, the work becomes broader in scope, and the assignments are more varied, and performed under more general supervision. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents work under direction and exercise discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

Permit Technician II:

This is the journey-level class in the Permit Technician series where incumbents are expected to independently perform the full scope of assigned duties under general supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and

are fully aware of the operating procedures and policies of the department.

Positions in the Permit Technician class series are flexibly staffed, and positions at the II-level are normally filled by advancement from the I-level after gaining knowledge, skills and experience and demonstrating proficiency which meet the qualifications for the higher-level class.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Assists the public and developers with planning, zoning, building and development questions including the entitlement process.
- Provides customer service at the public counter, by telephone, or by other means of communication regarding applicable ordinances, regulations, requirements, processes and procedures related to permitting, planning, land use/zoning, and Town regulations and requirements.
- Assists staff and the public with the review of a variety of building and land development permit applications for accuracy and completeness to ensure conformance with legal standards, and compliance with Town requirements; inputs information into the computer system; routes plans and information.
- Conducts building, land use, and engineering permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and Town requirements; verifies contractors' licenses, business licenses, and insurance coverages.
- Calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits following established guidelines.
- Coordinates project approvals through Town departments and outside agencies to assist applicants; arranges meetings with applicants and Town staff to ensure timely processing of permits; monitors the progress of permit approvals.
- Calculates and reviews commercial, residential, and multi-family building square footages, inspection, plan check, mitigation, and penalty fees from plans; prepares fee credits, tracks developer fee agreements; provides fee estimates, prepares bills, collects fees, and issues receipts.
- Assists with investigating and responding to citizen complaints concerning potential violations of city codes and ordinances.
- Performs a wide range of highly complex clerical and paraprofessional administrative and office support duties in support of the Department.
- Assists with the maintenance of department records, files, and other reference materials.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, Town management, co-workers, and the public.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry-level while in a learning capacity.

Knowledge of:

- Methods of gathering and compiling data.
- Basic principles of mathematics.
- Applicable local ordinances and state statutes relative to land use, land development, the permitting and building process, and engineering.
- Business letter writing and basic report preparation.
- Records management principles and practices.
- Planning approval and building and engineering permit processes and procedures, specification requirements, and construction practices.
- Plot plan reviews and approvals.
- Local zoning practices, codes and guidelines.
- Various construction types and basic building, encroachment, and grading and/ or land development procedures and requirements.
- Property descriptions and graphic displays.
- Procedures and policies for processing Town applications.
- Methods used in analyzing and interpreting data and building plans.
- Methods, instruments, and symbols used in mapping, property descriptions and other graphic materials.
- Techniques for providing a high level of customer service to the public, vendors, contractors and Town staff, in person, over the telephone, and other forms of communication.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read, interpret, and record data accurately
- Analyze complex issues and develop and implement an appropriate response.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume the assigned responsibilities
- Analyze situations and identify pertinent problems/issues; collect relevant information evaluate realistic options; and recommend/implement the appropriate course of action
- Respond to a wide variety of requests and inquiries from the general public, developers, other Town Departments, and outside agencies
- Make accurate arithmetic, financial and statistical computations; calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications
- Establish, maintain and research a variety of files and records
- Perform the full range of office and clerical support duties and tasks
- Respond to and effectively prioritize multiple phone calls, emails, walk-up traffic, and other requests/interruptions
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work

- Make sound decisions within established guidelines
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Permit Technician I:

Equivalent to graduation from high school;

AND

One (1) year of full-time administrative or technical experience that involves extensive public contact preferably in the planning, building, or engineering field, and ability to obtain a Permit Technician Certificate (or equivalent) from the International Code Council (ICC) or other approved certifying organization within 12 months of appointment.

Permit Technician II:

Equivalent to graduation from high school;

AND

Two (2) years of full-time increasingly responsible experience performing duties similar to that of a Permit Technician I with the Town of Loomis. In possession of an International Code Council (ICC) certificate or another comparable certificate.

Licenses and ICC Certifications

- Possession of, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of Permit Technician Certificate from the International Code Council (ICC).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer

keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

Adopted: June 2024

FLSA: Non-Exempt

Salary Schedule: I -Level: Public Services Employees / Salary Range 18

II-Level: Public Services Employees / Salary Range 21