

# MINUTES

Wednesday, October 21, 2020

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on November 18, 2020.  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Blair called the meeting to order at 5:30 PM.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Commissioners present: William Blair, George Rivera, Robert Wentzel

#### Human Resources Department Staff:

Travis Hopkins, Assistant City Manager  
Brittany Mello, Assistant to the City Manager  
Patricia Albers, Senior Personnel Analyst  
Sandy Henderson, Senior Personnel Analyst  
Teresa De Coite, Administrative Assistant

#### City Staff present:

Sunny Rief, Assistant Chief Financial Officer  
Scott Haberle, Fire Chief  
Tim Andre, Fire Division Chief

### PUBLIC COMMENTS

None

### CONSENT CALENDAR

Commissioner Wentzel requested to pull items 20-1514, 20-1517, 20-1522 from the consent calendar for further discussion.

**20-1515** Approve the job specification revisions of **Accounting Technician I** in the Finance and other Departments, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1516** Approve the job specification revisions of **Accounting Technician II** in the Finance and other Departments, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1519** Approve the job specification revisions of **Buyer** in the Finance Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1520** Approve the job specification revisions of **Senior Finance Analyst** in the Finance Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1521** Approve the job specification revisions of **Principal Finance Analyst** in the Finance Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## PUBLIC HEARING ITEMS

## APPROVAL OF MINUTES

**20-1514** Discussion regarding detail of action minutes. A motion was made by Wentzel, second by Rivera to approve the minutes for the March 4, 2020 meeting.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1517** Language under "Physical Tasks and Environmental Conditions" had a minor modification made for clarity, as suggested by Commissioner Wentzel. Approve the job specification revisions of the position of **Senior Librarian** in the Library Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3

NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1522** Approve the job specification revisions of **Assistant Chief Financial Officer** in the Finance Department, updating the City's Classification Plan.

A motion was made by Wentzel, second by Rivera to approve the revised job class specification as amended.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

**20-1523** Approve the new job classification of **Fire Marshal** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried  
AYES: 3  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

## DIRECTOR'S REPORT

Mr. Hopkins informed the Commission that due to the COVID-19 pandemic, the revenue for the City for this fiscal year has a budget shortfall. As a way to address the shortfall the City Council offered an incentive program to employees to separate or retire. 97 employees have signed up for the incentive and will be separating effective October 31, 2020. With that many employees leaving a major restructuring of the workflow will take place. The City Manager's reorganization plan will be brought to the City Council on November 2, 2020. If the reorganization plan is approved by the council, there will be some eliminated positions, new positions, and some combining of positions. An update of the council's decision will be discussed at the next Personnel Commission meeting.

Mr. Hopkins also informed the Commission that a grievance hearing will be held at the next

Personnel Commission meeting.

**COMMENTS FROM COMMISSIONERS**

Commissioner Wentzel inquired on the status of the Personnel Commission selection process for the vacant Commissioner positions. Mr. Hopkins informed the Commission that the City is currently accepting applications for Commissioners.

**ADJOURNMENT**

The meeting adjourned at 6:14 PM.

DRAFT



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** REVISIONS TO THE BUILDING INSPECTOR I JOB CLASS SPECIFICATION  
**DATE:** NOVEMBER 18, 2020

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The **Building Inspector I** job classification is assigned to the Community Development Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Building Inspector I** job specification are recommended to: 1) update the job duties and certification language 2) incorporate language regarding participation in the DMV Employer Pull Notice program and 3) include language stating the obligation to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department and Human Resources Division have collaborated on the recommended changes to the job classification. HBMT has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Job Class Title:</b>	<b>Building Inspector I</b>
<b>Pay Grade:</b>	<b>MEA210</b>
<b>Affected Employees:</b>	<b>Two</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification</b>
<b>Attachment:</b>	Building Inspector I Job Class Specification
<b>Cc:</b>	Ursula Luna-Reynosa, Community Development Director Eric Haghani, Building Manager, Community Dev. Department Gus Santos, Inspection Supervisor, Community Dev. Department Terry Tintle, HBMT, Chief Steward

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

PERSONNEL COMMISSION APPROVAL:  
COUNCIL APPROVAL:

NOVEMBER 18, 2020 (REVISED)  
AUGUST 20, 2007

JOB CODE:	0210
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIAN

**JOB SUMMARY**

Under immediate supervision, inspects installations to ensure compliance with building and construction regulations, participates in ride along training, and provides assistance to the public on area of assignment.

**SUPERVISION RECEIVED**

Reports to: Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Building Inspector I is the entry-level classification within the Building Inspection series. Incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job. This classification is distinguished from the Building Inspector II in that the latter is the journey level of the series, performing the full range of assigned inspection duties, with a requirement that incumbents attain designated certifications including California Residential Building Inspector and at least one other California Inspector Certification within the first year of employment.

**EXAMPLES OF ESSENTIAL DUTIES**

Within a learning and on-the-job training capacity:

- Performs inspections consistent within assignment areas to ensure compliance with adopted building and construction codes in residential and small commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Disabled Access Codes, City Ordinances and State and local laws and codes where appropriate
- Participates in ride-along training activities as directed

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR I**

- Investigates properties for unpermitted construction activity, and checks existing construction for deterioration and hazardous conditions
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
- Assembles and writes reports
- Maintains records of work performed
- Learns to interpret multiple codes
- Answers verbal and written complaints in regards to all types of building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City for training purposes
- Uses computer, smart phone, accessories, and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of as required
- Maintains a regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

**Knowledge of:**

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards, and all other building-related codes and ordinances as

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR I**

- adopted by the State and the City of Huntington Beach
- Methods, materials, and practices involved in construction
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

**Ability to:**

- Learn to perform inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a combination Building Inspector
- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials, and detect deviations from plans, regulations and standard construction practices
- Learn to enforce a variety of City codes, and any and all other necessary regulations, with firmness and tact
- Read and understand and interpret plans, drawings, diagrams and specifications for construction projects
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing
- Communicate professionally, efficiently and effectively with architects, engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
- Ensure safety and professional work standards are met
- Establish and maintain positive cooperative working relationships
- Consistently deliver quality customer service with professionalism and ethical integrity
- Learn and use computer, smart phone accessories and other modern office equipment as needed
- Adhere to all applicable rules and regulations
- Perform the essential functions of the job with or without accommodation

**Education:** High school diploma or equivalent certificate.

**Experience:** One (1) year experience in a construction trade or an equivalent combination of experience and training.

**Certifications/License:** Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR I**

**RECLASSIFICATION QUALIFICATIONS:**

Eligible for reclassification to Building Inspector II upon one (1) year of satisfactory performance at the Building Inspector I level. Previous experience performing combination inspections for a government agency may be taken into consideration in the determination for meeting the minimum qualifications equivalency for work experience. Must hold and maintain appropriate certifications, including California Residential and Commercial Building Inspector with:

California Residential and Commercial Electrical inspector, or  
California Residential and Commercial Plumbing Inspector, and California  
Residential and Commercial Mechanical Inspector.

**SPECIAL CONDITIONS:**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

**Public Employee Disaster Service Worker:**

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTOR I**

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 11/2020 PA

DRAFT

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER APRIL 2020~~ **REVISIED**

PERSONNEL COMMISSION APPROVAL: \_\_\_\_\_ — ~~AUGUST 19 JULY~~  
~~18, 2007 TBD, 2020 NOVEMBER 18, 2020 (REVISED)~~  
COUNCIL APPROVAL: \_\_\_\_\_ — AUGUST 20, 2007

JOB CODE: \_\_\_\_\_ -0210  
EMPLOYMENT STATUS: \_\_\_\_\_ REGULAR FULL-TIME  
UNIT REPRESENTATION: \_\_\_\_\_ **HBMTMEA**  
FLSA STATUS: \_\_\_\_\_ NON-EXEMPT  
**EEOC CODE:** \_\_\_\_\_ **TECHNICIAN**

**JOBDUTIES SUMMARY**

Under immediate supervision, inspects installations to ensure compliance with building and construction ~~regulations; as assigned, participates~~ **regulations, participates** in ride along training, ~~;~~ and provides assistance to the public on area of assignment. ~~;~~

**SUPERVISION RECEIVED**

Reports to: Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Building Inspector I is the entry-level classification within the Building Inspection series. Incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job. This classification is distinguished from the Building Inspector II in that the latter is the journey level of the series, performing the full range of assigned inspection duties, with a requirement that incumbents attain designated certifications including California Residential Building

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER~~ APRIL 20206 (REVISED)

Inspector and at least one other California Inspector Certification within the first year of employment.

**EXAMPLES OF ESSENTIAL DUTIES**

Within a learning and on-the-job training capacity:

- ~~P~~ performs inspections consistent within assignment areas to ensure compliance with adopted building and construction codes in residential and small commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and ~~Handicapped~~ Disabled Access Codes, City Ordinances and State and local laws and codes where appropriate;
- ~~P~~ participates in ride-along training activities as directed;
- ~~I~~ investigates construction for evidence of illegal practices properties for unpermitted construction ~~for activity, and~~ evidence of illegal practices and checks existing construction for deterioration and hazardous conditions;
- ~~A~~ assists and advises contractors, craftsmen and homeowners regarding pertinent regulations;
- ~~A~~ assembles and writes reports;
- ~~M~~ maintains records of work performed;
- ~~L~~ learns to interpret multiple codes;
- ~~A~~ answers verbal and written complaints in regards to all types of building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity; deals with difficult people in a constructive manner;
- ~~A~~ analyzes practices and recommends improvements;
- ~~D~~ delivers and promotes quality customer service; ~~and~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER APRIL 2020~~ (REVISED)

- Travels to offsite locations within and outside the City for training purposes.
- Uses computer, smart phone, accessories, and other modern office equipment as needed.
- Adheres to all applicable rules and regulations.
- Performs the essential functions of the job with or without reasonable accommodation
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of as required
- Maintains a regular and consistent attendance record.
- -Ppperforms related duties and responsibilities as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City-Management reserves the right to add, modify, change or rescind work assignments as needed.*

### MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### **Knowledge of:**

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards, and all other building-related codes and ordinances as adopted by the State and the City of Huntington Beach.
- Mmethods, materials, and practices involved in construction.
- Aarithmetic and basic algebra.
- Ccomputer equipment and associated software programs.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER~~ APRIL 20206 (REVISED)

- ~~Q~~quality service practices;
- ~~S~~safety issues and liability reduction;

**Ability to Ability to:**

- ~~L~~earn to ~~conduct~~ ~~perform~~ ~~inspections~~; inspections at a journey skill level in a variety of specialty trade areas;
- ~~P~~erform competently, efficiently and effectively as a combination Building Inspector;
- ~~A~~pply technical knowledge and follow proper inspection techniques to examine work quality and materials, and detect deviations from plans, regulations and standard construction practices;
- ~~L~~earn to enforce a variety of City codes, and any and all other necessary regulations, with firmness and tact;
- ~~R~~ead and understand ~~and interpret plans~~, drawings, diagrams and specifications for construction projects;
- ~~P~~repare reports and communications;
- ~~C~~ommunicate clearly and concisely, both verbally and in writing;
- ~~C~~ommunicate professionally, efficiently and ~~deal~~ effectively with architects, engineers, contractors and the general public;
- ~~P~~erform arithmetic and basic algebraic functions accurately;
- ~~E~~nsure safety and professional work standards are met;
- ~~E~~stablish and maintain positive cooperative working relationships; ~~with those contacted in the course of work~~; and
- ~~C~~onsistently ~~d~~eliver quality customer service with professionalism and ethical integrity;
- ~~L~~earn and use computer, smart phone accessories and other modern office equipment as needed;
- ~~A~~dhere to all applicable rules and regulations;
- ~~P~~erform the essential functions of the job with or without accommodation;

**Education:** High school diploma or equivalent; certificate.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER~~ APRIL 20206 (REVISED)

**Experience:** One (~~Two~~ ~~Two (2-15)~~) years experience in a construction trade or an equivalent combination of experience and training.

**Certifications/License:** Possession of a valid California Class C driver's license and an acceptable driving record are required by time of appointment and during course of employment.

**RECLASSIFICATION QUALIFICATIONS:**

Eligible for reclassification to Building Inspector II upon attainment of appropriate certifications and one (1) year of satisfactory performance at the Building Inspector I level. Previous experience or (1) year performing combination inspections for a government agency may be taken into consideration in the determination for meeting the minimum qualifications equivalency for work experience. Must hold and maintain a or equivalent, and, appropriate certifications, including California Residential and Commercial Building Inspector with:

California Residential and Commercial Electrical inspector, or California Residential and Commercial Plumbing Inspector, and California Residential and Commercial Mechanical Inspector.

**SPECIAL CONDITIONS:**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

**Public Employee Disaster Service Worker:**

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I — DATE: ~~DECEMBER~~ APRIL 20206 (REVISED)

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing.

~~-and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable Employee accommodations for an individual with a qualified disability physical or mental disabilities will be considered on a case-by-case basis.~~

Rev. 11/2020 PA



# City of Huntington Beach Community Development Revised – FY 2020/21

Director of Community  
Development

Deputy Director of Community  
Development

Deputy Director of Community  
Development

ADMINISTRATION  
Principal Administrative Analyst  
Senior Administrative Analyst  
GIS Analyst II  
Administrative Assistant  
Administrative Secretary (1.5)

## DEVELOPMENT SERVICES

## COMMUNITY ENHANCEMENT

PLANNING  
Planning Manager  
Principal Planner  
Senior Planner (2)  
Associate Planner (4) \*

PERMIT COUNTER  
Permit & Plan Check  
Manager  
Senior Permit  
Technician (4)  
Assistant Planner (2)  
Administrative  
Secretary

BUILDING  
Building Manager  
Plan Check Engineer (2) \*  
Inspection Supervisor  
Principal Electrical Inspector  
Principal Plumbing &  
Mechanical Inspector  
Building Inspector I/II/III (9) \*  
Office Assistant II (0.5)

HOUSING  
Housing Manager  
Administrative Analyst  
Administrative Aide

CODE ENFORCEMENT  
Code Enforcement Supervisor  
Senior Code Enforcement  
Officer (2)  
Code Enforcement Officer II (3)  
Code Enforcement Officer I (2)  
Code Enforcement Technician  
Office Assistant II (0.5)

ECONOMIC  
DEVELOPMENT  
Economic Development  
Manager  
Project Manager

\* Defunded positions: Associate Planner (1), Plan Check Engineer (1), and Building Inspector II (1)



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** REVISIONS TO THE BUILDING INSPECTOR II JOB CLASS SPECIFICATION  
**DATE:** NOVEMBER 18, 2020

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The **Building Inspector II** job classification is assigned to the Community Development Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Building Inspector II** job specification are recommended to: 1) update the job duties and certification language 2) incorporate language regarding participation in the DMV Employer Pull Notice program and 3) include language stating the obligation to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department and Human Resources Division have collaborated on the recommended changes to the job classification. HBMT has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Job Class Title:** Building Inspector II

**Pay Grade:** MEA211

**Affected Employees:** Two

**Recommendation:** Approve the updated job class specification

**Attachment:** Building Inspector II Job Class Specification

**Cc:** Ursula Luna-Reynosa, Community Development Director  
Eric Haghani, Building Manager, Community Dev. Division  
Gus Santos, Inspection Supervisor, Community Dev. Division  
Terry Tintle, HBMT, Chief Steward  
Christian Leiva, Teamsters Representative

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 (REVISED)  
COUNCIL APPROVAL: AUGUST 20, 2007

JOB CODE: 0211  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: HBMT  
FLSA STATUS: NON-EXEMPT  
EEOC CODE: TECHNICIAN

**JOB SUMMARY**

Under general supervision, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports...

**SUPERVISION RECEIVED**

Reports to: Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Building Inspector II is the journey level classification within the Building Inspector series and is expected to perform the full range of building inspection duties. Positions 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 work unit. This classification is distinguished from the Building Inspector I in that the latter is a training classification, which does not require the acquisition of certifications. The Building Inspector II is distinguished from the Building Inspector III in that the latter is an advanced journey level classification responsible for performing the more complex work assigned to the series, and which requires the acquisition of Building, Plumbing, Electrical, and Mechanical certifications.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs combination inspections

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTOR II**

- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects
- Adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate
- Reviews and approves residential and commercial plans and layouts prior to issuance of permits
- Investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions
- Meets with business and property owners with respect to certificate of occupancy, inspections, and certificates
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
- Assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports
- Maintains records of work performed
- Makes code interpretations
- Answers verbal and written complaints in regard to all types of building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements when appropriate
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City
- Uses a computer, accessories and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR II**

- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of as required
- Maintains a regular and consistent attendance record
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Huntington Beach
- Methods and practices involved in construction
- Arithmetic and basic algebra
- Basic engineering principles concerning the resistance of both lateral and vertical loading
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

**Ability to:**

- Conduct inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a combination Building Inspector II
- Read and understand plans, drawings, diagrams and specifications for construction projects
- Consistently deliver quality customer service with professionalism and ethical integrity
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR II**

- Communicate professionally, efficiently, and effectively with architects, engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
- Ensure safety and professional work standards are met and maintained
- Establish and maintain positive cooperative working relationships
- Deliver quality customer service
- Work independently and as a team member
- Propose and administer change
- Effectively use a computer, accessories and modern office equipment to perform job duties
- Adhere to all applicable rules and requirements
- Perform the essential functions of the job with or without reasonable accommodation

**Education:** High school diploma or equivalent certificate.

**Experience:** Two (2) years' experience in a construction trade or an equivalent combination of experience and training performing combination inspections for a government agency or equivalent.

**Licenses/Certifications:** Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during the course of employment.

Certification by the International Code Council (ICC) in the following disciplines authorizing inspections for both residential and commercial properties:

California Residential and Commercial Building Inspector with:

- California Residential and Commercial Electrical inspector, or
- California Residential and Commercial Plumbing Inspector and California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

**RECLASSIFICATION CRITERIA:**

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR II**

Eligible for reclassification to Building Inspector III upon attainment of appropriate certifications and two (2) years' combination inspection experience for a government agency, a year of which must be at the Building Inspector II level. Required certifications include:

California Residential and Commercial Building Inspector,  
California Residential and Commercial Electrical inspector,  
California Residential and Commercial Plumbing Inspector, and  
California Residential and Commercial Mechanical Inspector.

**SPECIAL CONDITIONS:**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

**Public Employee Disaster Service Worker:**

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTOR II**

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: ~~DECEMBER 2006~~

PERSONNEL COMMISSION APPROVAL: ~~NOVEMBER 18, 2020~~ JULY 18, 2007  
(REVISED) - \_\_\_\_\_ COUNCIL  
APPROVAL: AUGUST 20, 2007

JOB CODE: 0211  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: HBMTMEA  
FLSA STATUS: NON-EXEMPT  
EEOC CODE: TECHNICIAN

### JOBDUTIES SUMMARY

Under general supervision, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports....

### SUPERVISION RECEIVED

Reports to: Inspection Supervisor

### DISTINGUISHING CHARACTERISTICS

The Building Inspector II is the journey level classification within the Building Inspector series and is expected to perform the full range of building inspection duties. Positions 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 work unit. This classification is distinguished from the Building Inspector I in that the latter is a training classification which classification, which does not require the acquisition of certifications. The Building Inspector II is distinguished from the Building Inspector III in that the latter is an advanced journey level classification responsible for performing the more complex work assigned to the series, and which requires the acquisition of Building, Plumbing, Electrical, and Mechanical certifications.

### EXAMPLES OF ESSENTIAL DUTIES

- Performs combination inspections;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: ~~DECEMBER 2006~~

- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects;
- Aadopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate;
- Reviews and approves residential and commercial plans and layouts prior to issuance of permits;
- Investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations;
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions;
- Meets with business and property owners with respect to certificate of occupancy, inspections, and certificates;
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations;
- Assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports;
- Maintains records of work performed;
- Makes code interpretations;
- Answers verbal and written complaints in regard to all types of building installations as assigned;
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- ~~deals with difficult people in a constructive manner;~~ Analyzes practices and recommends improvements when appropriate;
- Delivers and promotes quality customer service; ~~and~~
- Travels to offsite locations within and outside the City
- Uses a computer, accessories and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: DECEMBER 2006

- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of as required
- Maintains a regular and consistent attendance record
- Pperforms related duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The CityManagement reserves the right to add, modify, change or rescind work assignments as needed.

### MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### **Knowledge of:**

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Huntington Beach;
- Methods and practices involved in construction;
- Arithmetic and basic algebra;
- Basic engineering principles concerning the resistance of both lateral and vertical loading;
- Computer equipment and associated software programs;
- Quality service practices;
- Safety issues and liability reduction.

#### **Ability to:**

- Conduct inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a combination Building Inspector II

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: DECEMBER 2006

- ~~R~~; read and understand plans, drawings, diagrams and specifications for construction projects;
- Consistently deliver quality customer service with professionalism and ethical integrity
- ~~P~~prepare reports and communications;
- ~~C~~ommunicate clearly and concisely, both verbally and in writing;
- ~~C~~ommunicate professionally, efficiently, and and deal effectively with architects, engineers, contractors and the general public;
- ~~P~~perform arithmetic and basic algebraic functions accurately;
- ~~E~~nsure safety and professional work standards are met and maintained;
- ~~E~~stablish and maintain positive cooperative working relationships ~~with those contacted in the course of work~~;
- ~~D~~eliver quality customer service;
- ~~W~~ork independently and as a team member;
- ~~P~~ropose and administer change.
- Effectively use a computer, accessories and modern office equipment to perform job duties
- Adhere to all applicable rules and requirements
- Perform the essential functions of the job with or without reasonable accommodation

**Education:** High school diploma or equivalent certificate.

**Experience:** TwoFive (52) years' experience in a construction trade or an equivalent combination of experience and training, ~~including one two (1-2) year~~ performing combination inspections for a government agency or equivalent.

**Licenses/Certifications:** ~~Due to the performance of field duties that may require operation of a City vehicle, pP~~ossession of a valid California Class C driver's license ~~and an acceptable driving record are may be~~ required by time of appointment and during the course of employment, along with an acceptable driving record; e

Certification by the International Code Council (ICC) and California Building Officials (CALBO) in the following disciplines authorizing inspections for both residential and commercial properties: as a

~~Building Inspector-CBC and Electrical Inspector-CEC,~~  
or Or as a

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: ~~DECEMBER 2006~~

~~Building Inspector CBC, Plumbing Inspector CPC, and Mechanical Inspector CMC.~~

California Residential and Commercial Building Inspector with:

- California Residential and Commercial Electrical inspector, or
- California Residential and Commercial Plumbing Inspector and California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

**RECLASSIFICATION CRITERIA:**

Eligible for reclassification to Building Inspector III upon attainment of appropriate certifications and twohree (32) years' combination inspection experience for a government agency, a year of which must be at the Building Inspector II level. Required certifications include:

California Residential and Commercial Building Inspector,  
California Residential and Commercial Electrical inspector,  
California Residential and Commercial Plumbing Inspector, and  
California Residential and Commercial Mechanical Inspector.

**SPECIAL CONDITIONS:**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

**Public Employee Disaster Service Worker:**

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR II \_\_\_\_\_ DATE: DECEMBER 2006

duties to be performed.

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing. ~~potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel, and climb ladders or scaffolding.~~

Reasonable ~~employee~~ accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 11/2020 PA



# City of Huntington Beach Community Development Revised – FY 2020/21

Director of Community  
Development

Deputy Director of Community  
Development

Deputy Director of Community  
Development

ADMINISTRATION  
Principal Administrative Analyst  
Senior Administrative Analyst  
GIS Analyst II  
Administrative Assistant  
Administrative Secretary (1.5)

## DEVELOPMENT SERVICES

## COMMUNITY ENHANCEMENT

PLANNING  
Planning Manager  
Principal Planner  
Senior Planner (2)  
Associate Planner (4) \*

PERMIT COUNTER  
Permit & Plan Check  
Manager  
Senior Permit  
Technician (4)  
Assistant Planner (2)  
Administrative  
Secretary

BUILDING  
Building Manager  
Plan Check Engineer (2) \*  
Inspection Supervisor  
Principal Electrical Inspector  
Principal Plumbing &  
Mechanical Inspector  
Building Inspector I/II/III (9) \*  
Office Assistant II (0.5)

HOUSING  
Housing Manager  
Administrative Analyst  
Administrative Aide

CODE ENFORCEMENT  
Code Enforcement Supervisor  
Senior Code Enforcement  
Officer (2)  
Code Enforcement Officer II (3)  
Code Enforcement Officer I (2)  
Code Enforcement Technician  
Office Assistant II (0.5)

ECONOMIC  
DEVELOPMENT  
Economic Development  
Manager  
Project Manager

\* Defunded positions: Associate Planner (1), Plan Check Engineer (1), and Building Inspector II (1)



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** REVISIONS TO THE BUILDING INSPECTOR III JOB CLASS SPECIFICATION  
**DATE:** NOVEMBER 18, 2020

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The **Building Inspector III** job classification is assigned to the Community Development Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Building Inspector III** job specification are recommended to: 1) update the job duties and certification language 2) incorporate language regarding participation in the DMV Employer Pull Notice program and 3) include language stating the obligation to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect current and consistent job requirements and present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department and Human Resources Division have collaborated on the recommended changes to the job classification. HBMT has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Job Class Title:** Building Inspector III

**Pay Grade:** MEA208

**Affected Employees:** Three

**Recommendation:** Approve the updated job class specification

**Attachment:** Building Inspector III Job Class Specification

**Cc:** Ursula Luna-Reynosa, Community Development Director  
Eric Haghani, Building Manager, Community Dev. Division  
Gus Santos, Inspection Supervisor, Community Dev. Division  
Terry Tintle, HBMT, Chief Steward  
Christian Leiva, Teamsters Representative

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR III**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**NOVEMBER 18, 2020 (REVISED)**  
**AUGUST 20, 2007**

**JOB CODE:**

**0208**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**HBMT**

**FLSA STATUS:**

**NON-EXEMPT**

**EEOC CODE:**

**TECHNICIAN**

**JOB SUMMARY**

Under direction, inspects installations to ensure compliance with building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports.

**SUPERVISION RECEIVED**

Reports to: Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Building Inspector III is the advanced journey level classification within the Building Inspector series, responsible for performing the more specialized and complex work assigned to the series. Positions at this level possess specialized expertise, are assigned tasks above the journey level, and require the acquisition of the Building, Plumbing, Electrical, and Mechanical certification.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs combination inspections
- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate
- Reviews and approves residential and commercial plans and layouts prior to issuance of permits
- Investigates new and existing construction for evidence of illegal practices such as

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR III**

- construction, demolition, and alterations
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions
  - Meets with business and property owners with respect to certificate of occupancy inspections and certificates
  - Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
  - Assembles and writes reports including inspection reports, correction notices, re-inspection fees, stop work orders and construction site stormwater runoff reports
  - Maintains records of work performed
  - Makes code interpretations
  - Assists with training of Building Inspectors I and II
  - Advises Building Inspectors I and II on the more challenging and complex issues
  - Answers verbal and written complaints concerning various building installations as assigned
  - Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
  - Analyzes practices and recommends improvements when appropriate
  - Delivers and promotes quality customer service
  - Travels to offsite locations within and outside the City
  - Uses computer, accessories and other modern office equipment as needed
  - Adheres to all applicable rules and regulations
  - Performs the essential functions of the job with or without reasonable accommodation
  - Attends professional training to stay abreast of industry best practices
  - Reports to work as scheduled and works a variety of as required
  - Maintains a regular and consistent attendance record
  - Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

Any combination of education, training, and experience that would likely provide the

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR III**

knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

**Knowledge of:**

- Adopted building, mechanical, plumbing and electrical codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Huntington Beach
- Methods and practices involved in construction
- Arithmetic and basic algebra
- Basic engineering principles concerning the resistance of both lateral and vertical loading
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

**Ability to:**

- Conduct complex inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a combination Building Inspector
- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials and detect deviations from plans, regulations and standard construction practices
- Read and understand plans, drawings, diagrams and specifications for construction projects
- Consistently deliver quality customer service with professionalism and ethical integrity
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing
- Communicate professionally, efficiently and effectively with architects, engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
- Effectively train co-workers
- Ensure safety and professional work standards are met and maintained
- Establish and maintain positive cooperative working relationships
- Deliver quality customer service
- Work independently and as a team member
- Propose and administer change
- Effectively use a computer, accessories and modern office equipment to perform job duties
- Adhere to all applicable rules and regulations
- Perform the essential functions of the job with or without reasonable accommodation

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: BUILDING INSPECTOR III**

**Education:** High school diploma or equivalent certificate.

**Experience:** Five (5) years' experience in a construction trade or an equivalent combination of experience and training, including three (3) years' performing combination inspections for a government agency or equivalent.

**Certifications/License:**

Certification by the International Code Council (ICC) in the following disciplines authorizing inspections for both residential and commercial properties:

California Residential and Commercial Building Inspector,  
California Residential and Commercial Electrical inspector,  
California Residential and Commercial Plumbing Inspector, and  
California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during the course of employment.

**SPECIAL CONDITIONS:**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

**Public Employee Disaster Service Worker:**

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: BUILDING INSPECTOR III**

office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev 11/2020 PA

DRAFT

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~ APRIL 2006 (REVISED)

~~PERSONNEL COMMISSION APPROVAL:~~ JULY 18, 2007  
~~COUNCIL APPROVAL:~~ AUGUST 20, 2007

~~JOB CODE:~~ 0208  
~~EMPLOYMENT STATUS:~~

~~PERSONNEL COMMISSION APPROVAL:~~ JULY 15 ~~NOVEMBER~~  
18, 2020 (REVISED)  
~~COUNCIL APPROVAL:~~ AUGUST 20, 2007

~~JOB CODE:~~ 0208  
~~EMPLOYMENT STATUS:~~ REGULAR FULL-TIME  
~~UNIT REPRESENTATION:~~ HBMT  
~~FLSA STATUS:~~ NON-EXEMPT  
~~EEOC CODE:~~ TECHNICIAN

**JOB DUTIES SUMMARY**

Under direction, inspects installations to ensure compliance with building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports.

**SUPERVISION RECEIVED**

Reports to: Inspection Supervisor

**DISTINGUISHING CHARACTERISTICS**

~~The Building Inspector III is the advanced journey level classification~~ The Building Inspector III is the advanced journey level classification within the Building Inspector series, responsible for performing the more specialized and complex work assigned to the series. Positions at this level possess a specialized

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~ APRIL 2020 ~~6~~ (REVISED)

expertise, are assigned tasks above the journey level, and require the acquisition of the Building, Plumbing, Electrical, and Mechanical certification.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs combination inspections;
- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate;
- Reviews and approves residential and commercial plans and layouts , prior to issuance of permits;
- Investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations;
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions;
- Meets with business and property owners with respect to certificate of occupancy inspections and certificates;
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations;
- Assembles and writes reports including inspection reports, correction notices, re-inspection fees, stop work orders and construction site stormwater runoff reports;
- Maintains records of work performed;
- Makes code interpretations;
- Assists with training of Building Inspectors I and II;
- Advices Building Inspectors I and II on the more difficult-challenging and complex issues/problems;
- Ansvers verbal and written complaints concerning various building installations as assigned;
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements when appropriate
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~APRIL 20206 (REVISED)

- Uses computer, accessories and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of as required
- Maintains a regular and consistent attendance record
- Performs related duties and responsibilities as assigned

DRAFT

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~ APRIL 2020 (REVISED)

- ~~and written complaints in regard to all types of building installations as assigned; deals with difficult people in a constructive manner; analyzes practices and recommends improvements; delivers and promotes quality customer service; and performs related duties and responsibilities as assigned.~~

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City Management reserves the right to add, modify, change or rescind work assignments as needed.*

### MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

#### Knowledge of:

- ~~- Adopted building, mechanical, plumbing and electrical codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and/or the City of Huntington Beach;~~
- ~~- Methods and practices involved in construction;~~
- ~~- Arithmetic and basic algebra;~~
- ~~- Basic engineering principles concerning the resistance of both lateral and vertical loading;~~
- ~~- Computer equipment and associated software programs;~~
- ~~- Quality service practices;~~
- ~~- Ssafety issues and liability reduction.~~

#### Ability to:

- ~~- Conduct complex inspections; at a journey skill level in a variety of specialty trade areas~~
- ~~- Perform competently, efficiently and effectively as a combination Building Inspector~~
- ~~- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials and detect deviations from plans, regulations and standard construction practices~~
- ~~- Read and understand plans, drawings, diagrams and specifications for construction projects;~~
- ~~- Consistently deliver quality customer service with professionalism and ethical integrity~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~ APRIL 2020 ~~6~~ (REVISED)

- ~~P~~prepare reports and communications;
- ~~C~~ommunicate clearly and concisely, both verbally and in writing;
- ~~C~~ommunicate professionally, efficiently and ~~deal~~ effectively with architects, engineers, contractors and the general public;
- ~~P~~perform arithmetic and basic algebraic functions accurately;
- ~~E~~ffectively train co-workers;
- ~~E~~nsure safety and professional work standards are met and maintained;
- ~~E~~stablish and maintain positive cooperative working relationships ~~with those contacted in the course of work~~;
- ~~D~~eliver quality customer service;
- ~~W~~ork independently and as a team member;
- ~~P~~ropose and administer change.
- Effectively use a computer, accessories and modern office equipment to perform job duties
- Adhere to all applicable rules and regulations
- Perform the essential functions of the job with or without reasonable accommodation

~~Education: High school diploma or equivalent.~~

Education: High school diploma or equivalent certificate.

**Experience:** Five (5) years' experience in a construction trade or an equivalent combination of experience and training, including three (3) years' performing combination inspections for a government agency or equivalent.

**Certifications/License:**

Certification by the International Code Council (ICC) in the following disciplines authorizing inspections for both residential and commercial properties:

~~Building Inspector CBC~~

~~Plumbing Inspector CPC~~

~~Electrical Inspector CEC~~

~~Mechanical Inspector CMC~~ California Residential and Commercial Building Inspector,  
California Residential and Commercial Electrical Inspector,  
California Residential and Commercial Plumbing Inspector, and  
California Residential and Commercial Mechanical Inspector.

~~and California Building Officials (CALBO) as a Building Inspector CBC,~~  
~~Plumbing Inspector CPC,~~  
~~Electrical Inspector CEC and~~  
~~Mechanical Inspector CMC~~

~~—Certifications by other approved model code organizations in the categories indicated may~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR III DATE: ~~DECEMBER~~ APRIL 20206 (REVISED)

be accepted if they are determined by the Director to be equivalent.

~~Due to the performance of field duties that may require operation of a City vehicle,~~ possession of a valid California Class C driver's license and an acceptable driving record are may be required by time of appointment and during the course of employment along with an acceptable driving record.

SPECIAL CONDITIONS:

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

Public Employee Disaster Service Worker:

In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL — TASKS — AND — ENVIRONMENTAL — CONDITIONS —

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work — involves

Work involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve potential exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, —harm. There is frequent need to walk, talk or hear, —stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to see and hear in normal range and communicate well verbally and in writing.

use hands to finger, handle, or feel, and climb ladders or scaffolding. Reasonable employee-accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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# City of Huntington Beach Community Development Revised – FY 2020/21

Director of Community  
Development

Deputy Director of Community  
Development

Deputy Director of Community  
Development

ADMINISTRATION  
Principal Administrative Analyst  
Senior Administrative Analyst  
GIS Analyst II  
Administrative Assistant  
Administrative Secretary (1.5)

## DEVELOPMENT SERVICES

## COMMUNITY ENHANCEMENT

PLANNING  
Planning Manager  
Principal Planner  
Senior Planner (2)  
Associate Planner (4) \*

PERMIT COUNTER  
Permit & Plan Check  
Manager  
Senior Permit  
Technician (4)  
Assistant Planner (2)  
Administrative  
Secretary

BUILDING  
Building Manager  
Plan Check Engineer (2) \*  
Inspection Supervisor  
Principal Electrical Inspector  
Principal Plumbing &  
Mechanical Inspector  
Building Inspector I/II/III (9) \*  
Office Assistant II (0.5)

HOUSING  
Housing Manager  
Administrative Analyst  
Administrative Aide

CODE ENFORCEMENT  
Code Enforcement Supervisor  
Senior Code Enforcement  
Officer (2)  
Code Enforcement Officer II (3)  
Code Enforcement Officer I (2)  
Code Enforcement Technician  
Office Assistant II (0.5)

ECONOMIC  
DEVELOPMENT  
Economic Development  
Manager  
Project Manager

\* Defunded positions: Associate Planner (1), Plan Check Engineer (1), and Building Inspector II (1)



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** TRAVIS HOPKINS, ASSISTANT CITY MANAGER  
**SUBJECT:** REVISIONS TO THE PLAN CHECK ENGINEER JOB CLASS SPECIFICATION  
**DATE:** NOVEMBER 18, 2020

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The **Plan Check Engineer** job classification is assigned to the Community Development Department and is represented by the Management Employees' Organization (MEO).

Modifications to the **Plan Check Engineer** job specification are recommended to: 1) update the job duties and certification language, 2) to incorporate language regarding participation in the DMV Employer Pull Notice program, and 3) to include language stating the obligation to work as a Disaster Service Worker when necessary. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Community Development Department and Human Resources Division have collaborated on the recommended changes to the job classification. The MEO has been notified regarding the proposed changes to this classification.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Job Class Title:** Plan Check Engineer  
**Pay Grade:** MEO099  
**Affected Employees:** None  
**Recommendation:** Approve the updated job class specification

**Attachment:** Plan Check Engineer Job Class Specification

**Cc:** Ursula Luna-Reynoso, Community Development Director  
Eric Haghani, Building Manager  
Debra Jubinsky, MEO Chief Steward  
Aaron Peardon, Senior Labor Relations Representative, OCEA

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: PLAN CHECK ENGINEER

PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 *(Revised)*  
COUNCIL APPROVAL: SEPTEMBER 5, 2006

JOB CODE:	0099
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONAL

**JOB SUMMARY**

Under general direction, examines construction drawings and complex design engineering calculations on proposed construction, alteration or repair of buildings and associated structures to ensure compliance with building safety standards prior to issuance of a building permit.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Manager

**DISTINGUISHING CHARACTERISTICS**

The Plan Check Engineer is an advanced journey level position. The incumbent reports to the Building Manager and may oversee the Permit and Plan Check Services Division in the Division Head's absence.

**EXAMPLES OF ESSENTIAL DUTIES**

- Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and legislation;
- Consults with architects, engineers, contractors, owners and others regarding matters such as design, engineering and regulations governing building plans;
- Analyzes building designs to ensure structural engineering principles have been met, proper materials have been selected, and accessibility, green, energy, and building regulations have been met;
- Oversees work of the Permit and Plan Check Services Division in the absence of the Division Head;
- Reviews and monitors the work of consultants;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

- Provides procedural and technical support to the counter operation;
- Prepares departmental reports;
- Attends meetings to review and discuss plans, documents, and code requirements;
- Collects, analyzes, and presents statistical data;
- Confers with staff from other departments regarding development of building construction projects;
- Deals with difficult people in a constructive manner;
- May visit construction sites and assist building inspectors in the field where engineering problems are encountered;
- Writes reports, letters, memos and section policies and procedures;
- Analyzes practices and recommends improvement;
- Delivers and promotes quality customer service;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Professional standards, principles, and practices of building plan checking
- Civil engineering principles, techniques, policies, and procedures
- Building construction methods and materials
- The State of California's Building Standards Codes
- English usage, grammar, spelling, vocabulary, and punctuation
- Principles and practices of supervision
- Personnel policies and procedures
- Quality customer service practices
- Modern office practices, methods, computer equipment and computer applications related to the work

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

- Engineering statistics and advanced math
- Safety issues and liability reduction

**Ability to:**

- Read, interpret and analyze construction plans, blueprints, manuals and specifications
- Develop, maintain and follow departmental processes and regulations
- Communicate effectively in both oral and written form
- Write detailed reports, recommendations, correspondence and specifications
- Provide and utilize written and oral instruction
- Ensure safety and professional work standards are met
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Work independently and as a team member
- Propose and administer change

**Education:** A Bachelor's degree from an accredited college or university with major course work in civil engineering, architecture or related field.

**Experience:** Three (3) years of progressively responsible experience performing building plan checking, structural design, or related professional engineering work.

**Licenses and Certifications:**

Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment.

State of California registration as a Professional Civil Engineer or Structural Engineer required by time of appointment and during course of employment.

Certification as a Building Plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization, required prior to completion of the probationary period and during course of employment.

California Division of the State Architect (DSA) Certified Access Specialist (CAsp) is highly desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: PLAN CHECK ENGINEER

program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors, occasionally outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. When work is performed outdoors, there is full exposure to various weather conditions. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. Jan 2020 PA

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: PLAN CHECK ENGINEER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

~~PERSONNEL COMMISSION APPROVAL: NOVEMBER 18, 2020 (Revised)~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

JOB CODE: 0099  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEO  
FLSA STATUS: EXEMPT  
~~EEOC CODE: PROFESSIONAL~~

**DUTIES JOB SUMMARY**

~~The fundamental reason this classification exists is to review plans and specifications from an engineering standpoint to ensure compliance with building and construction regulations. Under general direction, examines construction drawings and complex design engineering calculations on proposed construction, alteration or repair of buildings and associated structures to ensure compliance with building safety standards prior to issuance of a building permit.~~

**SUPERVISION RECEIVED AND EXERCISED**

~~Reports to: Building Manager~~

**DISTINGUISHING CHARACTERISTICS**

The Plan Check Engineer is an advanced journey level position. The incumbent reports to the ~~Building Manager~~~~Division Head~~ and ~~may oversee~~~~supervises~~ the Permit and Plan Check Services Division in the ~~Division Head's~~~~Division Head's~~ absence.

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: PLAN CHECK ENGINEER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

**EXAMPLES OF ESSENTIAL DUTIES**

- Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and legislation;
- ~~C~~onsults with architects, engineers, contractors, ~~and~~ owners and others regarding matters such as design, engineering and regulations governing building plans;
- ~~a~~Analyzes building designs to ensure structural engineering principles have been met, proper materials have been selected, and accessibility disability, green, energy, and building regulations have been met;
- ~~Oversees~~supervises work of the Permit and Plan Check Services Division in the absence of the Division Head;
- Reviews and monitors the work of consultants;
- ~~P~~rovides procedural and technical support to the counter operation; ~~p~~
- ~~P~~repares departmental reports;
- Attends meetings to review and discuss plans, documents, and code requirements;  
e
- ~~C~~ollects, analyzes, and presents statistical data; ~~e~~
- ~~C~~onfers with staff from other departments regarding development of building construction projects; ~~d~~
- ~~D~~eals with difficult people in a constructive manner;
- May visit construction sites and assist building inspectors in the field where engineering problems are encountered; ~~w~~
- ~~W~~rites reports, letters, memos and section policies and procedures; ~~a~~
- ~~A~~nalyzes practices and recommends improvement; ~~d~~
- ~~D~~elivers and promotes quality customer service; ~~p~~
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: PLAN CHECK ENGINEER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

- Performs other related duties as required.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City Management reserves the right to add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- ~~P~~rofessional standards, principles, and practices of building plan checking
- Civil engineering principles, techniques, policies, and procedures;
- ~~B~~uilding construction methods and materials;
- The State of California's Building Standards Codes
- English usage, grammar, spelling, vocabulary, and punctuation adopted building code, disability and energy regulations and other applicable legislation;
- ~~p~~Principles and practices of supervision;~~p~~
- ~~P~~ersonnel policies and procedures;~~q~~
- Quality customer service practices;~~e~~
- Modern office practices, methods, computer equipment and computer applications related to the work operation;~~e~~
- ~~E~~ngineering statistics and advanced math;~~s~~
- Safety issues and liability reduction;

**Ability to:**

- ~~r~~Read, interpret and analyze construction plans, blueprints, manuals and specifications;~~d~~
- Develop, maintain and follow departmental processes and regulations;~~e~~

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

~~**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**~~

~~**COUNCIL APPROVAL: SEPTEMBER 5, 2006**~~

- ~~Communicate effectively in both oral and written form;~~**w**
- ~~Write detailed reports, recommendations, correspondence and specifications;~~**p**
- ~~Provide and utilize written and oral instruction;~~**e**
- ~~Ensure safety and professional work standards are met;~~**e**
- ~~Establish and maintain cooperative and effective working relationships with those contacted in the course of work;~~**d**
- ~~Deliver quality customer service;~~**w**
- ~~Work independently and as a team member;~~**p**
- ~~Propose and administer change.~~

**Education:** ~~A~~Equivalent to a b~~B~~achelor's degree from an accredited college or university with major course work in civil engineering, architecture or related field.

**Experience:** Three (3) years of progressively responsible experience performing building plan checking, structural design, or related professional engineering work.

**Licenses and /Certificationse:**

Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment.

State of California registration as a Professional Civil Engineer or Structural Engineer required by time of appointment and during course of employment.

Certification by the International Code Council (ICC) Certification and California Building Officials (CALBO) as a Building Plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization, required CBC within twelve months of hire prior to completion of the probationary period and during course of employment.

California Division of the State Architect (DSA) Certified Access Specialist (CASp) is highly desirable. Due to the performance of field duties that may require operation of a

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

~~City vehicle, must possess and maintain a valid California driver's license along with an acceptable driving record. A California State license as a professional engineer (PE) in Civil Engineering is required.~~

**SPECIAL CONDITIONS**

~~Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.~~

~~**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.~~

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

~~Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

~~Work is performed primarily indoors, occasionally outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. When work is performed outdoors, there is full exposure to various weather conditions. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person.~~

~~Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.~~

Rev. Jan 2020 PA

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: PLAN CHECK ENGINEER**

**~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~**

**~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~**

~~--- Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.~~

DRAFT



# City of Huntington Beach Community Development Revised – FY 2020/21

Director of Community  
Development

Deputy Director of Community  
Development

Deputy Director of Community  
Development

ADMINISTRATION  
Principal Administrative Analyst  
Senior Administrative Analyst  
GIS Analyst II  
Administrative Assistant  
Administrative Secretary (1.5)

## DEVELOPMENT SERVICES

## COMMUNITY ENHANCEMENT

PLANNING  
Planning Manager  
Principal Planner  
Senior Planner (2)  
Associate Planner (4) \*

PERMIT COUNTER  
Permit & Plan Check  
Manager  
Senior Permit  
Technician (4)  
Assistant Planner (2)  
Administrative  
Secretary

BUILDING  
Building Manager  
Plan Check Engineer (2) \*  
Inspection Supervisor  
Principal Electrical Inspector  
Principal Plumbing &  
Mechanical Inspector  
Building Inspector I/II/III (9) \*  
Office Assistant II (0.5)

HOUSING  
Housing Manager  
Administrative Analyst  
Administrative Aide

CODE ENFORCEMENT  
Code Enforcement Supervisor  
Senior Code Enforcement  
Officer (2)  
Code Enforcement Officer II (3)  
Code Enforcement Officer I (2)  
Code Enforcement Technician  
Office Assistant II (0.5)

ECONOMIC  
DEVELOPMENT  
Economic Development  
Manager  
Project Manager

\* Defunded positions: Associate Planner (1), Plan Check Engineer (1), and Building Inspector II (1)