DEPARTMENT: Personnel  By: Jeffrey G. Green  PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X )

Approve the proposed class specification of Senior Development Services Technician, set the salary at range 166 ($2,160-$2,626/month) allocate it to the Building Department effective July 1, 2002, and assign the new class to SEIU. The focus of this position will be to assist the Building Director with special projects and administrative needs and will be responsible for responding to questions from the public and staff in the absence of the Director. This position will also be responsible for coordinating Building Department personnel matters, i.e., scheduling staff time off and ensuring adequate counter coverage, in the event the Director is out of the office. The Senior Development Services Technician will also assist with meeting the demands at the counter.

The Building Department is experiencing a significant increase in permit activity. During the last several months, extra-help has been utilized to assist with general office work in order that staff is able to provide customer service at the counter. The proposed new position will help meet the demands of the increased workload by making time available to assist the Director.

As a result of the increased permit activity, revenue has likewise increased. This will offset the additional monies for the new position allocation (see “Revenue Comparison” chart)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board adopted the Development Services Technician class spec at their meeting of July 9, 1999 and allocated one position to Public Health and one position to the Building Department. On July 20, 1999, the Board modified the allocation schedule and added an additional Development Services Technician position to the Building Department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt this action as proposed.
- Do not adopt, however, this could cause the level of customer service to decline.

<table>
<thead>
<tr>
<th>COSTS: ( ) Not Applicable</th>
<th>SPECIAL INSTRUCTIONS:</th>
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<tbody>
<tr>
<td>A. Budgeted current FY    $</td>
<td>List the attachments and number</td>
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<tr>
<td>B. Total anticipated costs $</td>
<td>the pages consecutively.</td>
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<tr>
<td>C. Required additional funding $</td>
<td>Senior Development Services Technician Class Spec</td>
</tr>
<tr>
<td>D. Internal transfers $</td>
<td>Revenue Comparison Chart</td>
</tr>
</tbody>
</table>

SOURCE: ( ) 4/5ths Vote Required

| A. Unanticipated revenues $ |
| B. Reserve for contingencies $ |
| C. Source description: |
| Balance in Reserve for Contingencies, if approved: $ |

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02-295
CLERK'S USE ONLY:
Res. No.: 03-2485 Ord. No.
Vote - Ayes: 4 Noes:
Absent: BALMARIN Abstained:
( ) Approved ( ) Denied
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of
the original on file in this office.

Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action

Comment: _______________________________________

A.O. Initials: ______

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Senior Development Services Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Performs a variety of highly responsible specialized clerical administrative tasks within the Building Department; may assist the Director with special projects; may monitor the department budget; and may attend meetings on behalf of the Director. This position will also support the multiple functions of the County's Development Services programs including Air Pollution, Building, Environmental Health and Planning; and provide information and assistance to the public. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. Employees in this classification may direct and review the work of other Development Services Technicians within the Building Department.

SUPERVISOR: Building Department Director or as assigned

TYPICAL DUTIES

• In the absence of the Director, coordinates departmental personnel matters

• Greet customers at Development Services counter; conduct initial assessment of need; answer questions and provide direction regarding requirements and procedures;

• Accept permit applications; review submissions for accuracy and completeness; indicate to applicants areas that appear to be deficient;

• Serve as general receptionist for Development Services functions greeting customers at counter and directing incoming telephone calls to staff;

• Calculate, collect, record and deposit application fees including fees for other County departments;

• Calculate, prepare, mail and track applicant and other billings;
TYPICAL DUTIES: (cont’d)

- Route applications to appropriate technical and professional staff for processing;

- Verify required approvals and issue permit documents;

- Schedule inspections for technical and professional staff;

- Establish and maintain tracking systems to log and follow applications through review processes; monitor systems and follow up with applicants and technical and professional staff as required;

- Input data and utilize automated systems for research and report generation;

- Collect and organize data and prepare routine and special reports as required; in consultation with technical and professional staff, design new data collection systems and report formats as needed using personal computer applications and/or AS 400 automated systems;

- Provide a high level of clerical support including word processing, typing, copying, telephone messages, supply ordering, mail processing, filing and other similar tasks;

- May write a variety of documents including agenda actions, memos, letters and reports;

- May assist in preparation and administration of division budget including processing invoices for payment, reconciling deposits and payments against Auditor reports and tracking account balances;

- Oversee work of Development Services Technicians within the department, clerical extra help workers, student interns and work program trainees;

- Schedule committee meetings as required, prepare and distribute meeting agendas, take notes and produce final minutes;

- Take complaints from citizens; refer to appropriate technical and professional staff for action; maintain complaint logs and prepare reports;
MARIPOSA: Senior Development Services Technician

TYPICAL DUTIES: (cont’d)

- Develop and maintain a procedures manual under direction of Department Heads;

- Receive and relay messages on a two-way radio;

- Perform other related duties similar in scope and function as directed.

EMPLOYMENT STANDARDS

Knowledge of:

- basic principles and methods of administration, personnel, and staff development

- basis principles of supervision, training, and work coordination

- local, state and federal laws, rules, regulations, and codes governing assigned department

- current office methods, practices and procedures;

- personal computer operations and software including word processing, database and spread sheet applications;

- data collection and analysis techniques;

- arithmetic and simple statistics;

- proper English usage, grammar and spelling.

Ability to:

- perform a variety of administrative support assignments and program development and implementation

- plan, organize, train and supervise the work of others

- make decisions on procedural matters
MARIPOSA: Senior Development Services Technician

Ability to: (cont’d)

• work independently, exercise initiative, meet deadlines, and manage time effectively

• provide effective, efficient services to members of the public both in the office and over the telephone;

• work effectively with and take direction from a variety of technical and/or professional staff;

• learn and apply the requirements and procedures for Development Services functions;

• exercise judgement to determine when questions and issues are to be referred to technical and professional staff;

• work comfortably in a busy, complex office environment with limited direct supervision;

• operate office equipment such as personal computers, calculators, copiers and fax machines;

• learn specialized permit-related automated programs running on a mid-range computer;

• perform mathematical calculations with speed and accuracy;

• type accurately at a rate required for successful job performance;

• communicate effectively in both oral and written forms;

• maintain positive working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two years experience performing duties similar to those of a Development Services Technician in Mariposa County.
MINIMUM QUALIFICATIONS (cont’d)

OR

Graduation from high school or possession of a GED and six years of increasingly responsible clerical work, at least three years of which shall have been in a high public contact setting performing responsible clerical tasks for a public planning, building, environmental health or public works department or private construction, real estate or engineering office.

This experience must include two (2) years in a supervisory capacity.

High school or college coursework or other training in records management, computer usage and/or construction technology is desirable.

Creation Date: 06/02 (B/S 02-245)
### Revenue Comparison

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<td>129,317</td>
<td>144,023</td>
<td>199,408</td>
<td>164,813</td>
<td>209,019</td>
<td>200,754</td>
<td>221,560</td>
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<tr>
<td>Total Revenues</td>
<td>137,795</td>
<td>150,987</td>
<td>171,948</td>
<td>226,414</td>
<td>188,424</td>
<td>234,431</td>
<td>230,989</td>
<td>248,497</td>
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</table>

Total Revenues reflect all monies taken in at the front counter by the Development Services Technicians including fees for Environmental Health, Public Works, Resource Conservation District, etc.

Building Revenues reflect only those monies that went directly into the Building Department's account.
This chart compares the 1st half of each of the last four years. The 1st half of 2002 was based on only a 6% increase for the month of June over the previous year.
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The second half of the year is traditionally our busiest time. The past four years has seen an overall 57% increase in revenues.