



## Budget Change Request

### Change request information

Title Development Services Classification Change - Permit Tech II to Permit  
Number B-27-08 Department 27 - Community  
Requester Summer Miller  
Published by Jennifer Smith Publish Date 2023-08-24  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 4124 - Land Use &  
General Fund Affected? No More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 0 Strategic Plan

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes Classification  
Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

Requesting to reclassify the current Permit Tech II position to a Permit Tech III position. Provides technical information to the development community and public on a variety of complex development related requirements. Processes applications associated with building, environmental health, land use, and public works. Issues a variety of minor permits utilizing the County permit tracking system. Assists the Building Development Center Supervisor with general operational oversight and serves as backup to technical staff or perform any of the Permit Tech II duties as needed.

This position should be reclassified for the following reasons:

- On 4/9/19 – CPED submitted an AIS and presented to the BoCC to reclassify a Permit Tech III to a Permit Tech II due to staff not able to meet the minimum qualifications to fill the position.
- The AIS outlined that the Permit Tech III position was in place as a promotional opportunity for Permit Tech II team members. It was stated by staff that once staff have achieved the necessary experience, then CPED would request to reclassify a position to a Permit Tech III to provide the promotional and professional growth opportunity for the Building Development Center Staff
- Existing Permit Tech II staff members now have the experience to meet the minimum qualifications for Permit Tech III.

The BoCC passed Resolution number 15743 granting the request to reclassify the positions.

### How will this change the performance of your office or department?

#### Statement of Need

Will provide the lead position as described above and will provide the supporting role to help support the Building Development Center Supervisor as a resource to help lead staff and lead tasks.

### Expenditure, FTE and revenue assumptions plus current budget level

#### Assumptions

#### Current Budget Level

FY2023 = \$100,399.90

### What happens if this isn't funded? Are there other options?

#### Impacts and Alternatives

The Building Development Center will continue under the current operations.

### How does this request affect other offices and departments?

Impact to Other Departments                      None

Which Other Departments are Affected?

Operating Transfer Needed?                      No

Operating Transfer Coding and Amount

### Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Permit Assistance Tech III-2	PERMIT ASSISTANCE TECH III	2024-01-01	
1.00	<b>&lt; Total</b>			

### Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
4124C235	510000	SALARIES		2,826	2,826.00
4124C235	521000	SOCIAL SECURITY		216	216.00
4124C235	522000	RETIREMENT		265	265.00
4124C235	525000	UNEMPLOYMENT COMPENSATION		8	8.00
4124C235	526000	PAID FAMILY MEDICAL LEAVE		6	6.00
4124C235	527000	LONG TERM DISABILITY		16	16.00
			<b>Total:</b>	<b>3,337.00</b>	<b>3,337.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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