



Date: January 14, 2025

To: Honorable Mayor and Members of the City Council

From: Hedieh Khajavi, Human Resources Director

By: Civil Service Commission | CivilServiceCommission@TorranceCA.Gov
 Leallani Stewart, Human Resources Analyst | LStewart@TorranceCA.Gov

Subject: Civil Service Commission and Human Resources – Approve Title Change and Revised Class Specification for Assistant Building Regulations Manager.
 Expenditure: None.

RECOMMENDATION

Recommendation of the Civil Service Commission and Human Resources Director that City Council approve the title change and revised class specification for Assistant Building Regulations Manager.

FUNDING

None required.

DISCUSSION

The class specification for Assistant Building Regulations Manager was last revised in 2023. The Community Development Department is implementing a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The title change from Assistant Building Regulations Manager to Building Official will better reflect both the nature of the role and current industry standards, and the revised class specification will allow for direct oversight of the Building and Safety Division. In addition, Staff determined that changes to the Definition, Distinguishing Characteristics, Qualification Guidelines, License and/or Certificate, and Career Ladder sections were necessary to reflect the current functions of the position. At the meeting on December 9, 2024, the Civil Service Commission approved the title change and revised class specification (Attachment A) for Assistant Building Regulations Manager which is submitted for your review and approval.

ATTACHMENT

1. Civil Service Commission Item – Approve Title Change and Revised Class Specification for Assistant Building Regulations Manager

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Honorable Members:

**SUBJECT: APPROVE TITLE CHANGE AND REVISED CLASS SPECIFICATION FOR
ASSISTANT BUILDING REGULATIONS MANAGER**

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Assistant Building Regulations Manager and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The class specification for Assistant Building Regulations Manager was last revised in 2023. The Community Development Department is going through a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The title change from Assistant Building Regulations Manager to Building Official and the revised class specification will allow for direct oversight of the Building and Safety Division. Staff determined that changes to the **Definition, Distinguishing Characteristics, Qualification Guidelines, License and/or Certificate, and Career Ladder** sections were necessary to reflect the current functions of the position.

- The **Definitions Section** has been revised to include the oversight of the Building and Safety Division.
- The **Distinguishing Characteristic Section** was revised to reflect the title change of the position.
- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position.
- The **License and/or Certificate** section was revised to reflect the current needs of the position.

- The **Career Ladder** section was revised to reflect accurate information about career movement for the position.

Respectfully submitted,

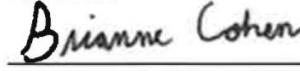
HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Leallani Stewart
Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachment
- A) Title Change and Revised Class Specification for Building Official
 - B) Existing Class Specification Assistant Building Regulations Manager
 - C) Organizational Chart of the Community Development Department (Current)
 - D) Organizational Chart of the Community Development Department (Proposed)

ASSISTANT BUILDING REGULATIONS MANAGER BUILDING OFFICIAL

Definition

Under general direction, plans, organizes and manages the activities of the Building & Safety Division in the Community Development Department. Supervises professional work regarding the most complex designs, plans, specifications, field inspections, and reports of residential, commercial, and industrial structures; and does related work as required. Oversees, the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, ~~Public Works Development, Public Works Plan Check/Inspection~~ and performs related work as required.

Distinguishing Characteristic

The ~~Assistant Building Regulations Manager~~ Building Official ~~is distinguished from the Building Regulations Manager in that the incumbent~~ has responsibility for oversight of the day-to-day operation of the permit, plan check and ~~inspection day-to-day Public Works~~ functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from the ~~Community Development Director~~ ~~Building Regulations Manager~~; exercises direct supervision over supervisory, professional and technical personnel.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns.
- Researches code requirement, new materials, methods of construction that apply to development and ~~Public Works~~ construction.
- ~~Assist~~ Prepares ~~in the drafting of~~ code revisions.
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items.
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review.
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity.
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes.
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials.

- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects.
- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects.
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies,

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Monitors the department customer service request system to ensure effective and efficient public relations,
- Performs other duties as assigned, Qualification Guidelines

Qualifications Guidelines:

Knowledge of:

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems.
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs.
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- ~~Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;~~
- ~~Evaluate, develop and implement division policy and programs to improve operations;~~
- ~~Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;~~
- ~~Interpret and apply federal, state and local policies, laws and regulations;~~
- ~~Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;~~
- ~~Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;~~
- ~~Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;~~

- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Manage project workload and communication across division and/or department lines;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;
- Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
- Work satisfactorily with a team-oriented management style;
- Exercise good judgment and confidentiality in maintaining information and records.

Core Competencies:

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Fiscal Acumen – Budgeting and allocating monetary resources
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Legal and Regulatory Navigation – Knowing the paths and boundaries of the legal/regulatory environment
- Managing Change – Ensuring that organizational change is smooth and successful
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Process Improvement – Controlling and improving processes and workflow
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions
- Written Communication – Communicating effectively in writing

License and/or Certificate

Must possess a valid Class C California Motor Vehicle Operator's License.

Incumbents must obtain ~~one of~~ the following registrations within one year of appointment:

- ~~Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;~~
- ~~Professional Architect with the California Architects Board; or~~
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

Education and/or Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary know/edge and abilities is:

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification ~~would~~ may serve toward meeting the minimum requirements for promotion to ~~Building Regulations Manager~~ Community Development Director.



City of Torrance

ASSISTANT BUILDING REGULATIONS MANAGER

CLASS CODE	3121	SALARY	\$10,908.00 - \$16,142.00 Monthly \$130,896.00 - \$193,704.00 Annually
BARGAINING UNIT	Executive & Management Employees	ESTABLISHED DATE	January 01, 2018
REVISION DATE	February 07, 2023		

DEFINITION

Under general direction, assists the Building Regulations Manager in the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, Public Works Development, Public Works Plan Check/Inspection and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Assistant Building Regulations Manager is distinguished from the Building Regulations Manager in that the incumbent has responsibility for oversight of the day-to-day operation of the permit, plan check and day to day Public Works functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Building Regulations Manager; exercises direct supervision over supervisory, professional and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they are not all-inclusive.

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- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns;
- Researches code requirement, new materials, methods of construction that apply to development and Public Works construction;
- Assist in the drafting of code revisions;
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division;

- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items;
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QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary know/edge and abilities is:

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License and/or Certificates

Must possess a valid Class C California Motor Vehicle Operator's License.

Incumbents must obtain one of the following registrations within one year of appointment:

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SPECIAL REQUIREMENTS

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CAREER LADDER INFORMATION

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

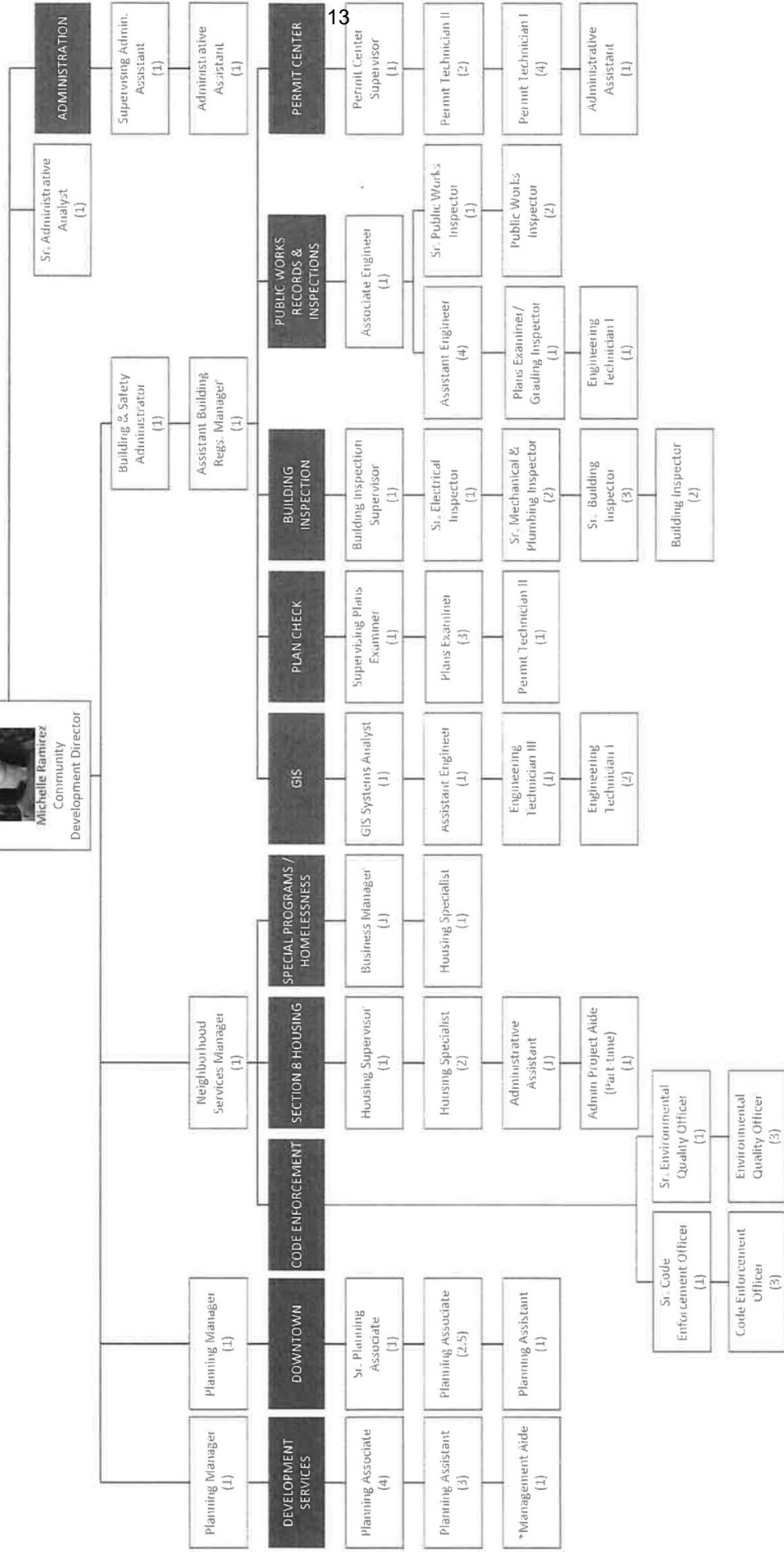
ESTABLISHED/REVISED DATE

Established Date: January 2018

Department Review Date: February 2021

Revised Date: February 2023

CITY OF TORRANCE
Organizational Chart
Community Development Department



CITY OF TORRANCE

Organizational Chart

Community Development Department

