



THE CITY OF SAN DIEGO

August 14, 2012

Michael Zucchet
San Diego Municipal Employees Association (MEA)
9620 Chesapeake Drive Suite 203
San Diego, CA 92123

Dear Mr. Zucchet:

Subject: Counter Services Restructuring for Plan Review Specialists

The City of San Diego's Development Services is proposing to further allow specialization within the Plan Review Specialist (PRS) series.

Historically, Plan Review Specialists have been responsible for project setup, review for compliance with zoning regulations, water and sewer requirements, California Building Code Requirements (for single dwelling and duplex construction only), Title 24 Energy Conservation Requirements and the California Mechanical Code (for single dwelling and duplex construction only), and permitting requirements. In order to career advance within the PRS series, the Plan Review Specialist had to be accomplished in all of these functions.

Over the years, the codes, regulations, and permitting requirements have become more complex, making it very difficult for a Plan Review Specialist to be accomplished in all of these functions. In October, 2010, after determining that this staffing model was not sustainable, the PRS job duties were split between two categories: Review and Process. Counter services were restructured and Plan Review Specialist duties were divided between these two categories (see attachment: October 13, 2010 memo from Afsaneh Ahmadi).

Phase 1 of the counter services restructuring plan was fully implemented on October 25, 2010. Phase 2 implementation began in January, 2011. All review staff have been attending training classes in order to perform submitted and over-the-counter reviews, and provide the services for Development and Permit Information, Phones, and Zoning Use Certificate approvals.

During the on-going implementation of Phase 2, meetings with Plan Review Specialist staff continued in order to monitor progress and to make adjustments where needed. One of the adjustments staff has requested is to allow further specialization within the PRS review duties. Staff requested the ability to specialize in zoning review by separating zoning review from the other PRS review duties (reviews for compliance with the Residential Building Code, Residential Mechanical Code/Title 24 Energy Conservation requirements, water and sewer requirements).

The development regulation process is extremely complex and technical, thereby requiring specialized knowledge. Maintaining a highly-trained workforce is critical in providing an efficient and high level of customer service. In order to accomplish this goal, staff and management agree that we need to



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pursue further specialization. This will allow existing staff to concentrate within their specialized areas and feel more confident in their work product.

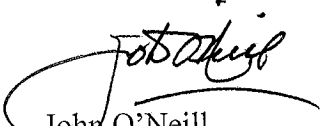
The department is proposing the following:

1. Allow PRS plan review staff to specialize in zoning review by separating zoning review from the other PRS combined review duties (reviews for compliance with the Residential Building Code, Residential Mechanical Code/Title 24 Energy Conservation requirements, water and sewer requirements). This will require 10 Plan Review Specialist III staff and 2 Supervising Plan Review Specialist staff to report to the Assistant Deputy Director in the Land Development Review Division (currently reporting to the Deputy Director in the Division of Building, Construction & Safety).
2. All PRS's working in the Combined Review section must have a valid International Code Council (ICC) Plan Examiner Certification or other certification closely related to the Plan Review Specialist job functions from a recognized state, national, or international association, as determined by the Building Official (per Health and Safety Code Section 18949.28).
3. All PRS's working in the Process Section and Land Development Review Division will not be required to have a valid International Code Council (ICC) Plan Examiner Certification or other certification closely related to the Plan Review Specialist job functions from a recognized state, national, or international association, as determined by the Building Official (per Health and Safety Code Section 18949.28).
4. Any PRS in any Division/Section who obtains and maintains the International Code Council (ICC) Plan Examiner Certification shall be eligible to receive additional compensation of 5 percent (per current MOU with MEA).
5. All existing Plan Review Specialist staff, including Supervising Plan Review Specialists, would be given the option to select the area they would like to work (combined review, zoning review, submittal/issuance), by listing their first, second and third choice. The most senior staff meeting the qualifications for that area would be given their first choice depending on operational necessity.
6. Implementation target date is Monday, September 17, 2012. Attached is the existing and proposed organizational structure.

Should you wish to discuss this proposed change, please contact me to schedule a meeting. If I don't hear from you by August 22, 2012 the department will assume that MEA does not wish to meet and discuss.

Thank you.

Sincerely,


John O'Neill
Labor Relations Officer

Attachment:

- October 13, 2010 memo from Afsaneh Ahmadi
- Existing and Proposed Organizational Structure

cc: Scott Chadwick, Human Resources Director
Jennie Carbuccia, Deputy Director, Labor Relations
Afsaneh Ahmadi, Deputy Director, Development Services
Nancy Roberts, Senior Labor Relations Representative, MEA



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: October 13, 2010
TO: DSD PRS Staff
FROM: Afsaneh Ahmadi, Deputy Director, Chief Building Official
SUBJECT: Counter Services Restructuring

This is a follow up to my September 13, 2010 memo regarding counter services restructuring. As stated in that memo, PRS duties will be divided into two categories: Review and Process. No new duties will be added to the Plan Review Specialist series.

This change will be implemented in two phases. Phase 1 will begin on October 25, 2010 and includes:

1. Separate the review function from setup and issuance of all building projects, except where the IAS-Combined Review is the only reviewer on a project. In those cases, the reviewer may also issue the approval.
2. Combined submitted review staff with over-the-counter review staff.
3. Move the issuance of no plan permits and demolition permits to process (issuance function).

Phase 2 is scheduled to begin in January 2011 and will include the integration of DPI, Phones, ZUCs, Master Plans, Quieter Homes Program, OTC Engineering Permits and rotation between the groups into the new structure. The PRS rotation policy dated February 8, 2010 is hereby revoked.

To implement Phase I, it was determined that we would need three staff to move from Review (Building & Safety Section) to Process (Submitted Plans Processing Section). We did receive three volunteers. All three will be moving to the Submitted Plans Processing Section effective October 25, 2010. There will be no other staffing, supervision or management changes at this time and section names will remain the same.

During phase 1, all customers submitting applications for projects currently processed at the Screening, OTC Combined Review and OTC Tenant Improvement counters will first be routed to the Process Section in service Area 3 for project setup. There will be 5 new clipboards in service Area 3: OTC Project Setup, Submittal-Short, Submittal-Long, Issuance-Short, and Issuance-Long. Projects will be set up with all necessary OTC review cycles and customers will be placed on the appropriate clipboards and routed to the appropriate service areas.

The OTC PRS review clipboards will be renamed to: OTC Combined Review-Long (previously OTC Combined Review), OTC Combined Review-Short (previously Screening) and OTC Tenant Improvement. OTC Combined Review-Short and Long will be located in service Area 1 East. OTC Tenant Improvement will be located in service Area 1 West. An additional OTC clipboard will be added for OTC Planning Reviews in Area 1 East. The OTC PRS reviewer will call the customer from their assigned clipboard and perform all required zoning, water & sewer, residential mechanical and California Building Code (CBC) reviews (1 story conventional single family or duplex room additions).

Submitted Combined Review staff will be given the opportunity to serve at the OTC review counters and other PRS staff already trained in Submitted Combined Reviews will be assigned some submitted reviews.

Training plans will be modified and tailored to fit each Section's specific duties. Training for Review Section staff will initially focus on Water/Sewer and Residential Mechanical reviews for OTC projects, followed by California Residential Code (CRC) reviews for OTC room additions. The last phase of training will focus on complex zoning, water/sewer and residential mechanical reviews for submitted projects.

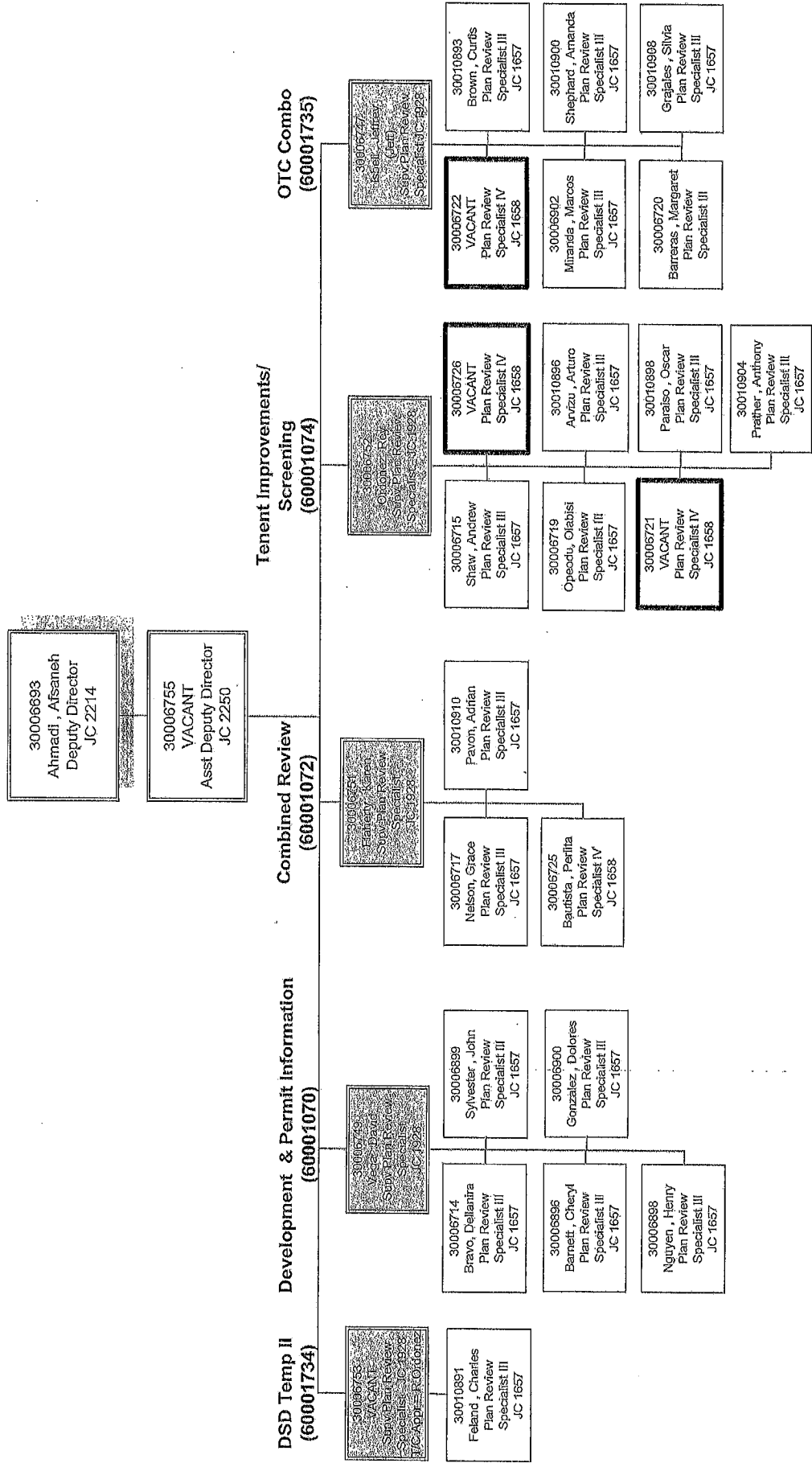
After we implement Phase I, we will continue with weekly PRS Workshop meetings to monitor the changes and make adjustments where needed, as well as work through implementation details for Phase II.

Sincerely,


Afsaneh Ahmadi
Deputy Director
Building Safety & Construction Division

cc: Kelly Broughton
Leslie Goossens
Lynda Pfeifer
Rick Rhoades
Jeff Strohminger

EXISTING



EXISTING

