

UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave.
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.co.pinellas.fl.us/persnl
Website: www.pinellascounty.org

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TO: Robert S. LaSala, County Administrator
FROM: Peggy Rowe, Director of Human Resources *me*
DISTRIBUTION: Maureen Freaney, Assistant County Administrator
Larry Goldman, Bureau Director, Building & Development Review Services
SUBJECT: Cyclic Review of Technical, Specialist, and other positions in the Building & Development Review Services Department (BDRS)
DATE: **October 31, 2011**

Peggy Rowe
Director

BACKGROUND AND OVERVIEW

Human Resources conducted the Classification & Pay Study of the Building & Development Review Services Department (BDRS) in August and September 2011. BDRS exercises responsibility for Pinellas County's oversight for unincorporated areas and some beach communities' building, engineering, environmental, zoning and land development. BDRS administers and enforces codes and ordinances applicable to general building permit issues as well as site plans and zoning issues. BDRS responsibilities also include some regulated environmental issues such as drainage, preservation of natural resources, and endangered species matters. Other important functions within BDRS include oversight and inspection of permitted and covered commercial and real estate plans, various building permits, construction services, such as plumbing (or gas), electrical, mechanical, and building (structural) issues. BDRS experienced program related changes, reorganization, and major reductions in staffing since the last cyclic review completed approximately 5 years ago. This report summarizes results from the HR review of Position Audit Questionnaires, observations of incumbents, plus meetings and interviews with a sample of employees, supervisors, and managers. The current BDRS organization chart is attached to show the list of current positions and BDRS functions. HR reviewed within 25 classifications approximately 49 positions. Some agency responsibilities and resources have been removed and new activities added. For example, the code enforcement mission previously performed in the former Environmental Management organization transferred to BDRS in 2010.

The focus of the review centered on BDRS classified positions. Changes in policies, procedures, technologies, and developments, including merging position assignments, automation and implementation of a new magistrate process, account for important changes in the way the BDRS positions are utilized.

I agree with the recommendations in this report. Funds are available for implementation.

Robert S. LaSala

Robert S. LaSala, County Administrator

11-10-11

Date

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BACKGROUND AND OVERVIEW (continued)

BDRS continues to introduce new processes and procedures to maintain and improve BDRS services. Two examples of changes since the last cyclic review include implementation of a more customer friendly, simpler, and faster permit issuance center as well as implementation of a new magistrate code enforcement process. Both of these changes provide more efficient and effective customer service and code compliance. Nearly 100% of code enforcement efforts are now in response to citizen calls compared to a few years ago when the mix of pro-active versus citizen response cases was about 50% respectively. The nature of code enforcement citizen complaint driven cases places far more demands on a much smaller number of enforcement personnel. BDRS revenues currently fund more of the organization’s expenses from fees and funds collected than in past years. Several high population BDRS job classifications are included in the annual market survey report. A sample of readily available BDRS occupations including construction and building inspector job titles reported by the State of Florida Wage Survey Occupational Employment Statistics and Wages (OES) and the Florida League of Cities & Florida Public Human Resources Association (FPHRA) wage 2011 data bases reflect that pay ranges for these classifications remain competitive.

The following recommendations are submitted:

- 05 Positions to Receive Upward Reclassification
- 01 Positions to Receive Downward Reclassification
- 07 Positions to Receive Lateral Reclassification
- 08 Positions to Receive Title Changes
- 28 Positions to Remain the Same
- 49 TOTAL

RECOMMENDATIONS

I. UPWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C3389	Sr Envir Code Enf Ofcr	CL15	BDRS Code Enf Ofcr, Sr	CL16
Encumbered BCC/C3488	Sr Envir Code Enf Ofcr	CL15	BDRS Code Enf Ofcr, Sr	CL16
Encumbered BCC/C3475	Res Plans Examiner	CL17	BDRS Plans Examiner	CL18
Encumbered BCC/C3476	Res Plans Examiner	CL17	BDRS Plans Examiner	CL18
Encumbered BCC/C3250	Comm Plan Coord	CL17	BDRS Plans Examiner	CL18

ANALYSIS

1. Sr Environmental Code Enforcement Officer Positions BCC/C3389 & 3488:
 The title, pay grade, and class specification for these positions is modified to reflect the positions were transferred to BDRS and are now required to perform code enforcement in the field plus administer and implement the new special magistrate process. The court-like administrative magistrate process was implemented following the last cyclic review. These positions function in a unit leadership role supporting managers as well as provide guidance and assistance to field personnel. The positions are required to provide special attention to the documentation and prosecution of the unit’s most complex and difficult cases.

RECOMMENDATIONS (continued)

I. UPWARD RECLASSIFICATION (continued)

ANALYSIS (continued)

1. Senior Environmental Code Enforcement Officer Positions BCC/C3389 & 3488: (continued)
 These positions require an incumbent to spend substantial amounts of time reviewing, documenting, and affirming determinations on special magistrate hearing requests. The incumbents make formal presentations to magistrate officials. The position incumbents are required to coordinate regular field work assignments, manage complex caseloads, as well as coordinate and regularly present cases under the magistrate system. Assignments require these incumbents to interact with citizens, attorneys, and others more extensively than in the past. The incumbents must also complete formal BDRS case preparation and presentation to magistrate officials. These duties and responsibilities cause HR to reevaluate the positions to more appropriately be graded at pay grade CL16, which aligns with some tasks that resemble comparable tasks defined in the Consumer Protection Investigator, pay grade CL16 classification. The recommended reclassification for these positions is BDRS Code Enforcement Officer, Senior at pay grade CL16.

2. Residential Plans Examiner Positions BCC/C3475 & 3476 and Community Planning Coordinator Position BCC/C3250:
 The titles, pay grade, and class specifications for these positions are changed to reflect current BDRS operating procedures and practices requiring incumbents to perform the full range and mix of residential, commercial, and other plan review related duties. The major reductions in the number of personnel and streamlining of review procedures currently requires these positions to perform a mix of assignments to include work previously allocated to two pay grades at pay grade CL17 and pay grade CL18 levels. Since the last cyclic review managers have merged and consolidated work assignments requiring BDRS Plan Examiners to perform reviews on a combination of assignments that span residential, commercial, and municipality related matters. The tasks and assignments delegated to these positions require incumbents to possess, maintain, and apply the Florida Building Plans Examiner certification to regular assignments. Current BDRS operations support the recommendation to reclassify these positions to BDRS Plans Examiner, pay grade CL18.

II. DOWNWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C161	Sr Envir Code Enf Ofcr	CL15	BDRS Code Enf Ofcr	CL14

ANALYSIS

The pay grade, title, and class specification is changed to reflect organization changes completed since the last cyclic review. The larger number of code enforcement personnel in prior years required senior and lead positions to deal with more complex cases and to coordinate the work performed by the larger staff. Since 2010, this position has been assigned to lower code enforcement tasks comparable to other non-supervisor field code enforcement officers. The position does not present cases through the

RECOMMENDATIONS (continued)

II. DOWNWARD RECLASSIFICATION (continued)

ANALYSIS (continued)

magistrate process nor serve as a team leader or supervise. The assignments performed are more comparable to the full performance level BDRS Code Enforcement Officers and thus support the recommendation for the position to be downward reclassified as BDRS Code Enforcement Officer, pay grade CL14.

III. LATERAL RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>
Encumbered BCC/C23	Comcl Plans Examiner	CL18	BDRS Plans Examiner
Encumbered BCC/C24	Comcl Plans Examiner	CL18	BDRS Plans Examiner
Encumbered BCC/C165	Envir Spec 2	CL16	BDRS Environ Spec
Encumbered BCC/C2394	Envir Spec 2	CL16	BDRS Environ Spec
Encumbered BCC/C2677	Envir Spec 2	CL16	BDRS Environ Spec
Encumbered BCC/C2639	Envir Prog Mgr	CL20	BDRS Environ Prog Mgr
Encumbered BCC/E128	Envir Div Mgr	SM4a	BDRS Code Enforcement Div Mgr

ANALYSIS

1. Commercial Plans Examiner Positions BCC/C23 & 24:
The title and class specification for these positions have been modified to reflect organization changes that require the incumbents to perform the full range and mix of residential, commercial, and other BDRS Plans Examiner duties. The reduction in the number of personnel and streamlining of review processes and procedures require these positions to perform a broad mix of assignments that includes work previously allocated to the lower pay grade positions performing residential reviews. These positions perform the broad scope of the Florida Building Plans Examiner tasks and require certification on building plan reviews covering residential, commercial, and other assigned matters. These duties and responsibilities support lateral reclassification to BDRS Plans Examiner, pay grade CL18.
2. Environmental Specialist 2 Positions BCC/C165, 2394 & 2677; Environmental Program Manager Position BCC/C2639 & Environmental Division Manager Position BCC/E128:
The titles and class specifications for these positions are modified to reflect organization nomenclature to appropriately link to BDRS. The disestablishment of Environmental Management supports lateral reclassification of the positions to BDRS Environmental Specialist, pay grade CL16, BDRS Environmental Program Manager, pay grade CL20, and BDRS Code Enforcement Division Manager, pay grade SM4a respectively.

RECOMMENDATIONS (continued)

IV. TITLE CHANGES

It is recommended that the below classifications receive a title change as follows to reflect organization changes completed since the last cyclic review that transferred code enforcement activities from Environmental Management to BDRS:

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
Encumbered BCC/C3210	Envir Code Enf Spec	BDRS Code Enf Spec	CL10
Encumbered BCC/C162	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C163	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C3187	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C3390	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C3452	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C3489	Envir Code Enf Ofcr	BDRS Code Enf Ofcr	CL14
Encumbered BCC/C3113	Envir Code Enf Supv	BDRS Code Enf Supv	CL18

IV. POSITIONS TO REMAIN THE SAME

It is recommended that the following positions remain classified as follows:

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PAY GRADE</u>
Encumbered BCC/C56	Bldg Prmt Tech 2	CL10
Encumbered BCC/C3474	Bldg Prmt Tech 2	CL10
Encumbered BCC/C169	DRS Spec	CL10
Encumbered BCC/C51	DRS Spec	CL10
Encumbered BCC/C2566	DRS Spec	CL10
Encumbered BCC/C58	DRS Spec	CL10
Encumbered BCC/C2087	DRS Spec	CL10
Encumbered BCC/C2710	DRS Prmt Sctn Supv	CL14
Encumbered BCC/C1615	DRS Plans Coord	CL15
Encumbered BCC/C28	Bldg Insp 2	CL16
Encumbered BCC/C27	Bldg Insp 2	CL16
Encumbered BCC/C26	Bldg Insp 2	CL16
Encumbered BCC/C1832	Bldg Insp 2	CL16
Encumbered BCC/C1577	Bldg Insp 2	CL16
Encumbered BCC/C1511	Bldg Insp 2	CL16
Encumbered BCC/C3607	Elect Insp 2	CL16
Encumbered BCC/C2808	Elect Insp 2	CL16
Encumbered BCC/C1936	Mech Insp 2	CL16
Encumbered BCC/C33	Mech Insp 2	CL16
Encumbered BCC/C3346	Mech Insp 2	CL16
Encumbered BCC/C2084	Plmbg Insp 2	CL16
Encumbered BCC/C3345	Plmbg Insp 2	CL16

RECOMMENDATIONS (continued)

IV. POSITIONS TO REMAIN THE SAME (continued)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PAY GRADE</u>
Encumbered BCC/C22	Bldg Insp 3	CL18
Encumbered BCC/C35	Elect Insp 3	CL18
Encumbered BCC/C31	Mech Insp 3	CL18
Encumbered BCC/C41	Plmbg Insp 3	CL18
Encumbered BCC/C21	Chf Bldg Insp	CL21
Encumbered BCC/C40	Chf Bldg Insp	CL21

V. CLASS SPECIFICATIONS

A. Additions

It is recommended that the following classifications be included in the Pay & Classification Plan and that the associated class specification be adopted:

<u>SPEC #</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>OT CODE</u>
10170	BDRS Environmental Specialist	CL16	Classified
12242	BDRS Plans Examiner	CL18	Classified
10176	BDRS Environmental Program Manager	CL20	Classified/Excluded
10274	BDRS Code Enforcement Division Manager	SM4a	Exempt

B. Revisions

It is recommended that the attached revised class specifications replace the corresponding class specifications in the Pay & Classification Plan.

<u>Spec #</u>	<u>Classification</u>	<u>PG</u>	<u>OT Code</u>
10180	BDRS Code Enforcement Specialist (02418)	CL10	Classified
10182	BDRS Code Enforcement Officer (02420)	CL14	Classified
10184	BDRS Code Enforcement Officer, Senior (02422)	CL16	Classified
10186	BDRS Code Enforcement Supervisor (02424)	CL18	Classified/Excluded

Note: Old Spec # in ()

BDRS Bureau Director
BC/E77
Larry G. Goldman

DRS Division Mgr
BC/E159
Al Navaroli

Bldg Division Mgr
BC/E81
Glenn Wardell

Code Enforcement
Division Mgr
BC/E128
Todd Myers

Sr. Engineer
BC/E91
Steve Davis

Env Manager
BC/E206
Cliff Still

Admin Sup Spv
BC/C54
Suzanne Kilpatrick

DRS Spec
BC/C2710
Wayne Claude

Chief Bldg Insp
BC/C40
David Howdeshell

Chief Bldg Insp
BC/C21
John Segrete

Adm Support Spec
BC/C171
Kathleen Brissette

Eng Spec 1
BC/C1907
Jon Morris

Eng Tech
BCC/C2584
Pat Fox

Public Works
Eng Tech
Lora Strong

Env Prog Mgr
BC/C2639
Tim Stevenson

Env Spec 2
BC/C165
Laura Cormany

Env Spec 2
BC/C2677
Doug Harbert

Env Spec 2
BC/C2394
Carol Purchell

DRS Plans Coord
BC/C1615
Jean Mandilk

DRS Specialist
BC/C2067
Wanda Reese

Sr. Ofc. Spec.
BC/C592
Veronica Crawford

Sr. Ofc. Spec.
BC/C45
Susan Kinney-Lowell

Sr. Ofc. Spec.
BC/C2086
Laura DeVinney-Magnusson

Sr. Ofc. Spec.
BC/C3469
Janet Donegan

Office Spec.
BC/C2083
Joyce Alm

Office Spec.
BC/C1830
Vacant
(20 hours)

DRS Spec.
BC/C169
Donna Miller

DRS Spec.
BC/C2566
Sue Fothergill

DRS Spec.
BC/C58
Linda Whieldon

DRS Spec.
BC/C51
Donna Spurling

Comm Plan Coord
BC/C3250
John Kostreles

Bldg Permit Tech 2
BC/C3474
Ellen Barrett-Sangsteban

Bldg Permit Tech 2
BC/C56
Joyce Stevens

Sr. Ofc. Spec.
BC/C1934
Nancy Gibson

DRS Spec.
BC/C169
Donna Miller

DRS Spec.
BC/C2566
Sue Fothergill

DRS Spec.
BC/C58
Linda Whieldon

DRS Spec.
BC/C51
Donna Spurling

Comm Plan Rev
BC/C23
Tom Ross

Comm Plan Rev
BC/C24
Bob Bryce

Res Plan Rev
BC/C3476
Bill Brush

Res Plan Rev
BC/C3475
Al McCloud

Acct Supt Spec
BC/C47
Janice Corcoran

Planning Dept.
John Cueva

Planning Dept.
Tammy Swinton

Utilities Dept
Milton Cruz

Plmb Insp III
BC/C41
Lenny Brunette

Mech Insp III
BC/C31
Skip Clementson

Plmb Insp II
BC/C3345
Lucas Hendershott

Plmb Insp II
BC/C2084
Ken Bell

Mech Insp II
BC/C33
Marty Marcum

Mech Insp II
BC/C1936
Ken Babbitt

Mech Insp II
BC/C3346
Andrew Devereux

Elec Insp III
BC/C35
Ralph Philbrook

Lead Elec Insp II
BC/C3607
John Grimes

Elec Insp II
BC/C2808A
Robert Barbee

Bldg Insp III
BC/C22
Jim McKillen

Bldg Insp II
BC/C28
Dan Sutton

Bldg Insp II
BC/C26
Stan Long

Bldg Insp II
BC/C1832
John Freeman

Bldg Insp II
BC/C1577
Gary Beer

Bldg Insp II
BC/C27
Carl Tomko

Bldg Insp II
BC/C1511
Bill Cougenour

Eng. Svc 2
BC/C2624
Heather Doherty

Office Spec
BC/C188
Kathleen Tessa

Env Code Enf Spec
BC/C3210
Lorraine Griffin

Env Code Enf Spv
BC/C3113
Tom Funk

Code Enf Officer
BC/C3390
Louis Ange

Code Enf Officer
BC/C3452
Chris Carlsen

Sr. Code Enf Officer
BC/C3389
Jeffrey Gibbbud

Code Enf Officer
BC/C3489
Michael Riley

Code Enf Officer
BC/C3187
Keith Vargus

Code Enf Officer
BC/C163
Shana Oberle

Sr. Code Enf Officer
BC/C3488
Gina Berutti

Sr. Code Enf Officer
BC/C161
Jerry Irizarry

Code Enf Officer
BC/C162
Robin Martinjak



BDRS CODE ENFORCEMENT SPECIALIST

Job Code	Pay Grade
10180	CL10

Nature of Work

This is technical and administrative work analyzing communications between the public, other agencies, and Code Enforcement Officers responsible for applying policies and procedures in implementing rules that define code violations, jurisdiction of violations, and related research of land or parcel history. An incumbent in this class serves as a resource to BDRS Code Enforcement Officers, as well as assists staff on more difficult field tasks and assignments. An incumbent in this class maintains continuous public contact, interprets and explains code regulations, assists citizens, monitors and responds to radio transmissions from field officers. At this level, an incumbent is responsible for assigned technical activities and makes independent work decisions based on experience and knowledge of departmental operations. The incumbent refers more difficult policy or procedural questions to a superior for decisions. The incumbent reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 2 years experience in heavy customer service public contact work or;
- 2 years of college or vocational training with coursework in business, public administration, management, engineering, planning, or a related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Incumbent to maintain and apply a State of Florida Notary Public authorization and to perform assigned tasks.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs full range and various phases associated with both routine and non-routine technical code violation reviews; internal office coordination ensuring that effective and timely action is taken to be responsive and helpful to citizen requests providing both assistance and education to the public on ordinance compliance requirements.
- Researches requests for code violations; determines officer availability to respond to complaint.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and programming/re-programming.
- Reviews complaints regarding possible violations of the natural and urban code enforcement.
- Analyzes and qualifies incoming complaints from all sources and enters complaints into computer application, or refers the complaint to the appropriate agency.
- Responds to all walk-in transactions.
- Prepares hard copy of complaint and all attachments for use in the field by Code Enforcement Officer.
- Monitors and responds to radio traffic from Code Enforcement Officer's arrival and departure times from each location.
- Researches and responds to all database queries from citizens or other agencies.
- Performs related work as assigned or required.

BDRS CODE ENFORCEMENT SPECIALIST (continued)

Job Code	Pay Grade
10180	CL10

Knowledge, Skills, and Abilities

- Knowledge of related codes, ordinances, and procedures.
- Knowledge of Business English, arithmetic and spelling.
- Ability to acquire knowledge of related codes, ordinances, and procedures.
- Ability to read and interpret maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams.
- Ability to apply computer applications and software.
- Ability to identify deviations from code and department policy requirements.
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to meet and work with the general public and to explain regulations clearly.

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Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified

BDRS CODE ENFORCEMENT OFFICER

Job Code	Pay Grade
10182	CL14

Nature of Work

This is specialized, complaint driven as well as pro-active, field and office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction. An incumbent in this class investigates situations for regulatory violations, verifies compliance or non-compliance and drafts and delivers fine citations. Duties include providing assistance and education to the public on ordinance compliance requirements. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- 5 years of experience in regulatory compliance and enforcement, law enforcement, or a related field; or
- Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and 1 year of experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs dispatch responsibilities concerning anonymous complaints and daily complaints.
- Inspects lots and acreage, researches and locates property by legal description, verifies compliance with ordinances, advises owner of non-compliance and correction process and establishes legal ownership of property.
- Analyzes structural and related components of existing dwellings, investigates complaints, prepares reports and makes recommendations for the correction or demolition of structures.
- Prepares and delivers fine citations and appears in court as a witness.
- Gathers information from various sources to aid in cost analysis on rehabilitation feasibility of condemned dwellings.
- Investigates and documents potentially illegal noise sources through the use of noise monitoring equipment, advises property owners of potential noise source violations and methods of correcting point source noise, enforces compliance or non-compliance of the noise ordinance.
- Enforces zoning regulations, identifies regulations violated, notifies owners and verifies compliance or non-compliance.
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings and coordinates with owners or private contractors hired by the county to clear land.
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles and discarded appliances.
- Provides technical assistance and information regarding code violation problems, prepares daily inspection reports and recommends appropriate actions to be taken.
- Performs related work as assigned or required.

BDRS CODE ENFORCEMENT OFFICER (continued)

Job Code	Pay Grade
10182	CL14

Knowledge, Skills, and Abilities

- Ability to apply computer applications and software.
- Ability to acquire working knowledge of related codes, ordinances and procedures.
- Ability to conduct field inspections, determine facts through investigation and read legal descriptions, maps and construction drawings.
- Ability to effectively communicate and interact with the general public and enforce regulations firmly, tactfully and impartially.

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Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified

BDRS CODE ENFORCEMENT OFFICER, SENIOR

Job Code	Pay Grade
10184	CL16

Nature of Work

This is specialized proactive field and/or office work investigating and enforcing codes and ordinances dealing with the natural and urban jurisdiction. An incumbent in this class serves as a lead Code Enforcement Officer performing duties dealing with complex projects within assigned areas and with independent follow-up on major violation cases. Responsibilities include ensuring all priority cases are promptly and efficiently pursued to abatement and can include coordination of dispatch clerical staff. Positions in this class may also require senior officers to serve as division representatives on goal oriented task teams and at meetings with the public, plus coordinating enforcement activities with other participating agencies. The position reports to a management official, supervisor or designee.

Minimum Qualification Requirements

- 6 years of field experience in regulatory compliance and enforcement work; or
- Bachelor's degree in law enforcement, criminal justice, natural sciences, public administration, or a related field and 2 years of field experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists with the planning, assigning, reviewing and coordination of the daily activities of assigned officers; plans and conducts new hire training.
- Researches and locates property, establishes ownership of property, verifies ordinance compliance, and advises owners of non-compliances and correction process.
- Prepares and serves fine citations and appears in court as a witness.
- Appears and addresses citizen groups such as homeowner associations.
- Investigates and documents illegal noise sources, enforces the noise ordinance, advises property owners of noise source violations, suggests methods of correcting source noise and verifies compliance or non-compliance.
- Enforces zoning regulations, identifies regulations violated, notifies owners and verifies compliance or non-compliance.
- Enforces lot clearing ordinances, locates overgrown or debris-ridden lots, estimates amount of trash, calculates square footage to be mowed, documents findings and coordinates with owners or private contractors hired by the county to clear land.
- Investigates illegal dumping and the accumulation of trash, used materials, abandoned or inoperative vehicles and discarded appliances.
- Coaches, trains, and guides other Code Enforcement Officers on complex inspections and identifies alternate methods to gain compliance.
- Coordinates and reviews documentation of team cases prior to referral to Special Magistrate hearing.
- Performs related work as assigned or required.

**BDRS ENVIRONMENTAL CODE ENFORCEMENT OFFICER, SENIOR
(continued)**

Job Code	Pay Grade
10184	CL16

Knowledge, Skills, and Abilities

- Knowledge of public codes, ordinances, and procedures.
- Knowledge and skill in effective public relations.
- Ability to apply computer applications and software.
- Ability to read and interpret building diagrams, plans and blueprints and recognize deviation from approved plans in the field.
- Ability to supervise the maintenance of records and prepare and submit reports.
- Ability to work effectively with municipal courts, Special Magistrate hearings, agencies and the public and enforce regulations firmly, tactfully and impartially.
- Ability to read, interpret and utilize engineering plans, maps and photos.

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Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified

BDRS CODE ENFORCEMENT SUPERVISOR

Job Code	Pay Grade
10186	CL18

Nature of Work

This is specialized technical work supervising the investigation and enforcement of codes and ordinances dealing with the natural and urban jurisdiction. Employees in this class provide supervision, technical advice, and assistance to a subordinate staff of Code Enforcement Officers involved in field investigation and regulatory code compliance and enforcement work. Work is performed with considerable independence within established policies and work procedures. The position reports to a senior management official, division director, or designee.

Minimum Qualification Requirements

- 7 years experience in regulatory compliance and enforcement, law enforcement, or a related field that includes lead worker, supervision or supervisory training; or
- Bachelor's degree with course work in law enforcement, criminal justice, natural sciences, public administration, or a related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, reviews and coordinates the daily activities of assigned officers; plans and conducts new hire training.
- Reviews plans and specifications submitted for permits and ensures compliance with existing codes and standards.
- Assists in updating and revising various codes and ordinances.
- Coordinates the preparation of evidence for prosecution of code violators and represents the county at court hearings.
- Handles difficult inspection complaints over the telephone and in person and advises permit applicants in preparing or modifying plans or specifications as required for compliance.
- Provides technical advice and information relative to the investigation and enforcement of applicable codes and ordinances.
- Performs field inspections and prepares and maintains technical records and reports.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of various public codes, ordinances and procedures.
- Knowledge of methods and practices involved in noise ordinances and other related ordinances and regulations.
- Knowledge and skill in effective public relations.
- Ability to read and interpret building diagrams, plans and blueprints and recognize deviations from approved plans in the field.
- Ability to supervise the maintenance of records; prepare and submit reports.
- Ability to apply computer applications and software.
- Ability to train and supervise subordinate technical personnel.
- Ability to work effectively with municipal courts, agencies and the public in codes enforcement.

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Revised	EEOC Code	Overtime Code
12/11	Technicians	Classified/Excluded

BDRS CODE ENFORCEMENT DIVISION MANAGER

Job Code	Pay Grade
10274	SM4a

Nature of Work

This is advanced administrative and professional work in the management of a major environmental program administered by the Building & Development Reviews Services Department (BDRS). Work involves planning, organizing, assigning and supervising a staff engaged in a variety of specialized environmental management activities related to urban codes, nuisance abatement, and the protection of Pinellas County's natural resources. Employees in this class work at a high performance level with minimum supervision, and exercise a high degree of independent judgment in resolving environmental issues. Work includes supervising professional employees engaged in violation investigations, and regulatory compliance monitoring for land use management. Work also involves enforcement of national, state and local environmental laws, ordinances, codes and regulations, knowledge of complex pollution control and environmental engineering projects, and entails application of professional environmental management skills. Primary emphasis is upon the administration of all technical aspects of environmental codes enforcement. Work is performed with a high degree of independent judgment and latitude in the use of technical discretion and judgment. The position reports to a senior management official or designee.

Minimum Qualification Requirements

- 8 years professional experience in preserves field and program management operations/activities that include 2 years of supervisor and manager experience; or
- Associate's degree with major coursework in physical, natural or biological science, environmental engineering, or a related and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification in the appropriate areas of assignment from the Florida Association of Code Enforcement.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises, plans, reviews and oversees the work of a staff of subordinate Code Enforcement Officers and gives assistance and advice on difficult and unusual problems.
- Responds to complaints of violations of county environmental codes and ordinances and reviews subsequent inspections on complaints.
- Responsible for assuring that all environmental codes are enforced and for the interpretation of the ordinances.
- Develops program budgets, standard operating procedures, and tracks inventory and property control.
- Responsible for the fine citation process, the implementation of fines to final disposition and for assuring that all procedures are done correctly.
- Responsible for the timely completion of Public Service Requests.
- Provides technical advice to the other divisions regarding citations, ordinances, procedures and interpretations.
- Consults with property owners, general public, governmental and municipal bodies on interpretation and application of codes and ordinances.
- Liaison with other county departments and state and federal agencies on mutual problems; may appear as an expert witness in court cases.

BDRS CODE ENFORCEMENT DIVISION MANAGER (continued)

Job Code	Pay Grade
10274	SM4a

Illustrative Tasks (continued)

- Monitors investigations and resolves various environmental issues and complaints.
- Directs, conducts and coordinates specialized environmental studies, and prepares environmental reports and correspondence.
- Prepares and submits quarterly reports and is responsible for inventory control and budgetary projections of the division.
- Recommends the hiring, promoting and disciplining of division personnel, and responsible for performance evaluations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of sound public environmental management programs, and Pinellas County Codes and Ordinances.
- Knowledge of the methods and techniques relevant to application of federal, state and local environmental laws, ordinances, and policies.
- Knowledge of principles and practices of professional management, personnel administration, program development, and goal setting, to direct an effective code enforcement program.
- Skill to act independently to achieve and execute the goals of the environmental codes and enforcement.
- Skill in public speaking and ability to make effective presentations to a variety of audiences.
- Ability to apply computer applications and software.
- Ability to effectively communicate orally and in writing and to prepare comprehensive technical reports.
- Ability to enforce environmental ordinances firmly, tactfully, and impartially.
- Ability to supervise records management.
- Ability to establish and maintain effective working relationships with fellow employees, county, municipal, and state agencies, and the general public.
- Ability to plan, assign, supervise, and review the work of a staff engaged in environmental codes and inspection in a manner conducive to full performance and high morale.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

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Created	EEO Code	Overtime Code
12/11	Officials & Managers	Exempt

BDRS ENVIRONMENTAL SPECIALIST

Job Code	Pay Grade
10170	CL16

Nature of Work

This is specialized professional and technical field and office work with leadership responsibility in the Building & Development Reviews Services Department (BDRS) administering programs linked to the natural environment, land use, air, water, or ground water pollution control program including hazardous or toxic pollutant management, and quality assurance. Employees in this classification fulfill specialized land use and permitting review involved in the enforcement of federal, state and local environmental laws, codes, ordinances, and regulations. Duties may include supervisory responsibility for conducting a variety of complex environmental inspections, and regulatory compliance reviews related to the protection of the county's natural resources. Work includes planning, organizing and conducting complex studies and initiating enforcement activities requiring a thorough knowledge of environmental principles and practices. Duties include the professional analysis of field data, the determination of environmental impact and regulatory compliance, and the development of pollution control measures. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 4 year college or university degree with major course work in physical, natural or biological science, environmental engineering, or related field and 2 years of professional level experience in the assigned field of environmental management that includes team leader experience, supervision, or supervisory training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Supervisory training or supervisory experience.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts complex site development plans and permit application reviews, completing field investigations for compliance with environmental codes and ordinances.
- Performs field inspections and makes recommendations and limited decisions on the removal of protected vegetation and issues permits.
- Evaluates ecological and environmental impact of pollution sources, determines regulatory compliance, initiates enforcement actions and develops reports on specialized studies.
- Assists businesses, contractors, developers, engineers and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and ordinances.
- Attends meetings of various advisory boards, committees and regulatory agencies involving pollution control and environmental management.

BDRS ENVIRONMENTAL SPECIALIST (continued)

Job Code	Pay Grade
10170	CL16

Illustrative Tasks (continued)

- Assists in the development of environmental management and natural resource conservation codes, ordinances, policies and regulations.
- Investigates complaints and conducts special studies on hazardous and toxic pollutants, develops pollution control and abatement strategies, and initiates enforcement actions for non-compliance with federal, state and local laws, codes and ordinances.
- Reviews plans and specifications submitted for habitat management permits and ensures compliance.
- Prepares and serves fine citations and appears in court as a witness.
- Performs quality assurance tests and audits to ensure integrity of environmental data.
- Conducts special environmental project studies on new state legislation and grants.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of environmental management including specialized area of assignment.
- Knowledge of mathematics and natural, physical and biological sciences.
- Knowledge of the biological sciences and their relationship to environmental quality and land use planning.
- Knowledge of Florida biology, native plants and vegetation.
- Knowledge of codes, ordinances, rules and regulations relating to environmental management and ability to enforce them.
- Ability to apply computer applications and software.
- Ability to operate, calibrate and perform routine maintenance and repair on assigned electronic and mechanical environmental monitoring equipment.
- Ability to read and interpret blueprints, diagrams, sketches, maps and aerial photos.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to conduct and participate in environmental studies, analyze information and formulate recommendations based upon studies.
- Ability to testify in court as an expert witness.
- Ability to swim and operate small watercraft may be required based upon area of assignment.

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Created	EEOC Code	Overtime Code
12/11	Technicians	Classified

BDRS ENVIRONMENTAL PROGRAM MANAGER

Job Code	Pay Grade
10176	CL20

Nature of Work

This is advanced professional level environmental work which may involve supervisory responsibility in the management of a major environmental program administered by the Building & Development Reviews Services Department (BDRS). Work involves planning, organizing, assigning, and managing a staff engaged in a variety of specialized environmental management activities related to urban codes, nuisance abatement, and the protection of Pinellas County's natural resources. An incumbent in this classification works at a high performance level with minimum supervision and exercises a high degree of independent judgment in resolving problems. Work includes managing and supervision of professional employees engaged in specialized scientific studies and regulatory compliance monitoring land use management issues, stormwater/mitigation, and water pollution control. Work involves program planning for lake and vegetation management. Work also involves the enforcement of national, state, and local environmental laws, ordinances, codes and regulations. Work entails the application of professional environmental management skills, knowledge of complex pollution controls, and environmental engineering projects. The incumbent reports to a senior management official, department director or designee.

Minimum Qualification Requirements

- Bachelor's degree with major course work in physical, natural or biological science, environmental engineering, or related field, and 5 years of progressively more responsible professional level experience that includes supervision or supervisor training; or
- An advanced degree in a related field may be substituted for up to 2 years of required work experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- 2 years of supervisory experience in the assigned field of environmental management.

Illustrative Tasks (These are examples and are not inclusive).

- Manages, plans, reviews and inspects work of subordinate staff engaged in land use management, stormwater/mitigation, water or ground water quality monitoring, and lake and vegetation management, and regulatory enforcement activities.
- Reviews and analyzes new and renewal permit applications, prepares written comments on regulatory compliance and submits to proper agencies.
- Inspects site plan permitted locations, prepares enforcement actions and notices on inspections, and performs re-inspection to ensure regulatory compliance.
- Acts in a liaison capacity with other county departments and state and federal agencies and may appear as an expert witness in court cases.
- Investigates and resolves various environmental problems and complaints and prepares follow-up reports and correspondence.
- Prepares reports on special projects and submits reports to appropriate agencies.
- Conducts and coordinates specialized environmental studies.
- Participates in the operation of a computerized information system and performs related duties which include use of systems operating and statistical programs.
- Develops program budgets, standard operating procedures and tracks inventory and property control.
- Ensures biological and chemical monitoring reports are complete and accurate and submitted to the appropriate regulatory agency in a timely manner.

BDRS ENVIRONMENTAL PROGRAM MANAGER (continued)

Job Code	Pay Grade
10176	CL20

Illustrative Tasks (continued)

- Prepares reports and correspondence of an environmental nature.
- Prepares and evaluates legislative reviews and policy analyses.
- Ensures quality control and integrity of data gathered or generated is in compliance with Federal regulations and policies.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of environmental management including advanced knowledge in specialized area of assignment.
- Knowledge of national, state and local environmentally related laws, ordinances, codes regulations.
- Knowledge of the principles and practices of civil and environmental engineering.
- Knowledge of biology, chemistry, physics, math, statistics and natural sciences.
- Knowledge of OSHA regulations and recognized safety procedures and practices for field work.
- Knowledge of the Criminal Justice System and applicability to the local ordinance violation court system.
- Ability to apply computer applications and software.
- Ability to make engineering and related mathematical computations and properly enforce environmental ordinances firmly, tactfully and impartially.
- Ability to supervise subordinate staff, participate in complex studies, analyze information and formulate recommendations based upon findings.
- Ability to plan, supervise and execute a complex environmental management program related to the specialized area of assignment.
- Ability to establish and maintain effective working relationships with fellow workers, outside agencies, and the general public.
- Ability to testify in court as an expert witness.

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Created	EEOC Code	Overtime Code
12/11	Officials & Managers	Classified/Excluded

BDRS PLANS EXAMINER

Job Code	Pay Grade
12242	CL18

Nature of Work

This is highly advanced technical work reviewing a combination of commercial and residential construction documents, and related issues for compliance with the building, life safety, accessibility and energy codes, flood regulations, including other Building & Development Review Services Department (BDRS) assignments related to construction and land use codes or ordinances. The incumbent is responsible for application of state, county and municipal related codes when performing plan reviews for a wide range of commercial, multi-family residential, residential or other buildings or structures and the timely completion of inter/intra department or municipal reviews prior to the issuance of permits. Requests and situations examined may include Pinellas County requirements as well as other municipalities' ordinances. A significant part of the work requires discussion, important interactions and communications between architects, engineers, contractors, municipal staff and officials to explain codes and resolve code problems related to construction plans or drawings and related matters. The incumbent verifies code conformance of construction drawings prior to approval of the drawings necessary for the issuance of permits with emphasis on comprehensive, professional, and timely support to customers on both complex and routine services. The incumbent may be required to provide technical leadership and guidance to BDRS and other individuals. The position reports to a senior management official or designee.

Minimum Qualification Requirements

- Candidate must possess 6 years experience as a building inspector, contractor, or plan reviewer that includes 1 or more years performing complex commercial or residential plan review, or completion of 1 year training to perform advanced commercial examiner tasks; or
- Associate's degree in an engineering, architecture, construction, or related field, or completion of a 2 year vocational or technical diploma, or certification in a related field and 3 years experience as described above; or
- Bachelor's degree in civil engineering, construction, or related field and 1 year experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Candidate must be able to qualify for and be able to be approved to obtain Florida certification as a Building Plans Examiner as required by Florida.
- Candidate must obtain Florida certification as a Standard Building Plans Examiner within 1 year of employment and maintain the related continuing education as required by Florida.
- Possession of Florida certification as a Standard Building Inspector.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assigns street addresses to new construction and executes changes and re-assignments of street addresses.
- Assists BDRS personnel in resolving commercial and residential complaints from the general public, architects, engineers, contractors, and attorneys.
- Attends Building Board of Adjustment and Appeal meetings as a representative of the BDRS Department; testifies on technical matters regarding building regulations.
- Attends Magistrate and Court proceedings as a representative of the BDRS Department; prepares, presents and testifies on technical matters regarding building regulations.
- Attends municipal meetings of council, Zoning Board of Adjustment and planning commission as needed.
- Completes building, plumbing, electrical, and mechanical reviews on residential and small commercial projects.
- Confers with city officials on zoning and land development as prescribed by individual city or town regulations and ordinances.
- Educates, trains, directs, and provides technical leadership or guidance to personnel and customers.

BDRS PLANS EXAMINER (continued)

Job Code	Pay Grade
12242	CL18

Illustrative Tasks (continued)

- Furnishes advanced technical advice regarding commercial and residential building, life safety, accessibility and energy codes, and flood regulations.
- Performs field work to investigate, inspect, and resolve issues and assignments or difficult problems, as necessary; performs minor field work as necessary to investigate and resolve problems that might arise.
- Prepares and maintains technical reports.
- Public contact work with responsibility for representing the customer relation interests of Pinellas County.
- Approves residential, building, and construction permits.
- Reviews and coordinates both commercial and residential plans including plan revisions submitted by the general public, architects, engineers, and contractors for compliance with applicable codes.
- Reviews and resolves complex BDRS related compliance disagreements through communications, field inspections and, when necessary, assists higher level staff to resolve controversial matters.
- Reviews and responds to residential and commercial complaints from architects, engineers, contractors and the general public.
- Reviews and signs plans that meet required codes and regulations.
- Reviews codes; consults with supervisor to resolve interpretation disagreements.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge adequate for reviewing construction and a general knowledge of plumbing, electrical and mechanical trades, and related regulations.
- Knowledge of and ability to interpret the commercial and residential building, life safety, accessibility and energy codes, and flood regulations.
- Knowledge of and ability to interpret applicable zoning and land use codes including those of municipalities including Federal Emergency Management Agency (FEMA) and local flood regulations and ordinances.
- Knowledge of the commercial and residential building, plumbing, electrical, and mechanical codes.
- Knowledge regarding permits, requirements, fees, and overall permit processes.
- Knowledge of the methods and practices involved in commercial construction, residential construction, and related matters including standard testing methods.
- Knowledge of the practical relationship of commercial construction, residential construction, building materials, and methods of compliance with building codes and regulations.
- Skill in enforcing codes and regulations with tact and uniformity.
- Ability to answer inquiries regarding permits, requirements, fees, and overall permit processes.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing to communicate, apply and enforce regulations with firmness, tact, and impartiality.
- Ability to discuss and effectively communicate commercial construction and design methods relating to the codes, with architects, engineers, contractors, BDRS personnel, municipal officials, and customers.
- Ability to read and interpret complex commercial and residential building drawings and related documents to identify, and recognize code violations; solve problems or recommend solutions to BDRS problems.
- Ability to deliver accurate and understandable construction design information relating to codes and regulations with architects, engineers, contractors and BDRS staff.
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees, municipal staff and officials and the general public.

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Created	EEOC Code	Overtime Code
12/11	Technicians	Classified