

City of Piedmont
COUNCIL AGENDA REPORT

DATE: February 2, 2026

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of Adoption of Resolutions to: (1) Approve Job Classifications and Set Compensation and Employment Terms for the New Building Inspector and Permit Technician, and add both classifications to the Unrepresented Professional, Technical and Supervisory Unit; (2) Approve Revised Job Classification for Police Officer Academy Trainee Position

RECOMMENDATION

It is recommended that the City Council approve resolutions taking the following actions:

1. Approve the new Building Inspector and Permit Technician Classifications, set the salaries and compensation for the classifications, and add the Classifications to the Unrepresented Professional, Technical and Supervisory Unit.
2. Approve the revised job classification for Police Officer Academy Trainee.

BACKGROUND

A job classification is a foundational document for personnel employed by the City of Piedmont. A job classification establishes supervisory arrangements, representative duties, skills and qualifications, the work environment and other features that help to define the workplace. Once a job classification is created, it is best practice to periodically review as agency needs and staffing models evolve over time.

The City of Piedmont Civil Service Commission met on Wednesday, January 7, 2026, to consider three job classifications as follows:

Building Inspector and Permit Technician –For several years, the City has utilized part-time temporary staffing to address the increased volume of work in the Planning & Building Department. A staffing study conducted by Matrix Consulting in 2024 recommended converting two part-time temporary Building Inspectors and two part-time Permit Technicians into one full-time Building Inspector and one full-time Permit Technician. Implementation is expected to improve consistency in departmental processes and ensure the

delivery of the delivery of high-quality services.

- **Police Officer Academy Trainee** – The job classification has been updated to accurately reflect the duties and qualifications of a Police Officer Academy Trainee. Last updated in 2002, the revised classification more clearly defines the responsibilities of a trainee while attending the Police Academy and updates the qualifications required for appointment. These updates align the position with law enforcement best practices, accurately reflect the knowledge, skills, and abilities required in today’s law enforcement environment, and support the City’s efforts to attract and retain highly qualified Police Officers to serve the community.

The Civil Service Commission recommended approval of two new job classifications and one updated job classification as described above.

CITY ATTORNEY REVIEW

The City Attorney has reviewed the staff report.

FISCAL IMPACT

No changes to the existing 2025/26 Planning & Building Department budget are required. The fully burdened Permit Technician position is estimated at \$140,000, and the Building Inspector position is estimated at \$172,000.

ATTACHMENTS

- A. Resolution to Approve Job Classifications and Set Compensation and Employment Terms for the New Building Inspector and Permit Technician Classifications and Add both Classifications to the Unrepresented Professional, Technical and Supervisory Unit; Exhibit A – Job Classification for Building Inspector; Exhibit B – Job Classification for Permit Technician
- B. Resolution to Approve the Revised Job Classification for Police Officer Academy Trainee; Exhibit A – Job Classification for Police Officer Academy Trainee

By: Kevin Jackson, Planning & Building Director
Stacy A. Jennings, Human Resources Administrator
Frederick Shavies, II, Police Chief

RESOLUTION NO. _____

**RESOLUTION TO APPROVE JOB CLASSIFICATIONS FOR THE BUILDING INSPECTOR
AND PERMIT TECHNICIAN, AND ADD THE BUILDING INSPECTOR AND PERMIT
TECHNICIAN TO THE UNREPRESENTED PROFESSIONAL, TECHNICAL AND
SUPERVISORY UNIT, AND REVISE RESOLUTION 57b-2025**

WHEREAS, City staff has recommended creating new job classifications for the Building Inspector and Permit Technician; and

WHEREAS, the City Council approved Resolution 57b-2025 on October 20, 2025 which set employment and compensation details for the Unrepresented Professional, Technical and Supervisory Unit employees for the period of July 1, 2025 through June 30, 2029; and

WHEREAS, the Building Inspector and Permit Technician positions will be added to the Unrepresented Professional, Technical and Supervisory Unit and so Resolution 57b-2025 will be revised to include the new or updated terms and conditions of employment for the Building Inspector and Permit Technician.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine and order as follows:

1. The above recitals are correct and are incorporated into this resolution as findings of the City Council.
2. The job classification for the new Building Inspector Classification, attached hereto as Exhibit "A", is hereby approved.
3. The job classification for the new Permit Technician, attached hereto as Exhibit "B", is hereby approved.
4. Appendix A of Resolution 57b-2025 to include the pay schedules for the Building Inspector and Permit Technician as follows:

Building Inspector	COLA	Step 1 0-6 mo.	Step 2 7-18 mo.	Step 3 19-30 mo.	Step 4 31-42 mo.	Step 5 43 mo.+
Effective 2/2/26		\$8,747.45	\$9,184.82	\$9,644.06	\$10,126.27	\$10,632.58
Effective 7/1/26	3%	\$9,009.87	\$9,460.37	\$9,933.38	\$10,430.05	\$10,951.56
Effective 7/1/27	3%	\$9,280.17	\$9,744.18	\$10,231.39	\$10,742.96	\$11,280.10
Effective 7/1/28	3%	\$9,558.57	\$10,036.50	\$10,538.33	\$11,065.24	\$11,618.51

Permit Technician	COLA	Step 1 0-6 mo.	Step 2 7-18 mo.	Step 3 19-30 mo.	Step 4 31-42 mo.	Step 5 43 mo.+
Effective 2/2/26		\$6,057.90	\$6,360.79	\$6,678.83	\$7,012.77	\$7,363.41
Effective 7/1/26	3%	\$6,239.64	\$6,551.62	\$6,879.20	\$7,223.16	\$7,584.32
Effective 7/1/27	3%	\$6,426.82	\$6,748.17	\$7,085.57	\$7,439.85	\$7,811.85
Effective 7/1/28	3%	\$6,619.63	\$6,950.61	\$7,298.14	\$7,663.05	\$8,046.20

[END OF RESOLUTION]



JANUARY 2026
FLSA: NON-EXEMPT

BUILDING INSPECTOR

DEFINITION

Under general supervision and direction from the Building Official, the Building Inspector inspects buildings and structures and reviews plans to ensure compliance with approved plans, specifications and zoning regulations and ordinances; reads specifications, blueprints, and construction drawings; reviews building codes, laws, rules, and ordinances; researches new construction materials and methods; prepares inspection reports and records; provides information to and works with the public to resolve issues; and provides assistance to the Plans Examiner, Building Official, Planning & Building Director and Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official. May receive technical and functional supervision from other management or professional positions. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a journey-level position and employees at this level are required to perform the full range of professional building inspection duties, as assigned. They are expected to be fully competent and exercise independent technical judgment and make sound recommendations based on inspection findings. The work requires the application and interpretation of policies, procedures, and regulations, and involves frequent contact with the public. Employees at this level are required to be trained in all procedures related to the assigned area of responsibility, working with a high degree of independent judgment, tact, and initiative.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs field inspections of building construction activities at various stages of construction, alterations, and repair for conformance with all pertinent state laws, local codes, regulations, and ordinances; checks foundations, construction, and building materials and other areas for deficiencies.
- Reads and reviews building plans and specifications prior to or while conducting inspections; reviews code requirements and ensures compliance during inspection.
- Enforces administrative citations by giving instructions and warnings and/or recommending or issuing stop work orders, issuing citations, issuing correction notices, issuing notice of violations and researching complaints as it relates to code enforcement.
- Examines specific operating systems and construction trade work throughout a construction phase, such as electrical wiring and electrical systems, plumbing installations, heating and mechanical systems, structural systems and carpentry.

- Prepares written and verbal inspection reports; maintains accurate records and reports of inspection findings and recommendations; presents written and verbal report of findings.
- Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection.
- Conducts inspections and reviews plans for seismic safety precautions and code compliance.
- Inputs results, files and data into the Department's computer system at various stages of the building permit process, including but not limited to inspection results, correction notices, survey letters, affidavits and engineering submittals.
- Coordinates with other departments' personnel, including but not limited to Fire and Public Works, and the Planning Division to enforce regulations.
- Communicates with the public via email, phone, in person and at the counter regarding building code requirements, upcoming and past inspections, resolving correction notices, completing inspections and finalizing projects.
- Communicates with other agencies and utility providers as required.
- Supports department and division objectives and assists with other assigned duties.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Building inspection practices and methods.
- Accepted safety standards and methods of building construction for commercial and residential buildings.
- State and local codes, laws, rules, ordinances, and regulations applicable to building inspections including building, plumbing, electrical, mechanical, life safety, energy, structural and related codes.
- Inspection reporting and recording requirements.
- Methods and procedures of code violation investigation and compliance, including practices for documenting inspections, and correction of violations.
- Construction techniques, practices, methods and materials, and knowledge of skilled trades (concrete, steel, carpentry, plumbing, mechanical and electrical).
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Relevant office practices, methods, computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Detect structural, electrical, plumbing, or heating defects through physical inspection and recommend corrective action.
- Read, review and apply building and planning codes and regulations.
- Read and interpret plans accurately and compare them with actual construction and repairs in progress; make mathematical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact; understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise correspondence, procedures, and other written materials.

- Perform a variety of technical and specialized tasks and functions in an independent and timely manner; interact, and communicate effectively, with architects, engineers, developers, general contractors, and property owners on matters pertaining to codes and regulations.
- Utilize basic office equipment to include computers and related software applications and record keeping practices.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, plus five (5) years of progressively responsible experience in a variety of building construction work or as a licensed general contractor. Specialized training or college courses with emphasis in building, planning, engineering, architecture, or a related field is desirable and may be substituted for one year of the required experience; and at least two (2) years of the progressively responsible experience must be building inspection experience with a public agency with one year at journey-level.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle is necessary to perform the essential functions of the position and the employee cannot travel to/from various work locations by other means in a timely manner.
- Certification as a Building or Combination Inspector by the International Conference of Building Officials or the International Code Council.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The fieldwork requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confined spaces and inspecting sites of significant height.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or

electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or challenging public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours as needed. Involves necessary and time sensitive travel to and from various locations, requiring the ability to arrange transportation to different worksites, meetings, and fieldwork locations. If using a City or personal vehicle, will be required to provide and maintain personal vehicle and required insurance for use for inspections.



JANUARY 2026
FLSA: NON-EXEMPT

PERMIT TECHNICIAN

DEFINITION

Under general supervision, receives, reviews, monitors, processes building permit applications; conducts basic plan reviews; issues routine and basic permits; helps manage the permit tracking system; provides permit related information to the general public; performs related work as required and provides assistance to the Plans Examiner, Building Official, Planning & Building Director and Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official and oversight from the Director of Planning & Building. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a single-position, journey-level classification responsible for reviewing plans and specifications for commercial and residential building permit applications. The work requires application and interpretation of policies, procedures, and regulations, and involves frequent contact with the public. Employees at this level are trained in all City procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, and initiative.

The Permit Technician will serve the public at the front counter, over the phone and through email communication and provide information regarding permits and building code requirements. The nature of the tasks requires good public relations skills and the ability to handle a range of topics with customers. The position will perform routine tasks associated with the receipt, review and tracking of building permit applications through the permit process to ensure efficiency and compliance with department policies and procedures. This position will receive functional and technical supervision from department staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Intakes and processes simple building applications, such as roofs, plumbing, mechanical, electrical, solar and smaller kitchen and bath remodels and other permits as required.
- Determines and collects fees for permits and other review and regulatory services.
- Performs routine plan checks for completeness and compliance with established criteria (local, state, and federal regulations, requirements and other applicable established criteria).
- Compiles plans and documents for permit issuance, approves routine permits, as directed, and in compliance with standardized requirements.
- Tracks and coordinates plan review process, communicates with other departments, outside plan check or consultants as required, communicates any plan review comments with applicants as required during the processing of permit applications.
- Assists the public, including applicants, architects, contractors, owners, designers and developers regarding permit submission requirements, code requirements, permit status and general inquiries at the front counter, by phone, email and in writing.

- Prepares and issues receipts, letters, and other forms, as needed
- Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.
- Uses City of Piedmont's permit tracking system to manage the permit application, review and approval process.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic methods and materials used in the construction of residential and commercial buildings and related structures. Principles and practices of plan checking and plan review processes.
- Building, plumbing, electrical, mechanical, life safety, energy, housing, zoning, and related codes.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned areas of responsibility.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Read and interpret plans, specifications, and codes.
- Prepare clear and concise correspondence, procedures, and other written materials.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and project management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work; work independently, set priorities, and meet deadlines.
- Demonstrate strong work ethics, flexibility and ability to be a team player; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Stay abreast and informed of related trends, laws, and regulations that may include continuing education to obtain and/or renew relevant certifications.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years experience equivalent to a permit technician in a public agency, including a high level of public contact and customer service. Technical office experience in the building and construction trade, including architecture and engineering may be substituted for experience.

Licenses and Certifications:

Possession of an International Code Council (ICC) certification as Permit Technician is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various City Facilities and off-site meeting locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

May be required to work a varied schedule of hours as needed. Employees work in an office environment with moderate noise levels. Employees may interact with challenging public and private representatives while interpreting and enforcing departmental policies and procedures.

RESOLUTION NO. _____

RESOLUTION TO APPROVE REVISED JOB CLASSIFICATION FOR THE POLICE
OFFICER ACADEMY TRAINEE POSITION

WHEREAS, City staff has recommended revising the Police Officer Academy Trainee Classification to precisely align with the scope of job duties and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine and order as follows:

1. The above recitals are correct and are incorporated into this resolution as findings of the City Council.
2. The revised job classification for Police Officer Academy Trainee, attached hereto as Exhibit "A" is hereby approved.

[END OF RESOLUTION]

POLICE OFFICER ACADEMY TRAINEE

DEFINITION

Under direct supervision of a Recruit Training Officer, participates in California P.O.S.T. (Commission of Peace Officers Standards and Training) Regular Basic Course to achieve possession of a P.O.S.T. Basic Certificate; learns and performs all related learning and testing activities; performs a variety of routine and complex patrol and administrative activities in support of police services (dispatch, parking and animal services); performs related duties as assigned.

CLASS CHARACTERISTICS

This is the trainee level class in the Police Officer series. Police Officer Trainees are hired into this temporary, non-sworn, limited-service position while assigned to the Regular Basic Course (academy) and until such time that they receive their Basic Certificate and are ready to become a probationary sworn Police Officer. As a Police Officer Trainee, the incumbent serves at the pleasure of the appointing authority. This class is distinguished from Police Officer in that the Police Officer is the first level in the sworn classification responsible for independently performing the full scope of assigned law enforcement duties and responsibilities to support the Police Department

EXAMPLES OF TYPICAL DUTIES (Illustrative Only)

- Attends an accredited academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid, and physical fitness.
- Undergoes training to develop an awareness of the functions and responsibilities of a Police Officer and how to apply the knowledge and skills required of a Police Officer.
- Upon completing the academy, a successful Police Officer Trainee will work with an assigned field training officer to learn field activities, tactics, and strategic planning; perform assigned responsibilities on an individual or team basis.
- Learns to patrol the city within an assigned area (individually or as a team) in a radio dispatched automobile to secure life and property, observe situations, deter crime by providing high visibility; responds to emergency calls for service to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations, documenting activities in written reports and statements, providing court testimony, investigating crimes, and promoting public safety.
- Learns to make arrests and serve warrants and subpoenas; transports individuals for medical clearances and booking as required.
- Learns and assists in securing crime scenes and evidence, interviewing suspects, victims, and witnesses; collects and preserves evidence.
- Assists firefighters and emergency medical technicians.

- Develops and maintains effective working relationships with the community, particularly the specific stakeholders assigned, such as business owners or school-aged youth.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.

QUALIFICATIONS

Ability to Learn:

- Basic law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension, and transport of suspects.
- Basic investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including safe use and proper care of firearms.
- Computer applications related to law enforcement duties.
- First Aid techniques and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places.
- Learning to interpret, apply and explain complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Operating the equipment and vehicles of the department in a safe and responsible manner.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school. Completion of college level course work in criminal justice and/or a related field that equates to 30 semester units. Volunteer law enforcement experience and/or experience in dealing with the public in varied situations is desirable. Must be twenty-one (21) years of age by time of appointment.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must obtain a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.), possess and maintain firearms qualification, and complete field training prior to completion of the probationary period.

Academy trainees will possess a passing National Testing Network score or a POST Entry Level Law Enforcement Test Battery (PELLETB) score of 48 or more. In addition, trainees will possess a Work Sample Test Battery (WSTB) score of 320 or more before hire.

Working Conditions:

Must be willing to work extended shifts, be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups, and over the telephone and radio.