

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: September 25, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Zoning Code Enforcement Officer 2**

I have conducted a study of the position (#3892) of Zoning Code Enforcement Officer 1, in Compensation Group 16, Range 13 (occupied by J. Kirchgatter) in the Zoning Section of the Neighborhood Preservation and Inspection Division. Although the work of this position was initially somewhat limited with respect to scope and independence, it currently incorporates skilled and varied work in the interpretation and enforcement of the City's zoning and street graphics ordinances and related regulations. The work involves: 1) performing counter work relative to the review and approval of various types of zoning, variance, and sign permit applications and plans and 2) performing field work involving the investigation of zoning or sign complaints, the final field inspection for certain types of permits, and other special project inspections. Under the general supervision of the Zoning Administrator, this work now requires significant judgment and discretion.

Movement from Zoning Code Officer 1 to 2 (16/16) is based on demonstrated ability to perform both counter and field work in a skilled and independent manner. Accordingly, I recommend that this position be so allocated and that the incumbent be placed at the higher level in recognition of the job growth that has occurred over several years.

I have prepared the necessary resolution to implement these recommendations.

cc: Matthew Tucker, Zoning
Mike Deiters, Labor Relations

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
16/13	42,423	47,276	52,962
16/16	45,633	52,339	58,630