

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: February 17, 2015

SUBJECT: Property Code Inspector 2

At the request of Building Inspection Division Director George Hank and Housing Inspection Supervisor Kyle Bunnow, I conducted a position study of the Property Code Inspector 2 (CG16-11) currently occupied by Scott Kerr in the Building Inspection Department. The request for this study was based on a required State of Wisconsin Soil Erosion Inspector Certification that is now required and an increase in time and responsibility spent representing the City for DNR run erosion control programs and matters. Upon reviewing the position description and meeting with Mr. Bunnow and the incumbent, I recommend a reclassification of position #3383, Property Code Inspector 2 currently held by S. Kerr to a new classification of Property Code Inspector 3, (CG16-13) for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Property Code Inspector 2 (see attached) which shows:

... responsible technical and inspection work relating to the enforcement of City ordinances specific to general environmental nuisances (e.g., weed control, snow removal, erosion control, graffiti, dead trees, junk, trash and debris, etc.); zoning (e.g., vision clearance, abandoned vehicles, front yard parking, etc.); and the investigation of complaints relative to exterior building maintenance and common area cleanliness and maintenance violations. Work is characterized by field and office work in response to property complaints and systematic field inspections and involves the identification of violations, data gathering, and resolution of code violations through necessary inspection and follow-through efforts. The work may also include responsibility for the seasonal coordination of snow removal staff in assigned areas of the City.

Mr. Kerr began in Building Inspection as a Property Code Inspector 2 in 1999. The Building Inspection unit currently has two Property Code Inspector 1 positions and Mr. Kerr as a Property Code Inspector 2. A Property Code Inspector 1 is charged with field inspections to identify and resolve ordinance violations pertaining to: weed control, snow removal, graffiti, junk, trash and debris, dead trees, zoning restrictions (e.g., vision clearance, abandoned vehicles, front yard parking, etc.) and other specialized inspection projects. A Property Code Inspector 2 includes the duties as an Inspector 1 but also investigation of complaints relative to exterior building maintenance and common area cleanliness and maintenance violations. The proposed class specification for a Property Code Inspector 3 would require the State of Wisconsin Soil Erosion Inspector certification, investigation of all erosion control issues throughout the City of Madison for all 1 and 2 family dwellings including parcels under construction, and plat approval and land release for development.

In early 2000, the Department of Natural Resources (DNR) started to fine municipalities that were not enforcing rules and regulations on erosion control. It was apparent that the City of Madison needed to have an employee that could be certified as a Soil Erosion Inspector and to represent the City for the DNR on erosion control of construction sites. This involves

investigation of erosion control issues throughout the City for all 1 and 2 family dwellings and parcels under construction. Mr. Kerr attended the specialized DNR training on soil erosion control and passed the Certification test in 2000. Mr. Kerr is also part of the DNR's Green Tier Board which meets every six weeks to provide credible, creative ways to enable a business to be a powerful, sustainable force for environmental good and enhance their productivity, cut costs and strengthen the health of the culture and community. He is the primary contact for erosion control as part of the Clear Water Initiative Board. He reviews and approves new and innovative erosion control methods brought forth by other organizations and municipalities.

In addition to soil erosion control, Mr. Kerr is responsible for plat approval and land release for development. He verifies appropriate steps from an erosion, grading and water control standpoint and verifies that the land meets the needs for roads, sewers, etc. to be constructed. He visits the construction site and confirms the actual work being done is in compliance with the approved plans.

In looking at proper placement for the Property Code Inspector 3, we reviewed a couple of other classifications within the Building Inspection Division that operate at a comparable level of responsibility per Mr. Bunnow: the Weights and Measures Inspector and the Code Enforcement Officer I in CG 16, Range 13. These two classifications are similar in their level of autonomy, specialized knowledge, decisional impact and required certifications. The Code Enforcement Officer must obtain a State of Wisconsin Uniform Dwelling Code Construction Inspector and Uniform Dwelling Code HVAC inspector certification as a requirement of the position.

Based on the addition of a required Certification, the sole Inspector of soil erosion control and compliance with the DNR, and the plat approval and land release for development, I am recommending a new classification of Property Code Inspector 3 to complete these duties in CG16, Range 13 and a reclassification of the incumbent into this new classification.

The necessary resolution to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/11	\$46,034	\$51,336	\$57,496
16/13	\$48,619	\$54,182	\$60,684

cc: George Hank-Building Inspection Director
 Kyle Bunnow – Housing Inspection Supervisor
 Greg Leifer-Employee Relations Manager