

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: April 20, 2011

SUBJECT: Weights/Measures Inspector series-Building Inspection

The Building Inspection Division has requested a study of the Weights and Measures classification series. Specifically, Building Inspection Director George Hank has requested that existing Weights and Measures Inspector 2 Cynthia Lease be reclassified to a Weights and Measures Inspector 3. However, in meeting with Mr. Hank, he has also asked for a review of the entire series to determine whether it is appropriately placed within CG16, especially when compared to the Code Enforcement Officer series, also a part of Building Inspection within CG16. An updated class specification for the Weights and Measures Inspector 1-3 was created based on the needs of the Division (see attached). Based on my review of the submitted materials, interviews with Mr. Hank and the incumbents, and evaluation against other positions/classifications in the City, I make the following recommendations:

- The current classification of Weights and Measures Inspector 1 is appropriately classified in CG16-R13
- The classification of Weights and Measures Inspector 2 should be moved up one range to CG16-R16.
- The classification of Weights and Measures Inspector 3 should be moved up one range to CG16-R18.
- The current Weights and Measures Inspectors, Bill Sechrest (pos. #677) and Cynthia Lease (pos. #3941) should both be classified as Weights and Measures Inspectors 3 in CG16-R18.

The Building Inspection Division currently employs 2 Weights and Measures Inspectors, Mr. Sechrest as a 3 in CG16-R17, and Ms. Lease as a 2 in CG16-R15. The Weights and Measures Inspectors (W/M Inspectors) are required to perform inspections on various weights and measures equipment and devices, such as gas pumps, scales in retail stores, coin-operated timing devices, and other equipment for conformance with National, State, and Local laws and ordinances. The Inspectors operate within the City of Madison and generally have to perform inspections throughout the City on an annual basis. The Inspectors are certified through the National Institute of Standards and Technology (NIST). NIST offers various certifications for inspectors, such as Retail Computing Scales, Vehicle Tank Meters, Price Verification, Packaging and Labeling, and other relevant certifications. As Inspectors progress in their career, it is expected that they obtain and maintain as many certifications as possible in order to be able to conduct a wide variety of inspections. The certifications generally are obtained by attending a course that can last from 1-5 days and then passing an examination. Certain certifications require updating as courses are offered.

In 2004, the single classification of W/M Inspector, CG16-R16, was studied and at that time, the current series of W/M Inspector 1-3 was created. With the new series, it was intended that an

employee could move from a 1 to a 2 after spending 2 years as a W/M Inspector 1. However, the W/M Inspector 3 was reserved as a leadworker position. The placement of the classifications was based on comparison to the Code Enforcement Officer 2 (CEO) classification, CG16-R16, with the W/M Inspector 2 being one range below the CEO2 and the W/M Inspector 3 being one range higher than the CEO2. THE CEO3 is in CG16-R19.

Mr. Hank does not believe the study in 2004 produced an appropriate outcome. First, Mr. Hank does not believe that the W/M Inspector 3 should be reserved for a leadworker. Rather, he thinks it appropriate that if a W/M Inspector is highly certified and has worked independently for a number of years, that Inspector should have the opportunity to become a 3. Because there are only 2.5 budgeted FTE of W/M Inspector, the need for a dedicated leadworker is not critical. Also, in 2008, the CEO 1-3 series was updated (see attached) and that update clarified that to advance from a CEO1 to a CEO2, and then to a CEO3, an employee only needed to work for a certain number of years with increased skill and ability and obtain certain Uniform Dwelling Code certifications. Therefore, anyone hired as a CEO1 has the opportunity to advance to a CEO3. The higher level of CEO4 is limited as that work is responsible for the most complex commercial code inspections and serves as a leadworker over other CEOs. Mr. Hank views the W/M Inspector series as being similar to the CEO1-3 and would like to see a similar progression. The class specification for the W/M Inspector series has been updated to reflect the progression for the W/M Inspectors. This progression is now based on obtaining additional NIST certifications as well as employee experience.

After reviewing the submitted materials and the CEO progression, I agree that the W/M Inspector series shares a number of similarities. First, both progressions are now defined by incumbents obtaining additional certifications. Those employees who do not gain additional certifications will not advance through the series. However, all three levels of each series are accessible to those employees who put in the work to increase their skills and knowledge. Both classifications are also responsible for performing inspection work throughout the City and have the ability to issue citations and take other appropriate remedial action when there are violations. Based on this, I agree that the W/M Inspector 1 and 2 should be at an equivalent level to the CEO 1 and 2. This is also consistent with the Zoning Code Officer 1 (CG16-R13) and 2 (CG16-R16) classifications, which share similar responsibilities within the Building Inspection Division as it relates to zoning code violations. However, it is appropriate for the W/M Inspector 3 to be one range below the CEO3 as the Commercial Building Code exam, which is required of the CEO 3, is an extremely difficult exam. In most cases, the City sends CEO2s to a class for the exam and still employees may not pass the exam on the first try. The NIST certifications do not require additional preparation beyond the courses and exams described above. Since the Commercial Building Code exam/certification is more complex, I believe it appropriate for the CEO3 to be one range higher than the W/M Inspector 3. Therefore, I recommend that the W/M Inspector 2 classification be moved to CG16-R16, and the W/M Inspector 3 to CG16-R18.

Regarding the current W/M Inspectors, Mr. Sechrest is already a W/M Inspector 3 and I recommend that his position be recreated in CG16-R18. Ms. Lease was hired as a W/M Inspector 1 in 2004 and has been a W/M Inspector 2 since 2006. Prior to working at the City, she performed similar W/M inspection work for the State since 1994. Ms. Lease meets the minimum qualifications for a W/M Inspector 3 as defined in the updated class specification.

Therefore, I recommend that her position be deleted and recreated as a W/M Inspector 3 in CG16-R18 and she be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2011 Annual Minimum (Step 1) | 2011 Annual Maximum (Step 5) | 2011 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 16/13 | \$45,015 | \$50,165 | \$56,186 |
| 16/16 | \$48,421 | \$55,537 | \$62,192 |
| 16/18 | \$51,823 | \$59,936 | \$67,132 |

cc: George Hank-Building Inspection Division Director
Greg Leifer-Labor Relations Manager
Bill Sechrest
Cynthia Lease