

To: Personnel Board
From: Victoria Larson, Human Resources
Date: September 1, 2022
Subject: Section 8 Inspector

At the request of Brian Koepp and John Neis, Section 8 Inspectors I studied their classification (CG 16, Range 9, positions #1004 and #3775). This classification involves the inspection of Section 8 Housing units for the City of Madison and Dane County, and has increased responsibilities related to rent comparison. For this study I reviewed the current position description, the Section 8 Inspector classification, similar inspector classifications in CG 16, as well as had discussions with Tom Conrad, Housing Assistance Program Supervisor, employees impacted, and building inspection supervisors, Jose Maria Donoso and Kyle Bunnow in the Building Inspection unit. As a result of this position study analysis, I conclude that the current classification of Section 8 Housing Inspector should be recreated as a Section 8 Inspector in CG16, Range 13, positions #1004 and #3775 be recreated in the new range, and the employees be reallocated to the new positions.

The classification of Section 8 Inspector is responsible technical and administrative support work that requires the interpretation of standards and codes. Employees complete inspection and administrative work involving the inspection of Section 8 housing. John Neis has worked as an inspector for approximately the past 20 years and Brian Koepp has worked in the role for over 10 years. This work involves physically inspecting housing units by using HUD standards and local codes. This work also involves researching rental housing market rates to ensure fair rental rates for subsidized units and maintaining a database of rental units. These responsibilities require the inspectors to communicate with landlords any violations or issues of rent charged beyond fair rental rates. Through this communication, the inspectors answer any questions landlords may have, encourage compliance, and reevaluate any improvements landlords make as a result. This work requires Brian and John to exercise independent judgement, the ability to interpret federal standards, codes, and market rates, excellent communication and conflict resolution skills.

The Section 8 Inspectors have not only increased the number of units they inspect for the City of Madison, but have also taken on the additional responsibility for Dane County's rental units as they can no longer inspect their own units. While volume of work alone is not sufficient to warrant a reclassification, there have been significant changes to the rent comparison system process as well. Previously, this process required two rental comparisons to determine fair market rent. This process was documented without the use of a computer and required only researching the apartment rental magazines. Inspectors now have to compare three rental units, switched to more in-depth research of the various rental units on the internet, and now maintain a database to track of all the various types of rental units throughout the City of Madison. The Section 8 Inspectors are also more self-directed now by generating their own inspection schedule versus previously when a schedule was generated by a supervisor.

For the purpose of this study I reviewed the classifications in CG 16 from their current range of 9 to range 16. In their current classification, I found many of these classifications lack interpretation of laws or codes. The classifications mainly consists of positions such as Facility Maintenance Worker, Gardener, and CDA Security Monitor. I did note the Street Vending

Monitor is in the same range and requires knowledge of local ordinances related to vending but lacks the higher level federal regulation knowledge which the Section 8 Inspection role requires.

However upon reviewing the classification of Code Enforcement Officer 1 (CG16, R13) I found many similarities and determined this would be the most appropriate comparable to the Section 8 Inspectors. They both participate in the inspection of dwellings, require the knowledge of building codes from various regulatory bodies, knowledge of building construction practices, the ability to tactfully address violations, and have similar written communication responsibilities. Upon interviewing Kyle Bunnaw, a supervisor in the Building Inspection Unit he commented that sometimes they get referred a building to inspect that is part of the Section 8 program. He stated that when they are aware of this prior to the inspection they will refer the building to Section 8 Housing Inspectors. He further stated he views the scope of the Section 8 Inspector work and the knowledge and abilities required to do the work is similar to the expectations he has of his Code Enforcement Officer 1 employees. When speaking with the Housing Assistance Program Supervisor, Tom indicated that he expects the Section 8 Inspectors to be able to perform their duties and responsibilities with a high level of independence, judgement and discretion. Also their supervisor indicates the classification should have working knowledge of construction principles, practices, methods, and materials. This is similar to the expectations outlined in the Code Enforcement Officer 1 classification.

Additionally I reviewed the classifications of Code Enforcement Officer 2 and 3 and did not feel it was appropriate to place the Section 8 Inspectors in these classifications. The Code Enforcement Officer 2 classification outlines that employees at this level inspect new construction and beginning learning how to inspect commercial buildings. The Code Enforcement 3 classification outlines that employees in this classification, "independently conduct the most complex inspections, including inspections of commercial buildings and/or UDC electrical inspections." This classification also helps train newer inspection staff. This requires that these classifications have a broader knowledge of more codes and rules than the Section 8 Inspectors which adds an additional layer of complexity. It also requires a high level of leadership in relation to training responsibilities.

Based on the analysis outlined above, I believe the compensation group and range of CG 16, R13 would be the most appropriate for the Section 8 Inspectors to place given the significant changes to the position. This placement more accurately reflects the complex federal standards and ordinances this role works with. The Section 8 Inspectors are expected to do this work with a high degree of independence and knowledge consistent with the higher range. I recommend that the classification of Section 8 Inspector be recreated and placed in CG16, R13, and position #1004 and position # 3775 be recreated in the new range, with the employees reallocated to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 10/03/2021

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
16/9	\$51,063.48	\$57,041.14	\$63,886.16
16/13	\$57,041.14	\$63,568.18	\$71,196.32

Cc: Larry Kilmer - Housing Operations Program Manager
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Brian Koepp – Section 8 Inspector
John Neis – Section 8 Inspector
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