

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: June 22, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Code Enforcement Officer 3**

The Neighborhood Preservation and Inspection Unit Director has assessed the staffing needs of the organization and has determined that the resources currently allocated to a vacant position (#687) of Code Enforcement Officer 4, in Compensation Group 16, Range 20 could be better utilized if re-directed.

More specifically, the class of "Code Enforcement Officer 4" is characterized by leadership responsibility for subordinate Code Enforcement Officers engaged in the enforcement of Housing, Building Inspection, and Mechanical Inspection codes and standards. Due to a recent reorganization of supervisory responsibilities within the Unit there is no longer a need for a lead worker, but there is a need for an additional field inspector with responsibility for code enforcement. Currently, that work is described by the "Code Enforcement Officer 1-3" career progression classification series (16/13, 16/16, and 16/19, respectively).

Accordingly, I recommend that the position be allocated to Code Enforcement Officer 3 (the fully-skilled level of the series). Note: It is the intent of the Director to fill this position at the entry-level and progress the new incumbent through the series (as is the normal process).

I have prepared the necessary resolution to implement this recommendation.

cc: George Hank, Building Inspection
Mike Deiters, Labor Relations

Editor's Note:

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
16/20	\$52,339	\$61,319	\$68,666
16/19	\$50,486	\$58,904	\$65,962
16/16	\$45,633	\$52,339	\$58,630
16/13	\$42,423	\$47,276	\$52,962