

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: February 14, 2014

SUBJECT: Fire Code Enforcement Officer

Fire Chief Steven Davis is requesting the recreation of a 1.0 FTE Fire Code Enforcement Officer 3 position (CG16-19), #4062, currently vacant, to a 1.0 FTE Fire Code Enforcement Officer 4 position (CG16-20) to fulfill leadworker responsibilities and provide back up for staffing and coverage. Upon reviewing the submitted position description, I recommend the Fire Code Enforcement Officer 3 position be recreated as a Fire Code Enforcement Officer 4 position (CG16-20) due to the type and level of responsibilities to be performed.

Chief Davis has evaluated the needs of the Madison Fire Department and determined a need for a second Fire Code Enforcement Officer 4 in the Fire Prevention Division. The incumbent would perform responsible inspection, code enforcement and leadership work in coordinating and overseeing the ongoing activities of the Fire Prevention Division. Duties will include staff and program leadership and coordination consistent with the class of Fire Code Enforcement Officer 4. Adding a second leadworker will address the expanded workload of administrative tasks, such as plan review, work permit review, managing the inspection software refinement with Information Technology, and managing the permit and licensing services for the Fire Department. There is currently too much work and staff assigned to one leadworker. A second position at this level will also build a system for back up staffing and coverage. Two leadworkers will improve upon and limit the span of control, allow for cross-training and improve customer service.

As the Fire Code Enforcement Officer 4 classification already exists in the City's classification scheme, recreation of a Fire Code Enforcement Officer 3 position within the Fire Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 1.0 FTE Fire Code Enforcement Officer 3 position, #4062, to a 1.0 FTE Fire Code Enforcement Officer 4 position within the Fire Department budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
16/19	\$57,407	\$66,979	\$75,010
16/20	\$59,514	\$69,726	\$78,104

cc: Steven Davis – Fire Chief
Michael Popovich – Assistant Fire Chief
Ed Ruckriegel – Fire Marshal
Greg Leifer – Employee and Labor Relations Manager