

REQUEST FOR COUNCIL ACTION

Date: 11-22-2010
Item No.: 12.c

Department Approval

City Manager Approval

PT/DM



Item Description: **Community Development Department Request to reclassify one existing Code Enforcement Officer position into a Code Enforcement Officer – Housing position.**

BACKGROUND

- The Code Enforcement Division is recommending that the position of ‘Code Enforcement Officer – Housing’ be created. This is not intended as a new position, but rather, a reclassification of one of the three existing Code Enforcement Officer positions into one that more closely resembles the actual work performed by this position.
- Presently, enforcement of both the public nuisance and building maintenance provisions of Roseville’s City Code are handled by a Code Enforcement Officer. Originally, when this third position was filled 13 years ago, the duties included both building permit inspections and city code enforcement activities. Therefore, the position required the capabilities of both a building inspector and a housing inspector (with the building inspector capabilities being more technical than those of a housing inspector). However, as city code enforcement has taken on a more significant role over the years, this aspect has dominated the work activities of one position and it now requires this position to devote full time to city code enforcement. This position no longer requires the additional capabilities and knowledge of a building inspector. Furthermore, the current job description of a Code Enforcement Officer is predominantly building inspector criteria and does not match the duties and responsibilities performed by this inspector.
- With the reclassification of this position as Code Enforcement Officer – Housing, the position description would be revised specific to the work performed and required, the employee would be evaluated against more accurate criteria, and, the compensation range would more closely match the required capabilities (see Attachment A).
- The existing Code Enforcement Officer (building inspector) positions are currently at a Grade Level 10 within the City’s non-exempt pay plan system, with a wage range of \$25.75 to \$31.01. A job evaluation conducted to determine a grade level for the proposed Code Enforcement - Housing position places it in Grade 9. A review of similar public nuisance/housing inspector positions, using League of Minnesota City survey results, shows that most other similar sized cities place this position at the equivalent of a Grade 9 with a Metro Area Average of \$23.01 to \$29.44. Therefore, the proposed Code Enforcement Officer position is being recommended at a Grade Level 9 which results in a compensation range of \$23.61 to \$28.45 under the City’s 2010 non-exempt pay plan.

- The current employee would be moved into this position after the beginning of the new year and his compensation adjusted.

POLICY OBJECTIVE

The Community Development Department is responsible for providing high quality services to the public at the lowest possible cost. Periodically reviewing expenses against revenue is a part of the department's ongoing work flow process. Staffing levels have a significant impact on the department's budget and personnel and job duty changes periodically become necessary.

FINANCIAL IMPACTS

The elimination of one Code Enforcement Officer position (at Grade Level 10) and the creation of a Code Enforcement Officer - Housing position (at Grade Level 9) would result in a reduction of the Community Development Department salaries budget of approximately \$6,000.00.

STAFF RECOMMENDATION

That the Council approve the elimination of one Code Enforcement Officer position (at Grade level 10) and the creation of one Code Enforcement Officer - Housing position (at Grade Level 9) with that position to fulfill the duties specified in the attached job description.

REQUESTED COUNCIL ACTION

Approve the elimination of one Code Enforcement Officer position (at Grade level 10) and the creation of one Code Enforcement Officer - Housing position (at Grade Level 9) with that position to fulfill the duties specified in the attached job description.

Prepared by: Don Munson, Codes Coordinator

Attachments: A: Job Description – Code Enforcement Officer - Housing



CITY OF ROSEVILLE	JOB DESCRIPTION
Job Description Title: DRAFT Code Enforcement Officer - Housing	FLSA Status: Non-Exempt / Non Union
Department/Division: Community Development	Position Status: Regular Full-Time
Accountable To: Codes Coordinator	Salary Grade: Non-Exempt Grade 9
Prepared By: Don Munson	Revision Date: Oct. 2010

Job Summary:

This position ensures compliance with the City's Public Nuisance Code, Building Maintenance and Preservation Code, specific Zoning Ordinance provisions, and, Met Council HRA guidelines; through interpretation, education, inspection, conflict resolution and enforcement.

Scope of Responsibility:

Receives and investigates complaints relating to Roseville's City Code (Chapter 407 - Nuisances and Chapter 906 - Building Maintenance and Preservation Code), ensuring violations are brought into compliance within established performance standards. Accurately prepares all non-compliant public nuisance cases for the City's abatement/court citation process. Conducts inspections on Property Improvement Permits and Metropolitan Council's Section 8 programs to ensure work is consistent with applicable codes, ordinances and guidelines. Works under general supervision and has no budgetary or supervisory responsibility.

Essential Duties and Responsibilities:

1. Communicates with property owners, residents and others to educate, explain and interpret public nuisance codes, property maintenance/preservation codes, and, related city codes and ordinances.
2. Receives and documents complaints from the public; conducts inspections and investigations in conformance with established performance standards; enforces public nuisance and building maintenance provisions of the City Code through letters and notices; and, ensures resolution and compliance within established performance standards.
3. Abates public nuisance and property maintenance violations as established by city code or directed by City Council including preparing abatement/citation actions for City Council.
4. Conducts initial and annual Section 8 inspections for the Metropolitan Council's HRA program in compliance with their guidelines.
5. Conducts inspections of issued Property Improvement Permits to ensure compliance with city codes and ordinances.
6. Documents all field inspection and office activities daily, maintaining accurate records.
7. Remains current with city codes and ordinances as well as state/national housing inspection practices and HRA guidelines.
8. Identifies inconsistencies in Roseville's City Code provisions and recommends revisions.
9. Performs other duties and responsibilities as apparent, delegated or assigned.



Minimum Qualifications:

- Two years of formal training beyond high school and 1-2 years of related experience in housing inspections, or equivalent.
- International Code Council Certification as a Property Maintenance and Housing Inspector, or, an equivalent related certification within 1 year of hire.
- Maintains a valid Minnesota Class “C” driver’s license.
- Has a working knowledge of Microsoft Word, Excel and Outlook.
- Possesses knowledge related to building, plumbing, heating, and ventilation systems and regulations.

Physical Demands & Working Conditions:

- Work is divided between field inspections and office activities.
- Must perform the physical actions necessary to conduct inspections at, above, or below ground level.
- Requires physical effort, moving up to 25 pounds, less than 15% of the time.
- Requires a high level of attention to detail or deadlines between 45 and 70% of the time.

Addendum:

- Salary Comparisons:
 - o New Hope: \$37,556.00 - \$49,900.00
 - o Inv Grv Hts: \$41,787.00 - \$55,700.00
 - o Apple Valley: \$46,530.00 - \$57,595.00
 - o Coon Rapids: \$51,396.00 - \$68,078.00
 - o Cottage Grove: \$42,120.00 - \$52,665.00
 - o Eagan: \$51,292.00 - \$65,166.00
 - o Maple Grove: \$53,913.00 - \$67,392.00
 - o Plymouth: \$45,697.00 - \$62,192.00
 - o Savage: \$37,481.00 - \$49,961.00
 - o St Louis Pk: \$57,491.00 - \$67,641.00
 - o Woodbury: \$46,550.00 - \$60,465.00
 - o Metro Area Avg. (Hsg. Insp): \$48,048.00 - \$61,235.00
- Grade/Salary Proposal:
 - o Grade 9
 - o Salary Range: \$23.61 to \$28.45
\$49,108.00 \$59,176.00 (97% of Average)