

JOB EVALUATION REPORT

City Service Commission Meeting: May 26, 2015

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current			Proposed		
Title	PR	Range	Title	PR	Range
Special Enforcement Inspector 24 Positions – Includes 4 authorized as of July 1, 2015	2EN	\$52,750 - \$61,952 Additional 5% when designated as a leadworker.	Special Enforcement Inspector 24 Positions	2GN	\$62,152 - \$73,930 Add footnote with career ladder rates.
Neighborhood Improvement Project Inspector 7 Positions	3ON	\$52,750 - \$63,810**	Neighborhood Improvement Project Inspector 7 Positions		
Boiler Inspector I Building Construction Inspector I Electrical Inspector I Elevator Inspector I Sprinkler Construction Inspector I (Underfill Titles)	3ON	\$52,750 - \$63,810**	Boiler Inspector 3 Positions Building Construction Inspector 16 Positions + 2 Auxiliary Electrical Inspector 9 Positions Elevator Inspector 4 Positions		
Plumbing Inspector I (Underfill Title)	3ON	\$55,985 - \$63,810**	Plumbing Inspector 16 Positions		
Boiler Inspector II 3 Positions Building Construction Inspector II 16 Positions + 2 Auxiliary Electrical Inspector II 9 Positions Elevator Inspector II 4 Positions Sprinkler Construction Inspector II 4 Positions	3QN	\$60,147 - \$68,047**	Sprinkler Construction Inspector 4 Positions		
Plumbing Inspector II 16 Positions	3PN	\$61,177 - \$68,855**			
Environmental Risk Officer 5 Positions	2EN	\$49,344 - \$61,952	Environmental Risk Officer 5 Positions	2FN	\$53,034 - \$67,615 Add footnote with career ladder rates.
**Recruitment at any rate with DER approval.					

Permit and Development Center					
Current			Proposed		
Title	PR	Range	Title	PR	Range
Plan Examiner Specialist 2 Positions	2EN	\$49,344 - \$63,426	Plan Examiner Specialist 2 Positions	2EN	\$56,170 - \$66,834 Add footnote with career ladder rates.
Mechanical Plan Examiner II 1 Position	2HN	\$57,023 - \$76,806	Mechanical Plan Examiner II 1 Position	2FN	\$66,423 - \$71,705 Add footnote with career ladder rates.
Plan Examiner II 5 Positions			Plan Examiner II 5 Positions		
Fire Protection Engineer III 1 Position	2IX	\$66,324 - \$81,844***	Fire Protection Engineer III 1 Position	2JN	\$70,344 - \$87,270 Add footnote with career ladder rates.
Mechanical Plan Examiner III 1 Position	2JN	\$66,324 - \$87,270	Mechanical Plan Examiner III 1 Position		
Plan Examiner III 2 Positions	2JN	\$66,324 - \$87,270****	Plan Examiner III 2 Positions		
***Recruitment at any rate with DER and Chair of Finance & Personnel approval.					
****Recruitment up to \$75,470 with DER approval.					

Background

In February of 2015 the Department of Employee Relations received a request for the creation of a career ladder and competency based pay structure for the building construction and trade inspection classifications within the Department of Neighborhood Services (DNS). The request also included a review of the Special Enforcement Inspector, Neighborhood Improvement Project Inspector and Environmental Risk Officer classifications, and the creation of career ladders within the Permit and Development Center applicable to the classifications of Plan Examiner Specialist, Plan Examiner II and Mechanical Plan Examiner II, Plan Examiner III and Mechanical Plan Examiner III, and Fire Protection Engineer III.

The request from DNS included a comprehensive revamping of the minimum qualifications for all positions as well as detailed descriptions of professional credentials/licenses and quantitative and qualitative performance standards to be achieved for pay progression to be allowed within each pay range. Additional information provided in support of the request included a summary of separations (a total of 11) in the relevant classifications since 2013 and some labor market data given the difficulty and challenges they have experienced attracting and retaining employees.

This request follows three years of experience with a similar model implemented in 2012 for commercial and residential code enforcement inspectors. Since the implementation of that career ladder, the Commissioner indicates that approximately a third of the eligible workforce has in fact advanced through the career ladder and that the average per employee productivity, including that of employees who have not advanced, has increased by 27%.

Since the implementation of the aforementioned career ladder, DNS has been working on a companion career ladder for the construction and trades inspection staff, Development Center plan examining staff, and the Neighborhood Improvement Program staff. Similar to the process

used for the first implementation, work groups of inspectors and managers developed the components of the career ladder based on the principles demonstrated to be successful in the code enforcement career ladder – quantitative and qualitative performance measures at each step and the achievement of job related credentials that result in increased performance and greater knowledge and understanding of the overall mission of the department.

The most important goals of the requested career ladders and the restructuring of the pay ranges for Special Enforcement Inspector and the Environmental Risk Officer positions are summarized below:

- address recruitment and retention challenges that impact the department's ability to provide quality and timely services;
- implement qualitative and quantitative measures to hold employees accountable for meeting departmental expectations in the construction and trade inspector areas as well as the Permit and Development Center;
- create incentives for employees to develop knowledge and skills in areas of business need (both within their division and across other DNS sections) that positively impact the City's economic development process;
- develop a cross-trained and flexible workforce that can effectively meet the fluctuating demands of the department; and,
- create viable promotional opportunities across multiple divisions as a way to minimize turnover and increase efficiency.

Career Ladders for Building Construction and Trade Inspectors

The classifications included in this career ladder include Building Construction Inspection I and II as well as all "trade" Inspectors I and II – Boiler, Electrical, Elevator, Plumbing, and Sprinkler. Traditionally, DNS has recruited for all of these positions from the outside, appointing individuals at the entry level and promoting them after a minimum of two years of experience and the appropriate credentials. Conditions in the labor market have made it very clear that recruiting individuals at the minimum of the pay range \$52,749 for the Level I Construction and Trade Inspectors or at \$55,985 for Plumbing Inspectors is not competitive. The following labor market data supports that statement.

- The state of Wisconsin's hiring rate for journey level inspectors is \$66,000.
- The pay range for Building Inspectors with the City of West Allis is \$57,262 - \$70,636.
- The pay range for Property Maintenance Inspectors with the City of Waukesha is \$68,511 - \$75,580.
- The pay range for the City of Middleton Building Inspector classification is \$63,184 - \$78,499.
- The current union rates for skilled trades in the local labor market are \$70,574 for Electricians, \$79,809 for Plumbers, and \$81,764 for Sprinkler fitters.

In conjunction with the development of the career ladder, DNS has requested the consolidation of all Building Construction and Trade Inspector titles into a single classification with a compensation structure that is 1) more competitive within the relevant labor market and 2) creates strong incentive for incumbents to develop the technical skills within an area of expertise as well as expanded knowledge, skills, and abilities within other areas of the department as they advance through the steps of the career ladder. In essence under DNS' proposal promotion actions will be replaced with steps within the career ladder. This will allow

the core competencies, the training and certification requirements and the performance measures to establish the basis for advancement and pay progression.

Performance standards for inspectors across all DNS divisions establish the need to meet technical competencies, including knowledge of the code and the ability to apply provisions in a uniform and consistent manner. In addition to those technical requirements all inspectors will be evaluated on behaviors required to successfully perform their jobs: good communication skills, active listening skills, adaptability, ability to engage customers and exchange information, and customer service.

Excerpts of the specific credential/certificate components of the career ladder for Building Construction Inspectors (BCI) and two trade inspection classifications- Boiler Inspector (BI) and Electrical Inspector (EI)- are presented below.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
BCI	Attain WI Commercial Bldg Insp Cert and UDC Constr Insp Cert and UDC HVAC Cert.	ICC -Accessibility Inspector/Plan Examiner and ICC-Fire Inspector 1.	Storage Tank System Inspector Cert. and ICC-Building Plan Examiner Cert.	ICC-Commercial Energy Inspector Cert OR ICC Commercial Energy Plan Examiner Cert & ICC-Mechanical Inspector Cert OR ICC-Mechanical Plan Examiner Cert.	ICC-Fire Insp 2 Cert & NFPA Certified Fire Inspection 1 Cert OR ICC Fire Plan Examiner Cert.	ICC-Certified Bldg Official OR Licensure through WI as a Registered Architect or Engineer.
BI	General Competencies Boiler-Pressure Vessel Competencies 1 & 2 UDC Competencies	Attain ASME Controls and Safety Devices 1 cert. & completion of 3 online courses offered by the ASHRAE.	Attain WI Cross-Connection Control Tester certification & completion of 6 online courses offered by ASHRAE	Attain ICC Commercial Energy Inspector certification OR ICC Mechanical Inspector certification & ICC Code Council - Fuel Gas Inspector certification.	Attainment of the AWS Certified Welding Inspector certification OR State of WI Commercial Building Code Inspector certification	ICC Certification as a Certified Building Official OR associate's degree in engineering, architecture, construction management OR a Bachelor's degree in relevant field OR Licensure through the State
EI	Attain WI UDC Electrical Inspector certification & WI Commercial Electrical Inspector cert.	Attain State of Wisconsin - Master Electrician license.	Attain WI- UDC Construction Inspector cert. & WI UDC HVAC Inspector certification.	Attain ICC - Commercial Energy Inspector certification.	Attain NFPA Certified Fire Inspector 1 cert OR NICET Level 1 Certification - Fire Alarm Systems certification.	ICC Certification as a Certified Building Official OR associate's degree in engineering, architecture, const. mgmt. OR a Bachelor's degree in relevant field OR Licensure through the State

Definitions: ASHRAE- American Society of Heating, Refrigeration and Air Conditioning Engineers, ASME - American Society of Mechanical Engi, AWS – American Welding Society, NFPA- National Fire Protection Agency, UDC – Uniform Dwelling Code, ICC – International Code Council

Note: The certifications listed above may from time to time be updated, modified or exchanged when building codes and/or certifying organizations become obsolete, merge, change, or adopt new standards. Any changes to required certifications will be recommended by DNS and approved by Department of Employee Relations.

One of the most important features of an employer's ability to attract, retain and motivate employees is the ability to offer pay progression for achieving desired outcomes and meeting and exceeding expectations as well as offering opportunities for advancement within the organization. Those principles have been taken into consideration in the development of core competencies as demonstrated by the information presented above. One of the key elements of

the proposed career ladder for construction and trade inspectors is the notion that in addition to the base core competencies within the employee's field of work (electrical, plumbing, construction, etc.) emphasis is placed on each individual to continue to gain and apply knowledge when working and coordinating work with other trades and divisions within DNS. The following three examples illustrate this point:

- The career ladder for Boiler Inspectors will provide cross-training opportunities for incumbents to perform large scale mechanical inspections integral to construction inspections;
- The career ladder for Electrical, Elevator, and Plumbing Inspectors will provide cross-training opportunities for individuals to conduct plan examination reviews of buildings and their elevators or electrical or plumbing components.
- The career ladder for Construction Inspectors will provide cross-training opportunities for individuals to rotate through the Development Center's Plan Examination front line staff.

These cross training initiatives will assist the department deal with fluctuating and seasonal demands for construction work. The exposure to significant elements of plan examining work will better prepare inspectors to accept promotional opportunities in the plan examining area. These internal promotional opportunities will contribute to greater continuity of service and efficient operations.

Taking into consideration internal equity issues, the need to create a competitive pay structure that allows DNS to better compete for qualified personnel, and the need to align this career ladder with the one implemented in 2012 for the code enforcement staff, we recommended the following pay range.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$62,152	\$64,507	\$66,863	\$69,219	\$71,574	\$73,930

This pay range will create a strong incentive for code enforcement inspectors in residential and commercial areas (pay range \$42,539 - \$59,095) to gain the appropriate credentials and experience to aspire for promotional opportunities within the construction/trade inspection areas.

Special Enforcement Inspectors

Special Enforcement Inspectors provide a high level of specialized inspections and investigative service relating to intensive enforcement of building and zoning codes. Employees in this classification are highly certified code technicians who regularly schedule and manage complex inspections for numerous City agencies and incorporate their multi-specialty knowledge into resolutions for nuisance property abatement, licensed premise issues, and complex zoning and occupancy problems. Due to the variability of situations encountered in the field, Special Enforcement Inspectors are required to possess a variety of fire safety, UDC, and Commercial Building Code Certifications, including; International Code Council Fire Inspector I and Fire Inspector II, UDC Construction Inspector, UDC HVAC Inspector, UDC Plumbing Inspector, UDC Electrical Inspector, and Commercial Building Inspector.

The duties of Special Enforcement Inspectors place them in the most challenging code enforcement situations in the city on a daily basis. Therefore inspectors endure extended periods of intensified stress, aggressive and dangerous inspection situations, and respond

within hours to requests for service from other DNS sections, MPD, WE Energies, MFD, Community Advocates, the Common Council, and the Mayor's office.

Employees at this level are expected to possess the expertise to handle a broad array of the most challenging enforcement situations employing a variety of enforcement techniques. This classification is currently the highest level within DNS' code enforcement career ladder. However, there is significant overlap between the pay range of the Code Enforcement Inspector positions and the Special Enforcement Inspector positions as presented below:

Code Enforcement Inspector	3LN (\$42,539 - \$59,095)
Special Enforcement Inspector	2EN (\$52,750 - \$61,952)

Because of this overlap and the significant increase in the complexity of the work and the conditions under which the work is performed, many of the more experienced code enforcement inspection staff members have chosen not to compete for special enforcement positions. As such DNS's hiring pool has become extremely limited.

The advanced technical knowledge, required management skills, and the ability to find resolution to some of the worst situations in the City make the Special Enforcement Inspectors an integral part of the department's ability to achieve its mission. The Special Enforcement Division is a unique division with a work model that does not conform to traditional inspection or trades job descriptions, however, the benefits of nuisance resolution and zoning enforcement are as valuable to a community as development and growth, and in many instances, create new opportunities for neighborhood expansion and re-development.

Special Enforcement Inspectors are expected to work very independently under minimal supervision. Although the work is characterized by specified duties and prescribed inspection and enforcement procedures, incumbents must be able to adapt to unusual situations and make difficult decisions when those situations dictate.

The minimum requirements for Special Enforcement Inspectors include current status as a regularly appointed Commercial Code Enforcement Inspector or Residential Code Enforcement Inspector or higher level related position within the Department of Neighborhood Services and certification in the Wisconsin Commercial Building Code and International Fire Code II during the 12 month probationary period OR current status as an Environmental Risk Officer and certified in the International Property Maintenance & Housing Inspector and certification in the Wisconsin Commercial Building Code and International Fire Code II during the 12 month probationary period.

After reviewing the information provided by DNS, DER believes that the required advanced case management skills, technical knowledge in construction, zoning and fire codes and challenging work environments Special Enforcement Inspectors are exposed and the need to establish a more appropriate pay differential between these positions and the Code Enforcement Inspector classification warrant a reallocation of these positions to the same level recommended for the Building Construction and Trade Inspectors:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$62,152	\$64,507	\$66,863	\$69,219	\$71,574	\$73,930

This reallocation will create a significant incentive for Commercial and Residential Code Enforcement Inspectors to aspire to and be promoted to Special Enforcement Inspectors in the future.

Neighborhood Improvement Project Inspectors (NIP Inspectors)

NIP Inspectors provide comprehensive property inspections, create and approve scopes of work, estimate rehabilitation costs, assure rehabilitation and new construction work meets building codes and City of Milwaukee Ordinances, City of Milwaukee construction specifications, compliance with Federal HUD and State DHS regulations. These inspectors inspect and sign off on construction permits and approve payment requests to contractors and agencies. Specific responsibilities include:

- Inspecting residential properties (new construction, rehabilitation, and city owned foreclosures) to prepare rehabilitation scopes of work including construction, electrical, plumbing, and lead hazard abatement work.
- Creating written scopes of work and cost estimates, reviewing and approving scopes of work provided by other city departments and city funded agencies, and issuing repair orders to purchasers of City of Milwaukee properties.
- Performing interim and final inspections (new construction, rehabilitation, and city owned foreclosed properties) to assure compliance with building code and City specifications. Monitoring new construction, rehabilitation, and city owned foreclosure projects to assure compliance with manufacturer's standards.
- Signing off and approving interim and final payment requests for contractors and housing agencies and signing off on construction permits.
- Reinspecting the City's portfolio of completed HOME funded projects for compliance with HOME Period of Affordability Regulations.

These positions require a Bachelor's Degree from an accredited college or university in architecture, engineering, or closely related field and a minimum of one year experience in housing rehabilitation or a closely related field OR five years experience in residential housing inspection, rehabilitation and/or new construction OR current status as a Code Enforcement Inspector or above with the City of Milwaukee's Department of Neighborhood Services and a minimum of three years experience in residential housing rehabilitation and/or new construction.

These positions require knowledge of residential rehabilitation processes, methods, and materials as well as knowledge of residential housing systems, including plumbing, heating and ventilating, and electrical. Incumbents must be able to apply knowledge of building codes and construction practices and examine work and materials to detect deviations from plans, codes, and standard construction practices. In addition they must have a thorough knowledge of Federal Community Development Block Grant (CDBG) and HOME program regulations to ensure each project complies with standards outlined in the program's regulations.

NIP Inspectors are currently in the same pay range as the entry level Building Construction and Trade Inspectors. The request from DNS argues that these positions need to be included in the new pay range for the merged classifications because the minimum requirements for a NIP Inspector position are similar to those for a Building Construction Inspector. The NIP Inspector is required to hold a State of Wisconsin Commercial Building Code certification, Uniform Dwelling Code certification and a HVAC certification. Individuals not holding these certifications are required to obtain the certifications within six months of employment as a NIP Inspector.

Unlike a Building Construction Inspector, a NIP Inspector will primarily focus on residential construction. Working with property owners, investors, developers, non-profits and community groups, NIP Inspectors facilitate the rehabilitation of residential buildings. In this capacity they are responsible for coordinating and reviewing all phases of projects including construction, electrical and plumbing work. They act as technical advisors to the owners and have fiduciary responsibility to assure the overall quality of the work. NIP Inspectors prepare scopes of work, cost estimates, sign-off completed projects, document code compliance and authorize payments to contractors.

NIP Inspectors have an additional minimum requirement (doesn't apply to construction inspectors) to obtain certification as a Wisconsin Lead (Pb) Risk Assessor. This knowledge is critical for federally funded rehabilitation projects. CDBG & HOME program regulations addressing lead paint are more restrictive than current State and local regulations.

Based on the similarity with the building construction inspector, the recognition of the unique project management responsibilities, the higher technical knowledge of the federal programmatic regulations and the certification and knowledge of lead paint regulations, DER concurs with the request to reallocate NIP Inspectors to the same Pay Range as Building Construction Inspectors.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$62,152	\$64,507	\$66,863	\$69,219	\$71,574	\$73,930

This recommendation will create a greater incentive for employees from the Code Enforcement Division to develop the knowledge and skills necessary to qualify for promotional opportunities when NIP Inspector positions are available.

Environmental Risk Officers

DNS has requested a review and reallocation of the Environmental Risk Officer positions in Pay Range 2EN \$49,344 - \$61,952. These positions are responsible for conducting license, permit and complaint inspections of various businesses for building maintenance, occupancy, fire prevention, life safety, environmental, and hazardous material compliance. They issue orders to comply and conduct all necessary enforcement activities acting as agents of the State of Wisconsin in several programs including public swimming pools, drowning investigations, hotel/motel inspections and asbestos inspections. They are also responsible for acting as inspection and code compliance agents for Local Emergency Planning.

These positions require a Bachelor's degree in Chemistry, Biology, Physical Science, Environmental Health, Engineering or Architectural Sciences, or a closely related field. Coursework must include at least the following: 15 credits in chemistry covering 2 or more of the following areas: inorganic, organic, quantitative analysis or physical chemistry; 5 credits in biology, microbiology, physiology, anatomy or physics; 6 credits in 2 or more of the following: algebra, trigonometry, analytical geometry, calculus, statistics, structural engineering or mechanical engineering.

The request from DNS stems from the efforts to re-organize how annual fire inspections for high hazard facilities are handled. DNS conducts over 9,600 fire inspections on a variety of different uses on an annual basis. Approximately 20% of those inspections involve some type of hazardous use or operation that is currently not compliant with the International Fire Code (IFC). Since the adoption of the IFC in 2002, there have been small strides in evaluation and

enforcement of these most hazardous uses and operations as defined by this code. Because these hazardous uses involve older buildings that cannot be grandfathered under the Building Code, evaluation may be difficult and require constant review and performance based solutions (Fire Code Modifications) to ensure safe operation and maintenance of these buildings. Most of these Modifications involve evaluation, management, and in all cases, a much more extensive knowledge of construction codes, mechanical codes, fire codes, hazardous material chemistry, chemical storage, handling and use. Additional time, research, and training must be committed to evaluate fire safety systems, construction, and equipment designed to protect the public.

High hazard facilities, while small in number, represent a significant hazard to the occupants of the building and the surrounding real estate. Many of the operations involve the use of highly hazardous chemicals that when stored, manufactured or processed in an improper way can result in unanticipated chemical reactions causing fire and explosion risks as well as uncontrolled toxic releases. Of the approximately 9,600 facilities currently inspected by commercial code enforcement, a total of 250 will be reassigned to Environmental Risk Officers. These positions currently perform similar inspections on a small group of specialty inspections involving hazardous materials, construction, and environmental regulations. As a result DNS is planning on expanding those duties and requiring Environmental Risk Officers to manage the highest hazardous uses and operations encountered during fire inspections identified as high hazard under the City's adopted fire code.

These specialty high hazard inspections will matriculate up from routine fire inspections where the fire inspector determines that issues exist because of an expansion, intensification, change in use, change in hazardous materials, operations or other factors that create a non-compliant condition. When those conditions involve major system or design changes, the Environmental Risk Officers will be required to assess the situation and make recommendations to the Commissioner when and if a fire code modification should be made. The modification would allow for continued operation that engages equivalencies acceptable under the Fire Code. Additional training and certifications have been created for the Environmental Risk Officer career ladder to be consistent with provisions of the International Fire Code (IFC).

Environmental Risk Officers will use their background and expertise in Biology, Chemistry, Physics, Engineering, and Natural Fire Science and related fields to identify hazardous conditions, change in hazard, risk analysis, and recommend changes in operations or require professional evaluations to assist in recommendations that will allow businesses to continue their operations in a manner that does not compromise public safety. Given their science training and background, Environmental Risk Officers are the ideal inspectors to be developed to handle the unique challenge of high hazard facilities.

The request from DNS was to reallocate the Environmental Risk Officers as summarized below:

Current Pay Range	2EN \$49,344 - \$61,952
Requested Pay Range	TBD \$54,700 - \$68,030

In determining the appropriate pay range for this classification, DER considered other positions within City government that require similar education and technical skills with comparable consequence of error.

Title	Pay Range	Requirements
Environmental Hygienist	2DN \$49,344 - \$59,498	Bachelor's Degree in Chemistry, Physical Science, Environmental Health or related field.
Chemist II Microbiologist II	2DN \$47,588 - \$59,498	Bachelor's Degree in Chemistry and two years of experience as a professional chemist.
Chemist III Microbiologist III	2FN \$54,942 - 67,615	Bachelor's Degree in Chemistry and 4 years of lab experience.

Given the technical requirements of the Environmental Risk Officers and the significant consequence of error associated with the new responsibilities, we recommend reallocating these positions to a level comparable to Chemist III and Microbiologist III in Pay Range 2FN \$48,294 - \$67,615 with a footnote designating \$53,034 as the appointment rate. The requirements to advance through the Environmental Risk Officer career ladder have been updated to reflect the new responsibilities.

Environmental Risk Officer	\$53,034	\$55,950	\$58,866	\$61,782	\$64,699	\$67,615
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Permit and Development Center

The 2013 budget transferred the Development Center from the Department of City Development to DNS. The goal was to expedite plan reviews, streamline permit and plan examination processes, improve customer service, ensure consistent application of building and development codes, and improve the integration of the construction inspection and plan examination processes.

As part of the Development Center restructuring, DNS has implemented numerous process and administrative improvements that have resulted in meeting established timelines for plan reviews approximately 92.7% of the time and have reduced timeframes for appointments from two weeks to three days.

The positions within the Permit and Development Center to be included in the proposed career ladders are presented below:

Title	# of FTEs	Current Pay Range and Rates	
Plan Examiner Specialist	2	2 EN	\$49,344 - \$63,426
Mechanical Plan Examiner II Plan Examiner II	1 5	2 HN	\$57,023 - \$76,806
Fire Protection Engineer III	1	2IX	\$66,324 - \$81,844
Mechanical Plan Examiner III Plan Examiner III	1 2	2JN	\$66,324 - \$87,270

Plan Examiner Specialist

Plan Examiner Specialists play a vital role in Development Center's ability to adequately serve the development community in a timely manner. These positions provide walk in service for the review of applications for construction of porches, siding, fences, garages, foundation repairs, and other similar projects predominately related to one and two-family dwellings. Plan Examiner Specialists also review applications for sign permits and other permits associated with

commercial buildings. Additionally they assist Plan Examiners in reviewing plans and preparing documents required to issue building permits and do a zoning evaluation of all take in projects to determine if the project needs to go through the Board of Zoning Appeals process for a variance or special use permit.

The minimum requirements for Plan Examiner Specialist include three years of experience as a construction or trade inspector OR a two year degree in Building Construction Technology and four years of construction or trades experience OR a Bachelor's Degree in Architecture, Engineering, Building Construction or related field.

DNS's request to reallocate this position indicates that the walk-in services referenced above were previously performed by Plan Examiner II's. The Plan Examiner Specialist position provides approximately 80 hours per week of additional plan review time to the Plan Examiner II's. The technical skill sets required for the Plan Examiner Specialist are not too dissimilar from those required for Plan Examiners and Construction Inspection. The Plan Examiner Specialist must have a thorough understanding of the City of Milwaukee Code of Ordinances. This includes expertise in the Zoning Ordinance. A working knowledge of the Wisconsin Uniform Dwelling Code and Wisconsin Commercial Building Code is also required. Currently, Plan Examiner Specialists are required to have the same State Inspector Certifications as their counterparts in Construction Inspection and Plan Examination. The primary distinction between the Plan Examiner Specialist and the other Plan Examiner positions is that the project reviews they are involved with are less complicated, smaller in scale and scope, and require less time to perform.

The Plan Examiner Specialist also deals with the same diverse customer base as the other Plan Examiners. The full spectrum of customers, home owners, business owners, contractors, design professionals, and developers, all rely on the technical and customer services skills the Plan Examiner Specialists bring to the counter. This customer base requires the ability to provide information in a manner suitable for the audience.

Historically, the Plan Examiner Specialist, as it existed as a Building Inspection Department position, served as an entry level position for the higher level Plan Examiner positions. That is because the experience gained in the Plan Examiner Specialist position serves as a solid foundation to effectively transition to the Plan Examiner II position and beyond.

The reallocation of the Plan Examiner Specialist position is needed to maintain the current relationship the Plan Examiner Specialist position has with Plan Examiners II and III and the Construction Inspector positions. This position is intended to serve as the entry level position for the higher level Plan Examiner positions. In order to attract the appropriate talent for the entry level and ensure that there is a natural progression to Plan Examiner II, the minimum requirements have been adjusted to reflect the increased level of complexity and responsibility.

Current Pay Range	2EN \$49,344 - \$63,426
Recommended Pay Range	2EN \$56,170 - \$66,834

Step 1	Step 2	Step 3	Step 4	Step 5
\$56,170	\$58,836	\$61,502	\$64,168	\$66,834
At Step 1, Specialist must attain WI Commercial Bldg Insp Cert, WI Uniform Dwelling Code Const Inspector Cert, WI Uniform Dwelling Code Heating, Ventilation and Air Conditioning (HVAC) Certification.	Successfully pass a Zoning Plan Review Examination administered by DNS.	ICC - Accessibility Inspector/Plan Examiner	ICC – Fire Inspector 1	ICC - Building Plans Examiner

Requirements for advancement within the Career Ladder have been established by DNS. As demonstrated above, Plan Examiner Specialists will be required to attain certification as a commercial building code inspector, a building construction inspector and HVAC inspectors of 1 and 2 family dwellings prior to completion of the one-year probation period. Employees will be eligible to advance within the pay range contingent on meeting the core competencies at each pay step, meeting and maintaining the quantitative minimum standards established, and attainment of additional certifications as outlined by DNS.

Plan Examiner II/ Mechanical Plan Examiner II

DNS has requested the combination of the Plan Examiner II/Mechanical Plan Examiner II and Plan Examiner III/Mechanical Plan Examiner III classifications into a single classification for each in an effort to gain more capacity in the plan exam function without having to add additional positions. This would in essence eliminate the Plan Examiner II/Mechanical Plan Examiner II levels and create and fund all positions at the Plan Examiner III/Mechanical Plan Examiner III levels. The table below summarizes the general nature of the work performed by both classifications as well as the minimum requirements.

	Plan Examiner II	Mechanical Plan Examiner II
Nature of Work	Examine proposed construction plans, process development permits and certificates, disseminate information related to the issuance of development permits, and serve as a technical resource regarding buildings and zoning codes.	Examine plans, specifications and other data pursuant to all the regulations of the State of Wisconsin Plumbing Code, the International Building Code, and NFPA standards relating to gas piping and fire suppression systems, the City of Milwaukee Code of Ordinances, Milwaukee Water Works, Milwaukee Sewer District and other regulatory agencies for the construction of all types of new structures, buildings, proposed alterations, additions to existing buildings, parking lots, private sewer mains, private water mains, storm water detention basins and related plumbing type systems.
Minimum Requirements	A 2 year degree in building construction technology or at least 4 years experience as a contractor in actual construction with responsibilities for design, construction or inspection or current status as a regularly appointed Supervisor or Assistant Supervisor of Building Construction Inspection or 3 years as a City of Milwaukee Plan Examiner Specialist or a Building Construction Inspector.	Associate degree in Mechanical Engineering with a minimum of five years experience in design and/or construction of plumbing related systems for commercial buildings or 5 years experience as a plumbing inspector. Familiar with codes and requirements related to plumbing and water services installations.

Currently the most significant difference between the work of a Plan Examiners and Mechanical Plan Examiners at the II and III levels is the complexity of the reviews. At the III level employees

review plans and specifications of complex projects such as large scale mixed use and high hazard facilities to determine compliance with State of Wisconsin regulations, City of Milwaukee Zoning Code, International Building Code, NFPA standards, and other regulatory requirements. They are also required to function as lead workers and as such coordinate case management, processing of code variances, training and assisting the Plan Examiner Specialists, Plan Examiners, and Mechanical Plan Examiners.

In discussions with the DNS Commissioner, the Department of Employee Relations expressed concern about the merger of the two classifications. Instead of consolidating the titles, DER felt that it would be more appropriate to authorize all Plan Examiners and Mechanical Plan Examiners at the “III” level but retain the Plan Examiner II and Mechanical Plan Examiner II classifications, with compressed pay ranges. Plan Examiner II and Mechanical Plan Examiner II will be used as “underfills” to provide individuals who don’t meet all the technical requirements to be appointed to the “III” level with an opportunity to gain experience and exposure to be promoted.

The new Plan Examiner II or Mechanical Plan Examiner II level will serve as a better intermediate level for promoting Plan Examiner Specialists or Construction/Trade Inspectors who wish to move to that Division of the Department. The expectation, however, will be that after no more than two years as a Plan Examiner II or Mechanical Plan Examiner II, individuals will be required to meet the requirements for promotion to the III level and will be expected to handle the full range of complex plan review assignments. The requirements for Plan Examiner III and Mechanical Plan Examiner III are summarized below:

Plan Examiner III	Mechanical Plan Examiner III
<p>A Bachelor's Degree in Architecture, Engineering or related field or a minimum of five years experience in the design and construction of buildings, including a variety of mechanical and architectural systems or 3 years as a City of Milwaukee Plan Examiner II or 5 years as a Building Construction Inspector. Ability to interpret building and zoning codes and demonstrate knowledge of construction technology.</p> <p><u>Certifications, Licenses, Registrations:</u> Registration with the State of Wisconsin as an architect or engineer is desirable. It is desirable that at the time of appointment candidates are certified as a commercial building code inspector, a building construction inspector and HVAC inspectors of 1 and 2 family dwellings.</p>	<p>Bachelor's degree in Mechanical Engineering with a minimum of five years experience designing plumbing related systems for commercial buildings or 3 years experience as a Mechanical Plan Examiner II. Knowledge of codes and requirements related to plumbing and water services installations for the following agencies: Milwaukee Water Works, Milwaukee Metropolitan Sewerage District, Milwaukee Health Department, and Milwaukee Department of Public Works. Familiarity with codes and requirements related to and ability to perform sprinkler plan reviews.</p> <p><u>Certifications, Licenses, Registrations:</u> Registration as a Mechanical Engineer or Designer of Engineering Systems desirable. Licensed as a Master Plumber by the State of Wisconsin and Certification with the State of Wisconsin as a commercial plumbing inspector within 1 year of employment</p>

The creation of all Plan Examiner positions at the III level and the availability of fully trained individuals who can handle the full range of projects will expand the DNS’s flexibility and capacity.

In addition to creating and authorizing all positions at the “III” level, this report also recommends establishing the minimum of the pay range for these classifications at \$70,334 to maintain an appropriate differential between the Plan Examiner II level and III as well as provide a strong incentive for construction and trades inspectors to aspire for Plan Examiner III positions.

The higher recruitment options will also allow DNS to more appropriately compete with surrounding municipalities and the State of Wisconsin recruiting candidates for comparable positions with significantly higher salaries. The City of West Allis is currently recruiting for a Plan Examiner position with a pay range of \$64,022 - \$72,072. The state of Wisconsin has a pay range of \$66,560 - \$77,105. These positions are responsible for verifying compliance with the building code. DNS positions have an additional responsibility for enforcing zoning ordinances, the fire code, and a multitude of City of Milwaukee ordinances.

The recommended pay ranges and step structure for each respective career ladder for the Plan Examiner II/Mechanical Plan Examiner II and Plan Examiner III/Mechanical Plan Examiner III are presented below:

Mechanical Plan Examiner II/Plan Examiner II

Current Pay Range 2HN (\$57,023 - \$76,806)
 Recommended Pay Range 2FN (\$66,423 - \$71,705)

Mechanical Plan Examiner III/Plan Examiner III

Current Pay Range 2JN (\$66,324 - \$87,270)
 Recommended Pay Range 2JN (\$70,334 - \$87,270)

	Step 1	Step 2	Step3	Step 4	Step 5	Step6	Step 7
Plan Examiner Specialist	\$56,170	\$58,836	\$61,502	\$64,168	\$66,834		
Plan Examiner II	\$66,423	\$69,080	\$71,705				
Plan Examiner III	\$70,334	\$73,157	\$75,980	\$78,803	\$81,626	\$84,449	\$87,270

Fire Protection Engineer III

DNS has requested the reallocation of the Fire Protection Engineer III to the same level as the Plan Examiner III:

Current Fire Protection Engineer III: Pay Range 2IX (\$66,324 - \$81,844)
 Plan Examiner III: Pay Range 2JN (\$66,324 - \$87,270)

The Fire Protection Engineer III classification was created in 2010 by reclassifying a vacant Electrical Inspector II position to a new title of Fire Protection Engineer III. This position provides technical advice in the evaluation of buildings including a review of fire protection, fire alarm systems and other on-site inspections to facilitate the adaptive reuse of buildings while maintaining compliance with relevant regulations. This position is also responsible for suggesting improvements and changes to ordinances, policies, and code provisions and drafting changes for review.

The minimum requirements for this position include a Bachelor's degree in fire protection engineering and a minimum of two years of experience in the field of fire protection systems. The position also requires knowledge of nationally recognized standards in fire protection systems, the International Fire Code, the International Building Code and the State of Wisconsin Building Commercial Building Code.

When this position was first classified it was allocated to a pay range that was consistent with Engineers (Civil, Electrical, Mechanical, etc) in the City of Milwaukee at the III level. The current

request is to have the classification at a level comparable to the recommendation for Plan Examiner III and Mechanical Plan Examiner III. Core competencies and other credentials/licenses (summarized below) have been developed for this classification and are recommended as part of a career ladder:

- Possession of the following certification by the end of one year probationary period: A Bachelor's Degree in Fire Protection Engineering AND WI - Commercial Building Inspector certification AND ICC- Fire Plans Examiner AND NFPA - Fire Protection Plans Examiner 1 OR NFPA - Certified Fire Plans Specialist.
- Step 2 requires attainment of NICET - Level 1 for Fire Alarm Systems OR NICET - Level 1 for Water Based Fire Protection Systems Layout.
- Step 3 requires attainment of NICET - Level 1 for Fire Alarm Systems AND NICET - Level 1 for Water Based Fire Protection Systems Layout.
- Step 4 requires attainment of NICET - Level 2 for Fire Alarm Systems OR NICET - Level 2 for Water Based Fire Protection Systems Layout.
- Step 5 requires attainment of NICET - Level 2 for Fire Alarm Systems AND NICET - Level 2 for Water Based Fire Protection Systems Layout.
- Step 6 requires designation as WI Registered Designer of Engineering Systems, Designer of Fire Protection Systems, Registration as an Architect or Professional Engineer.

DER concurs with the department's request to place this position in the same pay range as Plan Examiner III because it provides the same level of review as the Plan Examiner III for a specialized discipline, fire protection reviews. The individual in that position also is involved with the evaluation of variance requests and provides consultation services to the design community as well as to other plan examiners regarding fire protection systems.

Fire Protection Engineer III	\$70,334	\$73,157	\$75,980	\$78,803	\$81,626	\$84,449	\$87,270
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Summary and Conclusion

This report recommends the creation of career ladders for a number of DNS positions similar to the report implemented in 2012 in the Code Enforcement Division. This report also recommends changes to compensation levels for a number of positions based on recruitment/retention difficulties, the need to create appropriate pay differentials between classifications with different degrees of complexity, and changes in duties and responsibilities that will shift responsibilities and align resources in a manner that is more consistent with the overall mission of the Department.

Prepared by: _____
Maria Monteagudo, Employee Relations Director

Action Required

In the Salary Ordinance,

under Pay Range 2EN, delete the titles "Environmental Risk Officer" and "Special Enforcement Inspector" and footnotes "(11), (12), (15) & (16)" in their entirety; add footnotes "(13)(14)" to

“Plan Examiner Specialist” and footnote “(15)” to read “(15) Recruitment rate is at \$2,160.38. Employees will advance to the next rate in the following range upon certification by the Commissioner-Building Inspection of having attained the required skills, job performance and demonstrated competencies: \$2,160.38, \$2,262.92, \$2,365.46, \$2,468.00, and \$2,570.54.” under Pay Range 2FN, add the title “Environmental Risk Officer (5)(7)(8)”, “Mechanical Plan Examiner II (6)(7)(8)”, “Plan Examiner II (6)(7)(8)” with footnotes to read as follows: “(5) Recruitment is at \$2,039.77 (\$53,034.02). Employees will advance to the next rate in the following range upon certification by the Commissioner-Building Inspection of having attained the required skills, job performance and demonstrated competencies: \$2,039.77, \$2,151.92, \$2,264.08, \$2,376.23, \$2,488.42 and \$2,600.58.”; “(6) Recruitment is at \$2,554.73 (\$66,422.98). Employees will advance to the next rate in the following range upon certification by the Commissioner-Building Inspection of having attained the required skills, job performance and demonstrated competencies: \$2,554.73, \$2,656.92 and \$2,757.88.”; (7) An employee transferred into this title will be placed in the pay step that corresponds with demonstrated core competencies and certifications. If the employee’s prior rate is higher than the appropriate step, the employee will retain their previous rate and will move to the next higher step when they have demonstrated the required core competencies and certifications.; and (8) An employee promoted into this title will receive the pay increment in the new pay range that is higher than the employee’s current rate. The employee must achieve all required core competencies and certifications up to an including the new increment within the one year probationary period. If the required core competencies and certifications are not demonstrated, the employee will be demoted to the previous title and rate of pay.”;

under Pay Range 2GN, add the following titles “Boiler Inspector (6)(7)(8)”, “Building Construction Inspector (6)(7)(8)”, “Electrical Inspector (6)(7)(8)”, “Elevator Inspector (6)(7)(8)”, “Neighborhood Improvement Project Inspector (6)(7)(8)”, “Plumbing Inspector (6)(7)(8)”, “Special Enforcement Inspector (6)(7)(8)”, “Sprinkler Construction Inspector” with footnotes to read as follows: “(6) Recruitment is at \$2,390.46 (\$62,151.96). Employees will advance to the next rate in the following range upon certification by the Commissioner-Building Inspection of having attained the required skills, job performance and demonstrated competencies: \$2,390.46, \$2,481.04, \$2,571.65, \$2,662.27, \$2,752.85, and \$2,843.46.”; “(7) An employee transferred into this title will be placed in the pay step that corresponds with demonstrated core competencies and certifications. If the employee’s prior rate is higher than the appropriate step, the employee will retain their previous rate and will move to the next higher step when they have demonstrated the required core competencies and certifications.; and (8) An employee promoted into this title will receive the pay increment in the new pay range that is higher than the employee’s current rate. The employee must achieve all required core competencies and certifications up to an including the new increment within the one year probationary period. If the required core competencies and certifications are not demonstrated, the employee will be demoted to the previous title and rate of pay.”;

under Pay Range 2HN, delete the titles “Mechanical Plan Examiner”, “Plan Examiner II”; and footnote “(7)” in its entirety.;

under Pay Range 2IX, delete the title “Fire Protection Engineer III” and footnote “(5)” in its entirety.;

under Pay Range 2JN, delete footnotes “(1)(2)” in their entirety; add the title “Fire Protection Engineer III (1)(2)(3)”; add designation “(2)(3)” to “Mechanical Plan Examiner III” and designation “(3)” to “Plan Examiner” with footnotes to read as follows: “(1) Recruitment is at \$2,705.15. Employees will advance to the next rate in the following range upon certification by

the Commissioner-Building Inspection of having attained the required skills, job performance and demonstrated competencies: \$2,705.15, \$2,813.73, \$2,922.31, \$3,030.88, \$3,139.46, \$3,248.04, \$3,356.54.”; (2) An employee transferred into this title will be placed in the pay step that corresponds with demonstrated core competencies and certifications. If the employee’s prior rate is higher than the appropriate step, the employee will retain their previous rate and will move to the next higher step when they have demonstrated the required core competencies and certifications.; and (3) An employee promoted into this title will receive the pay increment in the new pay range that is higher than the employee’s current rate. The employee must achieve all required core competencies and certifications up to an including the new increment within the one year probationary period. If the required core competencies and certifications are not demonstrated, the employee will be demoted to the previous title and rate of pay.”;

under Pay Range 3ON, delete the titles “Boiler Inspector I”, “Building Construction Inspector I”, “Electrical Inspector I”, “Elevator Inspector I”, Neighborhood Improvement Project Inspector (3)(4)(5)”, “Plumbing Inspector I”, “Sprinkler Construction Inspector I” delete footnotes “(2)(3)(4)(5)” in its entirety.;

under Pay Range 3PN, delete the title “Plumbing Inspector II” and footnotes “(1)(2)” in their entirety.;

under Pay Range 3QN, delete the titles “Boiler Inspector II”, “Building Construction Inspector II”, “Electrical Inspector II”, “Elevator Inspector II”, “Sprinkler Construction Inspector II” and delete footnotes “(1)(2)(3)(6)” in their entirety.

In the Positions Ordinance, under the Department of Neighborhood Services, Construction Trades Division,

Construction Section, delete 11 positions of “Building Construction Inspector II (X)”, three positions of “Boiler Inspector II (X)”, add 11 positions of “Building Construction Inspector (X)” and three positions of “Boiler Inspector (X)”;

under Electrical Inspection Section, delete eight positions of “Electrical Inspector II (X)”, one position of “Electrical Inspector II (X)(C)”, four positions of “Elevator Inspector II (X)”, add eight positions of “Electrical Inspector (X)”, one position of “Electrical Inspector (X)(C) and four positions of “Elevator Inspector (X)”;

under Plumbing Inspection Section, delete ten positions of “Plumbing Inspector II”, four positions of “Sprinkler Construction Inspector II (X)”, add ten positions of “Plumbing Inspector”, and four positions of “Sprinkler Construction Inspector”;

under Cross Connection Section, delete six positions of “Plumbing Inspector II” and add six positions of “Plumbing Inspector”;

under Commercial Inspection Division, Condemnation Inspection Section, delete three positions of “Building Construction Inspector II (X)” and add three positions of Building Construction Inspector (X)”;

under Development Center Division, delete two positions of Building Construction II (X), add two positions of “Building Construction Inspector (X)”;

and under Auxiliary Positions, delete two positions of “Building Construction Inspector II (X)” and add two positions of “Building Construction Inspector (X).”