

**JOB EVALUATION REPORT**

City Service Commission Meeting: December 8, 2015 (Previously Submitted October 20, 2015 and now Revised)  
 Department: Department of Neighborhood Services

**Construction Trades Inspectors**

| Current Classification  | Current PR  | Recommended PR  |
|---|---|---|
| Boiler Inspector<br>(Three Positions)                           | PR 2GN (\$62,152 - \$73,930)<br>Footnote with Career Ladder Rates | PR 2HN (\$63,569 - \$76,806)<br>Footnote with Revised Career Ladder Rates |
| Building Construction Inspector<br>(17 Positions + 2 Auxiliary) |   |   |
| Electrical Inspector<br>(Ten Positions)                         |   |   |
| Elevator Inspector<br>(Four Positions)                          |   |   |
| Plumbing Inspector<br>(17 Positions)                            |   |   |
| Sprinkler Construction Inspector<br>(Four Positions)            |   |   |

**Code Enforcement Supervisors and Managers**

| Current   | Recommendation  |
|---|---|
| District Code Enforcement Supervisor<br>PR 1EX (\$63,810 - \$81,844)<br>(Ten Positions) | District Code Enforcement Supervisor<br>PR 1EX (\$63,810 - \$81,844)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.            |
| Building Codes Enforcement Manager<br>PR 1GX (\$66,435 - \$93,010)                      | Building Codes Enforcement Manager<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.              |
| Environmental Code Enforcement Manager<br>PR 1GX (\$66,435 - \$93,010)                  | Building Codes Enforcement Manager<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.              |
| Building Codes Enforcement Manager - Commercial<br>PR 1HX (\$70,827 - \$99,154)         | Building Codes Enforcement Manager - Commercial<br>PR 1HX (\$70,827 - \$99,154)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. |

**Neighborhood Improvement, Construction Trades, Special Enforcement, Development Center and Court Enforcement Supervisors and Managers**

| Current   | Recommendation   |
|---|--|
| Neighborhood Improvement Project Manager<br>PR 1EX (\$58,462 - \$81,844)  | Neighborhood Improvement Project Manager<br>PR 1EX (\$58,462 - \$81,844)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.   |
| Special Enforcement Supervisor<br>PR 1FX (\$62,338 - \$87,270)  | Special Enforcement Supervisor<br>PR 1FX (\$62,338 - \$87,270)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.   |
| Building Construction Inspection Supervisor<br>PR 1FX (\$69,727 - \$87,270)<br>(Two Positions)                                | Building Construction Inspection Supervisor<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.  |
| Electrical Inspection Supervisor<br><br>Plumbing Inspection Supervisor<br>(Two Positions)<br><br>PR 1FX (\$62,338 - \$87,270) | Electrical Inspection Supervisor<br><br>Plumbing Inspector Supervisor<br>(Two Positions)<br><br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. |
| Operations Manager-Development Center<br>PR 1FX (\$62,338 - \$87,270)   | Operations Manager-Development Center<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.  |
| Building Codes Court Administrator<br>PR 1GX (\$66,435 - \$93,010)  | Building Codes Court Administrator<br>PR 1GX (\$66,435 - \$93,010)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.   |

**Division Managers**

| Current  | Recommendation   |
|--|--|
| Building Construction Inspection Division Manager<br><br>Permit and Development Center Manager<br><br>Special Enforcement Manager<br><br>PR 1IX (\$75,478 - \$105,669) | Building Construction Inspection Division Manager<br><br>Permit and Development Center Manager<br><br>Special Enforcement Manager<br><br>PR 1IX (\$75,478 - \$105,669)<br>Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. |

## Action Required

In the Salary Ordinance, under Pay Range 1EX, add the footnote designation "(4)" to the titles "District Code Enforcement Supervisor" and "Neighborhood Improvement Project Manager" with the footnote to read: "(4) Recruitment may be at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel"; under Pay Range 1FX, delete the titles: "Building Construction Inspection Supervisor", "Electrical Inspection Supervisor", "Plumbing Inspection Supervisor", and "Operations Manager – Development Center" and add footnote designation "(3)" to the title "Special Enforcement Supervisor"; under Pay Range 1GX delete the title "Environmental Code Enforcement Manager"; add the titles "Building Construction Inspection Supervisor (2)", "Electrical Inspection Supervisor (2)", "Plumbing Inspection Supervisor (2)", and "Operations Manager – Development Center (2)"; and add footnote designation "(2)" to the titles: "Building Codes Enforcement Manager" and "Building Codes Court Administrator"; under Pay Range 1HX, add the footnote designation "(1)" to the title "Building Codes Enforcement Manager – Commercial"; under Pay Range 1IX, add the footnote designation "(2)" to the titles: "Building Construction Inspection Division Manager", "Permit and Development Center Manager", and "Special Enforcement Manager"; under Pay Range 2GN, delete the titles: "Boiler Inspector", "Building Construction Inspector", "Electrical Inspector", "Elevator Inspector", "Plumbing Inspector", and "Sprinkler Construction Inspector"; under Pay Range 2HN, add the following titles: "Boiler Inspector (3)(11)(12)", "Building Construction Inspector (3)(11)(12)", "Electrical Inspector (3)(11)(12)", "Elevator Inspector (3)(11)(12)", "Plumbing Inspector (3)(11)(12)", and "Sprinkler Construction Inspector(3)(11)(12)", with footnotes to read: "(11) Recruitment is at \$2,444.96 (\$63,568.96). 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: \$2,444.96, \$2,546.78, \$2,648.60, \$2,750.42, \$2,852.24, and \$2,954.08."; and "(12) 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 and 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."

In the Positions Ordinance, under Department of Neighborhood Services, Residential Inspection Division, delete one position of "Environmental Code Enforcement Manager (X)(Y)" and add one position of "Building Codes Enforcement Manager (X)(Y)".

## Background

The Department of Neighborhood Services (DNS) has requested the following:

- A review of the rates of pay for Construction Inspector positions
- A review of the rates of pay for several supervisory and management positions including those that supervise the Construction Inspector positions
- A title change for one management position

Written materials were provided by the Department including new job descriptions, a summary of changes, and market information. Discussions were held with former Commissioner of Neighborhood Services, Art Dahlberg, and current Commissioner of Neighborhood Services, Thomas Mishefske.

## Analysis and Recommendations

### Construction Trades Inspector Positions

Earlier this year, in a report dated May 27, 2015, new career ladders were approved for the Construction Inspector positions. These career ladders were designed to help the City attract, retain and motivate employees by offering pay progression based on competencies, level of performance and obtaining certain credentials. The Department

has now indicated that they are continuing to experience turnover in Construction Trades Inspector classifications and other local governments are offering higher salaries. For example, the City of Waukesha has the salary range of \$69,599 - \$76,714 for an "Inspector – Property Maintenance" and the City of Wauwatosa has a salary range of \$56,804 - \$77,892 for the position of "Building, Electrical and Plumbing Inspector".

To assist with recruitment and retention we recommend a reallocation of the following Construction Trades Inspector positions from Pay Range 2GN to Pay Range 2HN.

| Title                            | Number of Positions |
|----------------------------------|---------------------|
| Boiler Inspector                 | 3                   |
| Building Construction Inspector  | 16 + 2 Auxiliary    |
| Electrical Inspector             | 9                   |
| Elevator Inspector               | 4                   |
| Plumbing Inspector               | 17                  |
| Sprinkler Construction Inspector | 4                   |

It is further recommended that these positions continue to have a career ladder with steps that are more consistent with the rates in the recommended Pay Range 2HN as shown below:

| Step 1   | Step 2   | Step 3   | Step 4   | Step 5   | Step 6   |
|----------|----------|----------|----------|----------|----------|
| \$63,569 | \$66,216 | \$68,864 | \$71,511 | \$74,158 | \$76,806 |

To move up the range employees will need to obtain certain credentials and competencies plus demonstrate good performance.

Supervisor and Manager Positions

With the creation of several career ladders in DNS there is more potential for an overlap of pay rates between employees and their direct supervisors in the Division as shown below.

| Title   | PR  | Min      | Max      |
|---|-----|----------|----------|
| District Code Enforcement Supervisor  | 1EX | \$63,810 | \$81,844 |
| Environmental Risk Officer  | 2FN | \$53,034 | \$67,616 |
| Commercial Code Enforcement Inspector<br>Residential Code Enforcement Inspector | 3LN | \$42,539 | \$59,095 |

| Title  | PR  | Min      | Max      |
|--|-----|----------|----------|
| Building Codes Court Administrator   | 1GX | \$66,435 | \$93,010 |
| Building Construction Inspection Supervisor  | 1FX | \$69,727 | \$87,270 |
| Electrical Inspection Supervisor<br>Plumbing Inspection Supervisor   | 1FX | \$62,338 | \$87,270 |
| Building Construction Inspector*<br>Electrical Inspector*<br>Elevator Inspector*<br>Plumbing Inspector*<br>Sprinkler Construction Inspector* | 2HN | \$63,569 | \$76,806 |

\*Proposed Rates

| Title                                 | PR  | Min      | Max      |
|---------------------------------------|-----|----------|----------|
| Operations Manager-Development Center | 1FX | \$62,338 | \$87,270 |
| Plan Examiner III                     | 2JN | \$70,334 | \$87,270 |
| Plan Examiner II                      | 2FN | \$66,423 | \$71,705 |

As indicated in the charts above the overlap in pay ranges is most evident for the direct supervisors of the Plan Examiners and the classifications of Building Construction Inspector, Electrical Inspector, Elevator Inspector, Plumbing Inspector, and Sprinkler Construction Inspector. We recommend that these direct supervisors be reallocated to Pay Range 1GX (\$66,435 - \$93,010). One position, Building Codes Court Administrator, is already in Pay Range 1GX and no change is recommended.

The creation of broader pay ranges and the implementation of career ladders have exacerbated the pay compression problems in existence since pay progression was frozen in 2010. In order to alleviate pay compression issues we recommend a recruitment footnote that will allow appointment at a rate of pay higher than what is currently allowed by the Salary Ordinance. Upon implementation of this report the Department of Employee Relations will work with the Department of Neighborhood Services to identify and address specific instances of inequity.

This report also recommends two additional changes as follows:

**Current:** Environmental Code Enforcement Manager 1GX  
**Recommended:** Building Codes Enforcement Manager 1GX

This position is located in the Residential Division and supervises Residential Code Enforcement Inspectors. As the Environmental Section was moved to the Commercial Code Enforcement Division we recommend a title change to "Buildings Code Enforcement Manager" to better reflect the duties and responsibilities of the position. There is another position with this same title that has similar duties in the Residential Code Enforcement Division.

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