

Neighborhood Improvement Project Inspector – Quantitative Core Competencies

The Quantitative Core Competencies must be obtained in the order as outlined below:

Pay Step 1:

A NIP Inspector - Step 1 shall, at the end of their one year probation period, be able to consistently perform at the following level:

- achieve 3 record stops at least 75 % of workdays
 - perform initial NIP survey within 7 working days of referral
 - complete NIP scope of work within 7 working days of initial survey
 - complete In Rem scopes of work and forward to DCD within 5 working days of initial inspection
 - receive supervisor's recommendation stating the inspector is ready to advance to the next step.
- If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation

Pay Step 2:

To advance to NIP Inspector - Step 2, an inspector at step one must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- complete the one year probation period and fulfill probation requirements
 - achieve 3 record stops at least 75 % of workdays
 - perform initial NIP survey within 7 working days of referral
 - complete NIP scope of work within 7 working days of initial survey
 - complete In Rem scopes of work and forward to DCD within 5 working days of initial inspection
 - receive supervisor's recommendation stating the inspector is ready to advance to the next step.
- If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation
- complete the Milwaukee Public Library offered computer course titled "Email Basics" or comparable course

Pay Step 3:

To advance to NIP Inspector - Step 3, an inspector at step two must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 4 record stops at least 75 % of workdays
 - perform initial NIP survey within 6 working days of referral
 - complete NIP scope of work within 6 working days of initial survey
 - complete In Rem scopes of work and forward to DCD within 4 working days of initial inspection
 - receive supervisor's recommendation stating the inspector is ready to advance to the next step.
- If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation
- complete the Milwaukee Public Library offered computer course titled "Intro to Word" or comparable course

Pay Step 4:

To advance to NIP Inspector - Step 4, an inspector at step three must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 4 record stops at least 80 % of workdays
- perform initial NIP survey within 4 working days of referral
- complete NIP scope of work within 4 working days of initial survey
- complete In Rem scopes of work and forward to DCD within 3 working days of initial inspection

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- receive supervisor's recommendation stating the inspector is ready to advance to the next step. If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation
- complete the Milwaukee Public Library offered computer course titled "Intro to Excel" or comparable course

Pay Step 5:

To advance to NIP Inspector - Step 5, an inspector at step four must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 5 record stops at least 80 % of workdays
- perform initial NIP survey within 4 working days of referral
- complete NIP scope of work within 4 working days of initial survey
- complete In Rem scopes of work and forward to DCD within 3 working days of initial inspection
- receive supervisor's recommendation stating the inspector is ready to advance to the next step. If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation

Pay Step 6:

To advance to NIP Inspector - Step 6, an inspector at step five must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- achieve 5 record stops at least 80 % of workdays
- perform initial NIP survey within 3 working days of referral
- complete NIP scope of work within 3 working days of initial survey
- complete In Rem scopes of work and forward to DCD within 2 working days of initial inspection
- receive supervisor's recommendation stating the inspector is ready to advance to the next step. If the supervisor does not recommend advancement, the supervisor must provide the inspector with a written list of items to correct prior to recommendation