



## Request for City Council Committee Action

**Date:** August 30, 2004

**To:** Ways & Means Committee

**Prepared or Submitted by:** Amy Hirsch/Timothy Giles

Phone: 673-3344

**Approved by:** \_\_\_\_\_  
Pam French  
Director, Human Resources

\_\_\_\_\_   
John Moir  
City Coordinator

**Subject: Referred from Executive Committee, establish the appointed position of Deputy Director, Housing Inspection Services**

**Presenters in Committee:** Timothy Giles/Rocco Forté

### Recommendations:

- 1) Establish the classification of Deputy Director, Housing Inspection Services, at grade 13 (610 points), of the appointive service with an annual salary of \$82,390 - \$91,063, effective July 29, 2004.
- 2) Adopt the salary ordinance for Deputy Director, Housing Inspection Services, effective July 29, 2004. The salary ordinance is attached for your convenience.

### Financial Impact (Check those that apply)

No financial impact (If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

## **Background/Supporting Information**

The position under study, Deputy Director, Housing Inspection Services, is currently in the classified service and is titled Deputy Director, Inspections (Housing Inspection Services). As part of the service reorganization of the Inspections Department, the Assistant City Coordinator, Regulatory Services and Emergency Preparedness intends to move this position to the appointed service. A study was completed to ensure that the position is properly classified and to implement a change of title. The position meets the criteria for appointment as defined by City ordinance.

This position will lead the Housing Inspection Services Division by directing the activities of housing maintenance, rental licensing, and demolition sections to ensure neighborhood livability. The position will also coordinate all areas of housing services with other City departments and outside agencies by developing, facilitating, and managing programs to ensure comprehensive, effective, and consistent housing code enforcement. Additionally, the Deputy Director, Housing Inspection Services will assist the Director on inspections related matters and serve on the executive management team, assisting in the development and implementation of the divisional business plan.

The Deputy Director, Housing Inspection Services will interpret housing, fire, licensing, building, mechanical, plumbing, electrical, and zoning code requirements of a highly complex nature for division staff, property owners, and contractors, to ensure accuracy and consistency.

I recommend that the classification of Deputy Director, Housing Inspection Services, be established at grade 13 (610 points), of the appointive service with an annual salary of \$82,390 - \$91,063, effective July 29, 2004. Additionally, I recommend that the salary ordinance for Deputy Director, Housing Inspection Services, be adopted effective July 29, 2004. The salary ordinance is attached for your convenience.

Sincerely,

Approved for submittal:

Pam French  
Director of Human Resources

John Moir  
City Coordinator

cc: Rocco Forté, Assistant City Coordinator, Regulatory Services and Emergency Preparedness  
Timothy Giles, Director, Employee Services  
Lasamy Mila, Senior Human Resources Consultant  
Mike Anderson, Central Payroll  
Crystal DeJarlais, HRIS  
Barbara Payton, HRIS  
Betty Stanifer, Classifications  
Amy Hirsch, Compensation  
File