



**Request for City Council Committee Action
From the Department of Regulatory Services**

Date February 9, 2006
To Council Member Paul Ostrow, Chair
Ways & Means Committee

Subject Request approval for step 5 of Assistant Building Official for Steve Hanson

Recommendation

The Department of Operations & Regulatory Services requests your approval to hire Mr. Steve Hanson at, step 5, of the salary scale for Assistant Building Official, Construction Inspection Services, in the Inspections Division.

Prepared by: Patrick Higgins, Building Official, Construction Inspection Services

Approved by:

Henry Reimer, Director, Inspection Services

Rocco Forte, Asst. City Coordinator, Emergency Preparedness,
Regulatory Services

Pam French, Human Resources Director

Presenters in Committee: Allan D. Olson, Manager, Construction Inspection Services

Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.
(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

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background

We are seeking to fill the position of Assistant Building Official in the Inspections Division with the top candidate for the position, Steve Hanson. Due to the fact that his level of education, and directly related experience exceeds the minimum requirements for the job, we are seeking approval to offer him 5th step of the Assistant Building Official pay scale.

To obtain the necessary minimum requirements listed on the job application one must be a highly trained individual with hands on experience. We believe starting him at Step 5 is a reasonable request.

Approving Starting Salary Beyond Step 1

Candidate Name: Steven T. Hanson

For Position: Assistant Building Official

Date: March 7, 2006

Department: Regulatory Services

Category Considered	<u>Minimum Qualifications of Vacancy</u>	<u>Candidate Bringing Qualifications</u>
<p>1. Previous recent years of very similar work experience</p>	<p>Seven (7) years of experience in construction code enforcement or building design and/or construction which have included at least three years of progressively responsible management experience with a multi-discipline background in building, zoning, or housing inspections or building plan review.</p> <p>State of Minnesota building official certification.</p> <p>ICC certification in plan review or building inspector.</p>	<p>Candidate has worked for 20+ years performing duties that have prepared him for this position. He has 7 years experience as an assistant building official and 9 years experience as a building official. This experience is very valuable to the position of assistant building official. His 16 years as an assistant or building official have provided excellent progressively responsible management experience. His 4+ years as a district supervisor for CCS have been spent performing most of the requirements for the assistant building official position. Candidate holds both certifications required for the position and has an additional ICC certification.</p>
<p>2. Previous accomplishments in the same areas of responsibilities as the new job</p>	<ul style="list-style-type: none"> - assist building official in development and implementation of construction code services - assist in development and implementation of department business plan - provide constituent services by responding to queries, complaints, etc. from internal and external sources - interpret code inquiries of a complex nature for internal and external customers - represent the city in negotiations related to requests for alternate materials and/or methods - participate in code development process - participate in the hiring process - perform training - perform employee reviews - create employee development plans - assist in obtaining council approvals for budget, personnel, and ordinance changes - assist in direction of remote inspector program, combination inspector program, and un-permitted work initiative 	<p>Candidate has performed all of the responsibilities for the position of assistant building official in Minneapolis for the municipalities he previously worked for. He has been responsible for directing the activities of inspection departments for 16+ years.</p> <p>In his 4+ years as a district supervisor with Minneapolis he has also performed these responsibilities. He has most recently written a business report for the CCS division and has developed time spent and productivity reports for the division. He was instrumental in the development and implementation of the remote inspector program. His previous experience with implementing computerized permitting systems in previous jobs was invaluable for the implementation of remote inspector.</p>
<p>3. Relevant educational accomplishments exceeding the job requirements</p>	<p>Bachelors Degree in Engineering, Architecture, or Business Management or closely related field</p>	<p>Candidate possesses a Bachelors degree in business management. In addition, he has an Associate degree in Architectural drafting and construction estimating from Dunwoody. He also graduated from the Management Academy program through Inver Hills College and is a certified Novell network administer.</p>

<p>4. Difficulty in filling the position because of unique skill requirements</p>	<p>Seven years of experience in construction code enforcement or building design and/or construction which have included at least 3 years of progressively responsible management experience with a multi-discipline background in building, zoning, or housing inspections or plan review.</p>	<p>Candidate meets or exceeds this unique set of requirements. He has 20+ years in construction code enforcement and 16+ years in progressively responsible management experience. His experience includes building, zoning, housing, and plan review.</p>
<p>5. Department's capacity to pay for the increased starting salary</p>	<p>Yes</p>	<p>Yes</p>