



Request for City Council Committee Action

Date: November 18, 2005

To: Ways & Means/Budget Committee

Prepared by: Tim Giles, Director Employee Services Division (673-3341)

Approved by:

Pam French
Pam French
Human Resources Director

John Moir
John Moir
City Coordinator

Subject: **Classification – Director Operations, Licensing and Environmental Services**

Presenter in Committee: Pam French, Human Resources Director

Recommendations:

- 1) Classify the position, Director Operations, Licensing and Environmental Services, grade 15 (713 points) with an annual salary range of \$97,906 - \$108,212, effective November 1, 2005.
- 2) Adopt the salary schedule for Director Operations, Licensing and Environmental Services effective November 1, 2005. The salary ordinance is attached for your convenience.

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

Background/Supporting Information:

The Assistant City Coordinator, Regulatory Services and Emergency Preparedness, is proposing the creation of a new appointed position that will manage the Operations, Licensing and Environmental Services Division, similarly to how Director, Inspections Services is responsible for the Inspections Division. The proposed position, Director

Operations, Licensing and Environmental Services will be responsible all aspects of the management of the division, including but not limited to the following tasks:

- Coordinate and supervise the activities of three divisions (License & Consumer Services, Environmental Management and Safety and Operations Support Services) and all subordinate staff, including hiring, coaching, discipline and discharge of employees.
- Establish and monitor goals and objectives of the three divisions.
- Develop and monitor department rules, policies, procedures and strategies for staff enforcement and assist in complex, difficult and unusual assignments.
- Assist Labor Relations in negotiating in the collective bargaining area.
- Conduct performance evaluations on Deputy Directors.
- Manage fees and revenues in excess of \$12,000,000 annually.
- Manage business license fees and monitor for geographic uniformity, fairness and possible latent discrimination, inflation and enforcement costs.
- Identify new revenue sources and monitor and develop ordinances to implement activities.
- Monitor and enhance meter revenue collection procedures including more efficient and more secure collection equipment and monitor meter rates and market usage.
- Monitor fine revenue programs for geographic uniformity, fairness and possible latent discrimination.
- Monitor and adjust methods of tracking ticket fine resolution and recommend greater efficiencies within the fine revenue process.
- Coordinate with outside agencies and other City departments regarding fine enforcement and collection.
- Monitor grant funds and contracts related to five million dollars in lead abatement grant money. Determine what should be tested; develop contracts for abatement, education and other preventative or remedial activities. Oversee procurement and administration of Federal and State grants, including all required financial reporting.
- Prepare and administer annual budget for the Operations, Licensing and Environmental Services divisions and monitor and measure performance.

The position will report to the Assistant City Coordinator, Regulatory Services and Emergency Preparedness, a city department head. A study was completed to ensure proper classification of the position, which has been evaluated at Grade 15, with 713 points.

The position is new in the appointive service and satisfies all requirements associated with being an appointed position.

cc: Rocco Forte, Assistant City Coordinator, RS & EP
Jill Petty, Senior Human Resources Consultant
Mike Anderson, Central Payroll
Crystal DeJarlais/Barbara Payton, HRIS
Betty Stanifer, Classifications
File