



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

Date July 15, 2002
To Council Member Barbara Johnson, Chair
Ways & Means Committee

Subject Request approval for step 7 of electrical inspector for James Hildreth

Recommendation

The Department of Operations & Regulatory Services requests your approval to hire Mr. James E. Hildreth at the top step, step 7, of the salary scale for electrical inspector, Construction Inspection Services, in the Inspections Division.

Prepared by: Connie Fournier, Deputy Director, Construction Insp. Services

Approved by:

Merwyn Larson, Director, Inspections

John Bergquist, Asst. City Coordinator & Director
Operations & Regulatory Services

Ann Eilbracht, Human Resources Director

Presenters in Committee: Connie Fournier, Deputy Director, 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 electrical inspector in the Inspections Division with the top candidate for the position, James E. Hildreth. Due to the fact that his level of education, and directly related experience greatly exceeds the minimum requirements for the job, we are seeking approval to offer him top step of the electrical inspector pay scale, step 7, \$30.65 an hour.

James Hildreth has a total of 32 years of work experience, 26 years more than the required minimum of five years: 16 years in the field of electrical installations and 16 years in the area of electrical code enforcement. This work experience provides a well-balanced perspective between the installation needs of the customer and the public safety requirements of an inspector.

Mr. Hildreth previously worked for the Inspections Division from 1986-94 as an electrical inspector and from 1994-98 as an electrical plans examiner. He was a valued employee, whom we would like to have back with the Division.

Along with Mr. Hildreth's extensive years of work experience, he's a National Electrical Code instructor for the area colleges, and at the Joint Apprenticeship Training Center. He is also a member of the International Association of Electrical Inspectors.

Educationally he has a B.A. from Concordia College and a Master of Arts Degree in Public Administration from Hamline University.

Mr. Hildreth also has extensive computer knowledge. In his previous employment with us he assisted in maintaining our network. Construction Inspection Services is embarking on a project called "remote inspector" to provide automated devices in the field. Jim will be able to bring a high level of computer skills to assist in this effort.

With his work history, technical skills, and knowledge of City business processes, particularly in the area of electrical inspections, Mr. Hildreth will be a extremely valuable addition to Regulatory Services, Inspections and the City.

Currently Mr. Hildreth is paid \$32 an hour at Comm Tech Electrical. Step 7 of electrical inspector is \$30.65 hourly. At step 7 of the rate, he will be accepting this position understanding he will be taking a pay cut. He also realizes he will start over with vacation accrual and will have to pick up health insurance for the first six months.

We believe starting him at Step 7 is a reasonable request.