



## Legislation Text

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### Create New Title Codes Enforcement Supervisor in the Occupational Index (B)

The Codes Enforcement Division has twelve Code Enforcement Officers supported by two staff assistants, all of who are supervised by one manager. Recently emphasis on enforcement has increased. To provide the level of service required, a new title (the Code Enforcement Supervisor) is requested to be added to the occupational index. This would allow the Codes Division to replace two Code Enforcement Officer positions with Code Enforcement Supervisors. These two supervisory positions would be added as vacancies occur in the Code Enforcement Officer positions. With more supervision, the Code Enforcement Officers will eventually be divided into five teams that would allow better monitoring of activities and their schedules could be changed from an eight-hour day, five days a week, to a ten-hour day, seven days a week; thus providing better coverage. Code Enforcement Officers would then be able to enhance personal contact with citizens that are not usually accessible during normal working hours. The ability to address roadside peddlers on the weekends is an additional anticipated benefit.

The Codes Enforcement Division expects to provide better service and save on some expenses with these proposed changes. The current Codes Enforcement Division budget for postage and certified mail is \$9,500. Extended operational hours will enable Code Enforcement to hand deliver certified mail after hours and on weekends, thereby reducing postage cost. Extended operational hours will have the additional benefit of reducing the number of overtime hours required for officers to attend community meetings and events. Codes Enforcement Officers are currently compensated at CWA pay grade J (\$36,388 to \$44,936). The Pay Study Team has reviewed the proposed job description and recommends assignment of the new title to CWA pay grade L (\$42,051 - \$51,929).

This recommendation will not result in an immediate fiscal impact due to salary savings from staffing vacancies. However, there may be some long-term personal service expenses since the additional costs associated with a supervisory position are approximately \$5,940. It is believed that most of this additional expense will be offset by a reduction in overtime resulting from improved work schedules.

Personnel & Organizational Structure Committee recommend the City Commission approve the request to add the Codes Enforcement Supervisor to the Occupational Index.