



Legislation Text

File #: 20-0611, Version: 1

**OHR/CSA Request Template**

**Date Submitted:** 6-18-20

**Requesting Agency:** Office of Human Resources  
**Division:**

**Subject Matter Expert Name:**

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**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.**

Amends the Classification and Pay Plan by changing the title and pay grade of the City Inspector classification series. The Committee approved filing this bill by consent on 6-30-20.

**Affected Council District(s) or citywide?** Citywide

**Executive Summary with Rationale and Impact:**

*Detailed description of the item and why we are doing it. This can be a separate attachment.*

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of the City Inspector classification series.

OHR conducted a citywide study on the City Inspector classification series which is used across various departments throughout the city. Job Analysis Questionnaires were completed by employees and OHR also conducted field work. Employees in these positions perform inspection work on various projects while ensuring compliance with City standards and ordinances and investigate citizen complaints regarding violations.

It is recommended to change the titles of the City Inspector, Associate City Inspector and Senior City Inspector to City Inspector I, II and III to follow the city's standard naming convention.

OHR is also recommending changing the title of the Chief Inspector to City Inspector Supervisor to better define that the classification is a supervisory position. Lastly, it is recommended to increase the series by one pay grade.

**TITLE & PAY GRADE CHANGES**

<b>Job Code</b>	<b>Current Classification</b>	<b>Title</b>	<b>Current Pay Grade &amp; Range</b>
CN1856	City	Inspector	N-615 (\$19.32 - \$23.77 - \$28.21)
CN1825		Associate City Inspector	N-617 (\$21.12 - \$25.98 - \$30.84)
CN2026		Senior City Inspector	N-619 (\$23.08 - \$28.39 - \$33.70)
CN1855		Chief Inspector	N-809 (\$53,694 - \$69,802 - \$85,910)

<b>Proposed Class Title</b>	<b>Proposed Pay Grade &amp; Range</b>
City Inspector I	N-616 (\$20.20 - \$24.85 - \$29.49)
City Inspector II	N-618 (\$22.08 - \$27.16 - \$32.24)
City Inspector III	N-620 (\$24.13 - \$29.68 - \$35.23)
City Inspector Supervisor	N-810 (\$57,399 - \$74,619 - \$91,838)

Per Career Service Rule 7-37 A - "If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & Pay Plan shall be the beginning of the first work week following approval by the mayor or by the City Council over the mayor's veto. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval."

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):**

Classification

**Fiscal Impact:**

**Contract Amount (if applicable):**

**Draft Bill Attached?**