



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5728/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

February 15, 1983

CITY MANAGER'S OFFICE
RECEIVED
FEB 16 1983

APPROVED
BY THE CITY COUNCIL

FEB 22 1983

OFFICE OF THE
CITY CLERK

City Council
Sacramento, CA.

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION - CODE ENFORCEMENT SUPERVISOR (EXEMPT)

SUMMARY

This report recommends that a new classification which will supervise and coordinate the City's code enforcement program be exempted from Civil Service, be paid \$1,641.99-\$1,995.76 per month and be placed in the General Management Unit.

BACKGROUND AND ANALYSIS

The City Council recently approved additional positions in the Building Inspections Division in order to coordinate the City's code enforcement program. The position which will be in charge of the program is the subject of this report.

The position will be allocated to a proposed new classification of Code Enforcement Supervisor (Exempt). The classification will supervise and participate in the enforcement of City codes, ordinances and abatement regulations. A class specification is attached which provides more detail regarding the duties and qualifications.

The classification is proposed to be exempted from the Civil Service and placed in the Exempt Listing authorized by Resolution 75-164. The classification is appropriate for exempt status under the City Charter by virtue of its management responsibilities and reporting to a Division Chief, the Superintendent of Building Inspections.

The classification is proposed for placement in the General Management Unit. This is warranted by the similarity of the duties of the position and others in that Unit, and its exempt status, which is typical of positions in the General Management Unit. Resolution 81-885 provides for and specifies the classifications in the Unit.

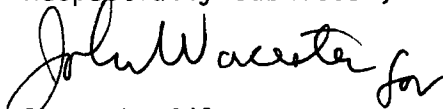
The proposed salary for the new class is based on City salary setting guidelines and internal alignment. The recommended salary is approximately 15% over Code Enforcement Officer, which is the typical differential for supervisors over journey level subordinates. In addition, due to general similarity of duties between Code Enforcement Supervisor (Exempt) and Tax and License Supervisor, a salary of \$1,641.99-\$1,995.76, which is what Tax and License Supervisor is paid, is recommended. Resolution 81-550 specifies the salaries and benefits for classifications within the unit to which this classification would be added.

RECOMMENDATION

It is recommended that the City Council approve the following with respect to the classification of Code Enforcement Supervisor (Exempt):

- 1. Designation as an Exempt classification.
- 2. Placement in the General Management Unit.
- 3. Setting a salary of \$1,641.99-\$1,995.76.

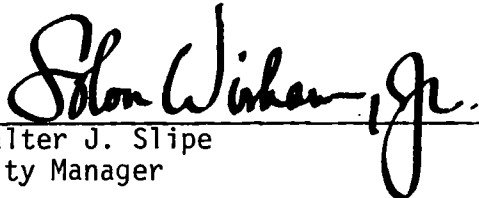
Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/SD/sch
atts.

Recommendation Approved:



For: Walter J. Slipes
City Manager

2/22/83
All Districts

CODE ENFORCEMENT SUPERVISOR
(Exempt)

DEFINITION:

To supervise and participate in the enforcement of City codes, ordinances and abatement regulations and to assist in the processing and presenting of related notices, reports and public hearing documents.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Superintendent of Building Inspections. Responsibilities include providing direct and indirect supervision to technical and clerical code enforcement personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop, recommend and implement a comprehensive code enforcement program.
- Plan, direct and supervise the work of code enforcement personnel.
- Oversee the processing of possible violations of zoning, sign, nuisance and other related codes and ordinances.
- Participate in the more difficult code violation cases and assist subordinates in resolving the more complex code violations.
- Draft memos and reports on code enforcement cases.
- Prepare and present code violation cases before a public hearing examiner or appeals board.
- Confer and coordinate with other agencies and City departments on the investigation and disposition of nuisance complaints and code violations.
- Compile information and prepare staff reports on a variety of code enforcement matters.
- Respond to public inquiries regarding code enforcement matters of a serious nature to insure good public relations.
- Issue misdemeanor citations as authorized.
- Supervise, train and evaluate assigned personnel.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Investigative principles and practices.
- Regulations and requirements of court evidence.
- Principles and practices of supervision and training.

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RESOLUTION NO. 83-129

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION APPROVING THE REPORT AND RECOMMENDATION OF THE DIRECTOR OF PERSONNEL, APPROVED BY THE CITY MANAGER, DATED FEBRUARY 15, 1983, RELATING TO THE ESTABLISHMENT OF THE CLASSIFICATION OF CODE ENFORCEMENT SUPERVISOR (EXEMPT), AND THE SALARY, BENEFITS, EMPLOYER-EMPLOYEE RELATIONS REPRESENTATION UNIT, AND CIVIL SERVICE EXEMPTION OF THE CLASSIFICATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The report and recommendation of the Director of Personnel, approved by the City Manager, dated February 15, 1983, relating to the establishment of the classification of Code Enforcement Supervisor (Exempt), and the salary, benefits, Employer-Employee Representation Unit, and Civil Service exemption of the classification, a copy of which is attached hereto, is hereby approved.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 22 1983

OFFICE OF THE
CITY CLERK