



Human Resources Committee Meeting Notice May 9, 2023

Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Meeting/ Training Room on the 2nd Floor at McMillan Library, 490 East Grand Avenue, Wisconsin Rapids, on Tuesday, May 9, 2023, at 1:00 p.m. The meeting will be recorded and posted to our WRCM channel. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to order
2. Discuss and consider for approval the elimination of the Code Enforcement Officer position in the Community Development Department, and the creation of an additional police officer position in the Police Department; the position will be a full-time assignment by the Police Chief of the duties of code enforcement, nuisance abatement and general neighborhood services.
3. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
4. In closed session the Committee may discuss negotiations and strategy pertaining to a Memorandum of Understanding with the WRPPA police union regarding entry level officers who are not law enforcement board-certified; and pertaining to the assignment by the Police Chief of duties of code enforcement, nuisance abatement and general neighborhood services to an officer.
5. The Committee may return to open session to take action on approval of a Memorandum of Understanding between the City and WRPPA. The Committee may also consider an agreement regarding assignment by the Police Chief of duties of code enforcement, nuisance abatement and general neighborhood services to an officer. The Committee may also consider and approve of a policy requiring reimbursement from entry level officers of recruit school costs under certain circumstances.
6. Adjournment

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Committee Referral

Name of Committee: Human Resources Committee

Date of Request: 05/04/2023

Requestor: Shane Blaser, Mayor

Request/Referral: Request from Shane Blaser, Mayor to restructure the Code Enforcement position.

Background information: Currently the Code Enforcement is supervised and managed by the Community Development Department. I'm requesting that the position is moved to the Police Department (increasing the department size by 1 FTE). The position would be a full-time police officer that has been assigned to the responsibility of Neighborhood Resource Officer. The position would handle code enforcement complaints. The position could also organize neighborhood clean ups, neighborhood watches, and other neighborhood concerns.

Currently the Code Enforcement salary is \$48,210.00. To bring the salary in line it should be a pay grade 6 which is \$51,772.00 - \$58,527.00. A Police Officer salary range is \$60,625.00 - \$73,316.00 (after 5 years)

Options available: Approve or deny the restructuring request.

Action you are requesting the committee take: Approve the restructuring.

How will the item be financed? The difference in wages would need to be funded through contingency and go through the budget process next year.

I've attached the policy for Requesting Personnel, the original Requisition/Position Needs Analysis form, update position description, and the Carlson/Dettmann Job Description Questionnaire.



Requesting Personnel

1. SCOPE

This policy applies to all City employees.

2. PURPOSE

To provide Department Heads and Managers with appropriate guidelines regarding requests for personnel for replacement or new positions.

3. POLICY

Department Heads shall complete the "Personnel Requisition/Position Needs Analysis" to request and justify personnel needs for replacement, modified, and/or new positions. All replacement positions must be accounted for in the current budget. Modified or new positions must receive approval from the Mayor, HR Director, and Finance Director prior to HR Committee or Finance Committee approval.

Consideration for the personnel need must include current staffing needs, cost reduction, improved public service, employee relations, and new and innovative methods and techniques. Requests for new positions may be submitted beginning January 1 through June 1 for positions, which, if approved, will be considered in the subsequent budget cycle process. "Personnel Requisition/Position Needs Analysis" forms for new, unbudgeted positions are to be approved by the Finance Director, the Human Resources Director, and the Mayor. Upon that approval, a recommendation will be made to the Human Resources Committee by the July meeting. The request must then be approved by the Finance Committee and Common Council through the subsequent budget cycle process.

If a vacancy of an existing, budgeted position arises and the Department Head wishes to fill the position, the Department Head is required complete a "Personnel Requisition/Position Needs Analysis" and review restructuring opportunities with the HR Director and the Mayor. If there is a restructuring opportunity, a referral will be made to the Human Resources Committee. If after review, it appears that restructuring is not a viable option, the position will be posted within 10 working days of receiving the Requisition form. The Human Resources Committee approval is not necessary for replacement positions.

If the requisition and replacement process is not timely proceeding, the filling of the position will be addressed on the next HR Committee agenda.

4. PROCEDURES

1. The hiring Department Head will complete the "Personnel Requisition/Position Needs Analysis" and forward it to the Human Resources Director for review. Upon receipt of the "Personnel Requisition/Position Needs Analysis" for new (unbudgeted) positions, the Human Resources Director will review the form and consult with the Department Head to determine the position description, pay grade, salary range and starting rate of pay as described in the Compensation Policy. The HR Director may seek guidance for appropriate pay from a third party compensation vendor. These requests shall be made January 1 – June 1 for positions to be added in the upcoming budget year.
2. The "Personnel Requisition/Position Needs Analysis" for new (unbudgeted) positions will require approval from the Finance Director, Human Resources Director, and the Mayor. If approved, it will be referred to the Human Resources Committee Meeting by the July meeting. If approved by the Human Resources Committee, it will be forwarded to the Finance Committee and Common Council for approval in the subsequent budget cycle process.
3. A meeting with the Mayor, HR Director, and Department Head shall be arranged to discuss restructuring opportunities for replacement positions. The Mayor may approve the filling of the position, or refer it to the Human Resources Committee for a restructuring opportunity.
4. Approved "Personnel Requisitions/Position Needs Analysis" will be returned to the Human Resources Director and filled in accordance with the established Hiring Policy. "Personnel Requisitions/Position Needs Analysis" that have not been approved will be returned to the originator.
5. Positions may be posted prior to the Committee and Council approval; however, these positions may not be filled until approval is granted.

5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/22/02 and 11/18/14 former policies

6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban
Approver(s): HR Committee – 2/1/19
Common Council – 2/19/19



Requisition / Position Needs Analysis

Department Community Development Position: Code Enforcement Officer Date: April 4, 2023
 Name of Supervisor Kyle Kearns, Director of Community Development

Check all that apply:

- New Position Replacement Position Reclassification
 Full-Time Part-Time Temporary Seasonal

Note: Reclassification needs approval from the HR Committee.

The position wage is proposed to be changed as noted in the wage study

1. If this is a new position, have you budgeted for it? **If not, you will need written approval from the Finance Director.**

Yes No Existing Position

2. If this is a replacement position, will the City recognize a savings? What is the approximate savings?

The position is proposed to increase wage in the wage study and I would propose a change now for recruiting.

3. If this is a replacement position and additional funds are necessary, you need to discuss this with the Finance Director prior to submitting this form. Once approved, list the additional funding that you will need.

N/A

4. Review the Job Description. Is the job description accurate? Yes No Changes proposed & attached

If it needs to be changed, consult with HR before submitting this form.

5. Which persons or departments will this individual have frequent interaction with?

Community Development Department & Police Department

6. Is this a single incumbent position? If not, what is the number of the same positions in the department?

Yes

7. Is it possible to redistribute the workload or make other changes to eliminate this position? What have you already tried?

Code enforcement is critical for the City to ensure property maintenance codes are enforced. The department has worked with the PD to assist in performing property inspections.



I. If you have salary information from other sources, please complete the table below:

	Job Title	Pay Band	Source
1.	Code Compliance Officer	\$50,544 - \$58,136	City of Middleton
2.	Code Enforcement Officer	\$39,166	City of Escanaba
3.	Code Enforcement Officer	\$43,680	Edwardsville, IL

II. Fiscal Impact

Salary Range: Pay Grade 6 Minimum 51,772 Midpoint 58,527

Annual Budgeted Salary cost	\$ <u>48,210</u>
- New Employee cost (from start date to year-end)	\$ <u>27,216 (14 cycles)</u>
Add 30% to salary if benefits eligible	\$ <u>36,379</u>
Total Savings	\$ <u>N/A</u>

Request 1-2 week overlap


Special Considerations:

The current position was reviewed during the wage study update and is proposed to be changed slightly. I would recommend making the change now during this requisition request if possible.

III. Recommendation: Approve updated job description and wage classification.

Fill **Do Not Fill**

Manager



Department Head

Human Resources Director

Mayor

**The City of Wisconsin Rapids
Position Description**

Name:		Department:	Planning & Economic DevelopmentCommunity Development
Position Title:	Ordinance Control Officer	Pay Grade:	6 FLSA: Non- Exempt
Date:	May 2010, Revised November 2013 April, 2023	Reports To:	Director of Community DevelopmentPlanning & Economic Development

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Purpose of Position

This is a civilian position within the [Community Planning & Economic](#) Development Department responsible for investigating and enforcing municipal ordinances. The Ordinance Control Officer follows up on complaints received regarding City code and ordinance violations and patrols the City to observe and inspect properties with violations. [Furthermore, the position works with property owners to find resources, both internal and external to the city, to ensure ordinance compliance. Additionally, the officer may lead in the cleanup efforts for properties and organize, and coordinate other neighborhood improvement activities.](#)

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Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Works with [Planning & EconomicCommunity](#) Development Director to develop appropriate standard communication plan and timelines for compliance.

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Responds to complaints regarding City code and ordinance violations. [Requires patrol of Spends approximately 25% of work time patrolling](#) the City and observing and inspecting properties with City code and ordinance violations.

Takes digital photographs and prepares detailed and specific reports on observations.

Communicates with property owners to direct the appropriate action they must take to become compliant with City codes and ordinances.

Researches resources available for property owners needing to fix/improve properties, who are experiencing difficulties, and connects property owners with appropriate resources.

Develops and forwards appropriate correspondence to property owners.

Conducts follow-up inspections to ensure appropriate action has been taken by property owners, as directed, to correct violations.

Issues citations to property owners who fail to comply with directives, codes, and ordinances.

Attends court hearings and may be called as a witness.

Submit inspection warrants and other courses of action under municipal law to enforce applicable ordinance and protect the public health and well being.

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Maintains software system with information pertaining to the original complaint, actions, and results.

Coordinates abatement activities with multiple departments and/or contractors, such as grass cutting, snow shoveling, and property cleanup.

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Develops, maintains, and participates in a communication plan to provide status updates and other feedback to the Mayor's Office, Alderpersons, and general public. Provides, at minimum, a monthly report to the Mayor's Office and Council regarding the status of complaints and resolutions.

Provides monthly office hours to meet with Alderpersons and/or citizens regarding complaints and feedback.

Research code enforcement techniques and neighborhood improvements programs.

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Implements, manages, and coordinates neighborhood improvement programs and events to encourage residents to clean up neighborhoods, eliminate blight, improve safety, and further sense of place.

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Plans neighborhood events, i.e. "Love Your Block", to encourage residents to clean up neighborhoods, eliminate blight, improve safety, etc.

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Assist building inspectors with exterior building code violations and inspections as needed.

Performs other duties as assigned.

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Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma ~~required, or equivalent and e~~College course work in a police science or related field preferred, or any equivalent combination of training and experience. Previous inspection experience is strongly preferred. Must possess a valid Wisconsin driver's license and have a good driving record.

Ability to write and print legibly and use a computer or typewriter keyboard; ability to prepare clear, concise, and comprehensive reports; ability to deal effectively and calmly with public during adverse situations; ability to communicate effectively, both in person and on telephone.

Knowledge and Skills Required to Perform Essential Job Functions

Good computer skills. Must be able to read and have a command of the English language. Good knowledge of office practices, procedures, and equipment; good knowledge of business English, spelling, and arithmetic; knowledge of department rules, procedures, and functions; ability to accurately type records, reports, and related materials in Microsoft Office and other programs; ability to work well with the public; good oral and written communication skills; and the ability to visually monitor a variety of screens and documents. This position requires a high degree of confidentiality. A background investigation will be conducted.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade and convince others. Ability to explain, advise, demonstrate, and clarify to others, within well-established policies, procedures and standards to specific situations. Ability to follow specific oral and written instructions and respond to simple requests from others.

Ability to utilize a variety of reference, descriptive, and/or advisory data and information, such as inspections reports, citations, ordinances, computer operating manuals, statutes, complaint forms, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with the property owners, City personnel, and general public.

Mathematical Ability

Ability to perform addition, subtraction, multiplication, and division.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work, with some choice of actions.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria and make minor decisions in accordance with departmental policy.

Physical Requirements

Ability to operate, maneuver, and/or steer equipment and machinery requiring simple, but continuous, adjustments, such as motor vehicles, tape measure, calculator, and telephone.

Ability to operate a variety of office equipment, such as computer terminal, fax machine, computer printer, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry and typing.

Ability to exert moderate, but not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify individual characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

Some tasks may risk exposure to irritants, intimidation, temperature extremes, and electrical current.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

JOB DESCRIPTION QUESTIONNAIRE

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are a regular and ongoing part of the job, under typical conditions, and not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Starks, Raymond M	Employer Name	City of Wisconsin Rapids
Job Title	Code Enforcement Officer, Ordinance Control	Work Location	Entire City of Wisconsin Rapids
Department	Community Development	Division	Ordinance Control
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	
Supervisor Name	Kyle Kearns	Supervisor Title	Director

SECTION 2	JOB SUMMARY/PURPOSE
What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?	
Enforcement of City municipal codes and the International Property Maintenance Code. Explain to residents why they have to maintain their properties to community standards. Try to keep areas and properties from becoming blighted or duntrotdden.	

SECTION 3

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.

Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.

Category (Area of Responsibility):	Property maintenance inspections and re-inspections	% of Annual Total Time Spent on Category:	97%
Duties within Category:	Inspect for and request abatement for violations of the following: Abandoned/junk vehicles, Animal waste, Building code, Rubbish and garbage accumulations, Garbage and recycling violations, Uncut grass and weeds(seasonal), Impassable sidewalks/vision triangle issues, Parking violations, Sidewalk shoveling(seasonal), Accessory building violations, Principal building maintenance, Fencing maintenance, Animal licensing violations, Animal exemption permit inspections and violations, Zoning violations. Issue and serve citations for un-abated and repeat violations. Apply for and serve Special Inspections Warrants. Remove and dispose of illegally posted/placed signs. Prepare reports on blighted and distressed areas. Coordinate cleanup of distressed, public nuisance properties. Coordinate with the Police Department on public nuisance properties. Work with the County Health Department on nuisance, animal, and hoarding properties within the City. Testify in Municipal Court on disputed citations. Respond to public inquiries on multiple topics. Prepare monthly reports for common council meetings.		
Category (Area of Responsibility):	Address corrections	% of Annual Total Time Spent on Category:	2%
Duties within Category:	Note and catalogue improperly addressed residences, specifically duplex and triplex and request corrections. Correct address and ownership issues within the heavily used MyGov program.		
Category (Area of Responsibility):	SeeClickFix public facing, issue reporting program	% of Annual Total Time Spent on Category:	1%
Duties within Category:	Maintain and update the public reporting program within the COWR phone app. Train fellow employees in its use.		
Category (Area of Responsibility):		% of Annual Total Time Spent on Category:	%
Duties within Category:			
Category (Area of Responsibility):		% of Annual Total Time Spent on Category:	%
Duties within Category:			

Category (Area of Responsibility):	% of Annual Total Time Spent on Category:	%
Duties within Category:		
Category (Area of Responsibility):	% of Annual Total Time Spent on Category:	%
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Category (Area of Responsibility):	% of Annual Total Time Spent on Category:	%
Duties within Category:		
Category (Area of Responsibility):	% of Annual Total Time Spent on Category:	%
Duties within Category:		

SECTION 4

TOOLS, SOFTWARE, & TECHNOLOGY

Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.

Word, Excel, Google Docs, SeeClickFix (the City of Wisconsin Rapids Phone App) Wisconsin Rapids Phone App) Wisconsin PARS, MyGov, Market Drive v18, TRACS

Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).

Phone, Copier, Desktop Computer, iPhone, iPad.

Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc.

COWR automobile

SECTION 5

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Job Title(s) of Collaborators and/or Who Reviews

SECTION 6 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction (What Was Going On?)	Why Was It Necessary?
Director of Community Development	Daily interactions on new or ongoing Code Enforcement issues	Keeping my immediate supervisor updated
Building / Plumbing Inspector(s)	Interact on issues in their areas of expertise	Utilize available expertise and resources to help perform my job.
Parks Department Supervisor	Request grass cutting, snow shoveling and brush, tree, and bush cutting. Request inspection of dead and downed trees, Request noxious weed destruction.	Uncut grass on residential properties, un-shoveled sidewalks, Removal/killing on listed noxious weeds. Public safety involving dead and downed trees.
Streets Supervisor	Discuss garbage and recycling collection issues. Coordinate blighted property cleanup.	Review garbage and recycling recurring issues. Time and coordinate cleanup on residential properties.
Chief of Police	Request his signature on Public Nuisance property declarations, request signature and delivery of 24-hour cleanup notices.	City code requires the Chief of Police to declare a property a Public Nuisance and he must demand 24-hour cleanup of nuisance property.
Mayor	Relay information on issues of greater public interest.	Keep him advised of larger issues that he may be questioned on.

SECTION 7 SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a "yes" response if the primary recommendation comes from this

position and give a "provides input" response if the recommendation is handled through the "chain of command" in a department.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants			
Hire / Promote Employees			
Evaluate Performance Of Others			
Provide Written / Verbal Warnings			
Suspend Employees			
Terminate Employees			
Prepare Work Schedules For Others			
Formal Project Management			
Provide Work Direction For Others			
Counsel Employees (e.g. Guiding/Coaching/Mentoring)			
Developing Training/Development Plans for Employees			
Train Employees (As Part Of The Normal Duties Of The Job)			
Approving/Assigning Overtime			
Approve Time Off Request For Others			
Develop / Implement Policies			
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			n/a
Job Title	# of FTEs		

SECTION 8

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Please indicate the amount of time typically spent in the following categories throughout the course of a year. Although an explanation is invited for each element, we ask that you provide a brief explanation of those elements marked with an * in the space provided.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Low Frequency	Moderate Frequency	High Frequency
Carrying / Lifting 10 - 25 Pounds		X		
Carrying / Lifting 25 - 50 Pounds		X		
Carrying / Lifting > 50 Pounds *	X			
Sitting				X
Standing / Walking / Climbing				X
Specific Vision, Hearing, Taste, or Smell Requirements *			X	
Squatting / Crouching / Kneeling / Bending			X	
Repetitive Hand/Foot Movement *				X
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Low Frequency	Moderate Frequency	High Frequency
Indoor/Office Work Environment		X		
Outdoor Weather Conditions				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) *	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) *				X
Irritated or Agitated Individuals *			X	
Hostile or Violent Individuals *		X		
Hazardous Fumes / Odors / Toxic Chemicals *		X		
Electrical Hazards *	X			
Confined Spaces (as identified by OSHA) *	X			
Close Proximity to Moving Machinery / Equipment *	X			
Bodily Fluids / Communicable Diseases *			X	
Work-Related Travel	X			
Working Alongside Moving Traffic on Roads				X
Provide Any Additional Information Regarding the Physical Requirements or Work Environment (e.g. description of required vision, hearing, taste, smell; type of work travel; etc.):				

I deal with properties that have rubbish and garbage issues, and hoarding issues. I have to check for signs of insect and rodent infestations, usually smells. I deal with animal hoarding issues and inspect residences that wish to have greater than normal animal count. I drive a city owned vehicle requiring repetitive hand and foot movement. The majority of my work is outside in the weather. I deal daily with irritated individuals that are generally not happy with the City or myself. Animal hoarders live in dangerous conditions involving cat and dog urine or feces. I deal frequently with people that live in unhealthy places, I have been spit on and have walked through human and animal feces. I daily remove signs from City right of way, walking along curbs and streets.

SECTION 9

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 10

SUPERVISOR INFORMATION	
Supervisor Name	Supervisor Title
Kyle Kearns	Director of Community Development

SECTION 11

EDUCATION REQUIRED FOR HIRE	
Level of Education REQUIRED (Select one with an "X")	Field(s) of Study (e.g. Degrees/Concentrations)
Less than High School Education	n/a
High School Education (or Equivalent)	Required
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	Preferred
Bachelor's Degree	Preferred
Master's Degree	
Professional Degree (<i>Juris Doctor, Medicine, etc.</i>)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Secondary education in political science, law enforcements, communications, and/or administration preferred.

SECTION 12

TOTAL EXPERIENCE REQUIRED UPON HIRE

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
	X						

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Expert Communication Skills a must. Minimum two years of government experience preferred.

SECTION 13

CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Certified Code Enforcement Officer (CCEO)	American Association of Code Enforcement & International Code Council		X
Certified Code Enforcement Administrator (CCEA)	American Association of Code Enforcement & International Code Council		X

Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

Voluntary but preferred, if not experience in Code Enforcement.

SECTION 14

SUPERVISOR'S CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Correction / Addition
Section 3	Added Detail: Generation of detailed reports for nuisances and other violations where required by City ordinance, submitted to Mayor, Chief, and Director
Section 3	Added Detail: Inspection warrants are obtained through circuit court and contested code violations and citations must be followed in municipal court.
Section 3	Added Detail: MyGov (Permit & Code Enforcement Software), Market Drive (Assessor Database Software), TRACS (Citation Software)

SECTION 15

ADDITIONAL SUPERVISOR COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

The position is occasionally tasked with other neighborhood improvement initiatives, such as the creation/administration of programs or policy. The intent of the position is to also be proactive in code enforcement rather than reactive and punitive.

