



**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Vacant**  
Labor Negotiator

**Department of Employee Relations**

**JOB EVALUATION REPORT**

City Service Commission Meeting: November 19, 2024

**Department of Neighborhood Services**

<b>Current</b>	<b>Recommended</b>
District Code Enforcement Supervisor PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$83,318 (One Vacant Position)	Outreach and Training Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$116,493 (One Vacant Position)

The Department of Neighborhood Services (DNS) has nine positions of District Code Enforcement Supervisor in Pay Range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$83,318. The Department has requested that one of these positions, currently located under “Targeted Enforcement”, be reclassified to Outreach and Training Manager in Pay Range 1MX (\$103,384 - \$144,744). A new job description was provided.

The basic function of this vacant position is to manage the DNS Outreach Division including training and supervision of inspector interns; supervision of the anti-graffiti efforts, coordination of community outreach efforts and events; oversight of workforce development initiatives; and scheduling and coordinating DNS staff training. This position also provides leadership, supervision, motivation, and training to new and current inspectional staff to ensure consistency and accuracy; interprets and applies city, state and national codes or regulations, technical specifications, and administrative law; and interacts with citizens, property owners, and business owners in both the public and private sector promoting exceptional and diplomatic customer service. Duties and responsibilities include:

- 50% Coordinate training and provide supervision of DNS inspector interns; assist each individual in their development and completion of the intern program; and conduct quality control reviews of inspection by interns and other existing staff documenting employee performance, prepare necessary reports, and take corrective action as necessary.
- 15% Develop and implement workforce development initiatives, coordinate the program, and provide supervision and training for workforce staff as needed.
- 10% Coordinate the department’s outreach efforts including scheduling events; and assuring adequate staffing, messaging, advertising, materials, and equipment are ready for all types of outreach events.
- 10% Work with the anti-graffiti program coordinator to oversee the City’s anti-graffiti efforts.

- 10% Coordinate and conduct training and educational programming for inspector interns, other new hires, and existing inspectional and administrative staff.
- 5% Prepare written and statistical reports on various topics including program accomplishments, policy matters, and monthly CDBG (Community Development Block Grant) updates; and assist with supervision of other DNS field staff as needed.

Minimum requirements include current or previous status as a regularly appointed Code Enforcement Inspector (or higher) and a bachelor’s degree in urban planning, architecture, engineering, natural science, or related area and one year of code enforcement experience; or current or previous status as a regularly appointed Code Enforcement Inspector (or higher) and an associate degree in a related field and three years of job-related experience including one year of code enforcement experience; or current or previous status as a regularly appointed Code Enforcement Inspector (or higher) with five years of job-related experience including three years of code enforcement experience. Other equivalent combinations of education and experience may be considered.

This position has evolved and taken on additional higher-level duties including managing the DNS Outreach and Training Division and the staff assigned to special projects. This position reports directly to the Deputy Commissioner and is responsible for providing leadership, supervision, motivation, and training to new and current inspectional staff; organizational development and training for all DNS employees; and preparing written and statistical reports on program accomplishments, policy matters, and monthly CDBG updates.

The requested level of Pay Range 1MX (\$103,384 - \$144,744) is appropriate as other DNS Management positions are also in this pay range. They include Building Codes Court Manager, Building Codes Enforcement Manager, and Neighborhood Improvement Project Manager. These other positions have a recruitment rate of \$116,493 and we recommend the same for this position under study. We therefore recommend one position of District Code Enforcement Supervisor in Pay Range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$83,318 be reclassified to Outreach and Training Manager in Pay Range 1MX (\$103,384 - \$144,744) with a recruitment rate of \$116,493.

**Action Required - Effective Pay Period 26, 2024 (December 8, 2024)**

\* See addendum included in CCFN for Salary and Position Ordinance changes.

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 Andrea Knickerbocker, Human Resources Manager

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 Harper Donahue IV, Employee Relations Director