

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 6, 2001

Incumbent: New Positions (2) Department: Neighborhood Services

Present	Request
Title: N/A (new positions)	Title: A) Office Assistant II (0.5 FTE) B) Code Enforcement Assistant Supervisor
Salary: N/A (new positions)	Salary) A) Pay Range 410 (\$23,612 – 27,783) B) Salary Grade 06 (\$41,572 – 58,206)
Step: N/A (new positions)	Source: Department
Recommendations: A) Title :Office Assistant II (0.5 FTE) Salary: Pay Range 410 (\$23,612 – 27,783) B) Code Enforcement Assistant Supervisor Salary: Salary Grade 06 (\$41,572 – 58,206)	
Rationale: Based on the duties and responsibilities of each position, the Department of Employee Relations recommends classifying position A as Office Assistant II and position B as Code Enforcement Assistant Supervisor.	
History of Positions: These new positions were approved in the 2001 budget and are funded by grants from the Operation Immediate Cleanup Program and the Community Development Block Grant Office.	

Background:

On February 20, 2001, Schuyler F. Seager, Deputy Commissioner of the Department of Neighborhood Services requested the Department of Employee Relations to study and classify two grant funded positions created in the 2001 budget. Job descriptions for both positions were furnished and interviews were conducted with Mr. Seager and Mr. Jeffrey Crouse, Business Operations Manager.

Position A

The basic function of this position is to provide clerical support to supervisory and inspectional staff involved in the Operation Immediate Cleanup Grant by maintaining files and forms, and processing inspector's daily work folders. The grant period lasts six months, beginning in March and concluding in September of 2001.

The duties and responsibilities of the position are:

- Review and process the contents of the inspector's work folders.

- Ensure completeness of orders and mail appropriate paperwork in a timely manner.
- Process and maintain forms and order office supplies.
- Answer telephones and take messages as necessary.
- Perform data entry.
- Operate office equipment such as copiers and fax machines.
- Perform other duties as assigned.

Analysis and recommendation

Based on discussions with the department and a review of the job description, we conclude the duties and responsibilities of this position closely match those specified in the Office Assistant II standard. We recommend, as requested, classifying this position as an Office Assistant II, pay range 410.

Position B

The basic function of this position is to supervise Code Enforcement staff in all inspectional activities relating to the Graffiti Program, Code Enforcement Intern Program, and the inspectional component of the Receivership Program.

The duties and responsibilities of the position are:

- Supervise the implementation of the Graffiti Program, including formulating, reviewing and evaluating all aspects of the program. Assign work to and supervise field and office staff.
- Supervise the implementation of the Code Enforcement Intern Program, including the supervision of Interns, training, evaluation of Intern performance and coordination of intern activity with other department objectives.
- Coordinate the Code Enforcement inspectional component of the CDA funded receivership program.
- Submit activity and completion reports, yearly budgets and other information as required by the Block Grant Office.
- Propose new or revised program format for in-service training of new and presently employed personnel to promote a competent and well-informed inspectional staff with special emphasis on the Intern staff.
- Represent the department at public hearings, community meetings, and other public forums as directed.
- Perform other duties as assigned.

Analysis and recommendation

The position under study was compared to the existing Code Enforcement Assistant Supervisor positions in the DNS and determined to be commensurate with those positions in the scope of duties and level of responsibility. It should be noted, however, that the existing positions have a rating of 3 under working conditions. Since the position under study is primarily an in-office position, we assigned a rating of 1 under working conditions. An assessment of this position according to the job evaluation factors are as follows:

	Level	Points
Impact and Accountability	6	91
Knowledge and Skills	5	68
Relationship Responsibility	6	38
Working Conditions	1	<u>5</u>
	Total Pts	202

Salary Grade 006 points: 201-230

We therefore recommend classifying this position in the requested title of Code Enforcement Assistant Supervisor in Salary Grade 006.

Prepared by: M. Abdullah
Human Resources Representative

Reviewed by: [Signature]
Employee Relations Director