



**Department of Neighborhood Services**  
Inspectional services for health, safety and neighborhood improvement

July 13, 2011

Art Dahlberg  
Commissioner

Thomas G. Mishefske  
Operations Manager

To: Finance & Personnel Committee  
From: Art Dahlberg, Commissioner *AD*  
RE: Position Ordinance changes related to 110371

This memo identifies several changes to the Positions Ordinance for the Department of Neighborhood Services (DNS) that accompanies CCFN 110371. CCFN 110371 is a Greater Than Anticipated Revenue file that will increase the salary appropriation for DNS. The intent of CCFN 110371 is for DNS to increase its staffing resources so that it has increased capacity to manage activities relating to foreclosed properties.

The first change is creating one Office Assistant IV position in the Administration Division. The second change is creating one Building Codes Enforcement Supervisor position in the Administration Division. The third change is creating two Special Enforcement Inspector positions in the Court Section. These three new positions are needed to effectuate the intent of CCFN 110371.

To make these changes, the Positions Ordinance should be amended as follows:

Under "Department of Neighborhood Services – Administration Division – Code Enforcement Section", add one position of "Building Codes Enforcement Supervisor (X)" and add one position of "Office Assistant IV".

Under "Department of Neighborhood Services – Court Section", add two positions of "Special Enforcement Inspector (X)".

If you have any questions, please contact me at 286-2543.

c. Tobie Black