From: Wragg, Faranda
Sent: Wednesday, February 08, 2012 2:39 PM
To: Black, Tobie
Cc: Mishefske, Thomas; Allen, Judith; Steffen, Lynne
Subject: Administrative Correction for the Positions Ordinance

Importance: High

Attachments: DNS_Positions Ordinance Corrections_CSC 1-10-2012.doc

Hi Tobie,

Per our conversation, I am sending the list of corrections for the Positions Ordinance for the Department of Neighborhood Services. The Finance & Personnel Committee approved File Number 111206 on January 12, 2012. This file included several position changes to the Department of Neighborhood Services and some of the positions were inadvertently placed in the incorrect division or section. Please use the attached changes to make corrections to the Positions Ordinance.

Thanks !

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Positions Ordinance

Under the department of Neighborhood Services, Support Services Division, Administrative Services Section, add one "Program Assistant I" and add one position of "Anti-Graffiti Program Coordinator";

Under Commercial Inspection Division, Commercial Inspection Section, delete 16 positions of "Code Enforcement Inspector II (X)" and add 16 positions of "Commercial Code Enforcement Inspector (X)";

Under Residential Inspection Division, Code Enforcement Section, add 3 positions of Building Codes Enforcement Supervisor (X)", delete one position of "Special Enforcement Inspector (X)", delete one position of "Customer Service Representative II", delete 22 positions of "Code Enforcement Inspector II (X)" and add 38 positions of "Residential Code Enforcement Inspector (X)", add 2 positions of "Residential Code Enforcement Inspector (X)(Z)", add one position of Residential Code Enforcement Inspector (0.5 FTE)(A)(X)", add 2 positions of "Office Assistant III" and add one position of "Office Assistant II";

Under Residential Inspection Division, Vacant Building Registration Program, delete 4 positions of "Code Enforcement Inspector II (X)" and add 4 positions of "Residential Code Enforcement Inspector (X)";

Under Residential Inspection Division, Residential Rental Inspection Program, delete 4 positions of "Code Enforcement Inspector (X)" and add 4 positions of Residential Code Enforcement Inspector (X)";

Under Special Enforcement Division, delete one position of "Special Enforcement Inspector (X)" and add one position of "Special Enforcement Supervisor (X)";

Under Targeted Enforcement (A), delete two positions of "Program Assistant II (0.5 FTE) (A)(X)" and add one position of "Program Assistant I (A)(X)", and delete 7 positions of "Code Enforcement Inspector II (A)(X)(Z)" and add 7 positions of "Residential Code Enforcement Inspector (A)(X)(Z)", delete 2 positions of "Code Enforcement Inspector II (X)(Z)";

Delete heading "Nuisance Control Section", delete one position of "Nuisance Control Supervisor (X)(Y)" , delete one position of "Environmental Code Enforcement Supervisor (X)(Y)", delete 18 positions of positions of "Nuisance Control Officer II", delete one position of "Nuisance Control Officer I (0.5 FTE)(A)", delete two positions of "Office Assistant III" and one position of "Office Assistant II";

Under Environmental Health Section, add one position of "Environmental Code Enforcement Supervisor (X)(Y), delete 5 positions of "Environmental Hygienist" and add 5 positions of "Environmental Risk Officer (X)":

Under Operation Immediate Clean-up (A), delete 5 positions of "Nuisance Control Officer II (0.5 FTE)(A)(X) and add 5 positions of "Residential Code Enforcement Inspector (0.5 FTE)(A)(X)";

Under Auxiliary Positions, delete 2 positions of "Code Enforcement Inspector II (X)" and delete one position of "Nuisance Control Officer II" and add 3 positions of "Residential Code Enforcement Inspector (X)".