



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 21, 2024

**Department of Neighborhood Services**

Current Title	Recommended Title
Neighborhood Services Operations Director PR 1RX (\$140,676 - \$196,940) (One Position)	Deputy Commissioner – Building Inspection PR 1SX (\$149,117 - \$208,755) (One Position)

Note: Residents receive a rate that is 3% higher.

**Background**

The Department of Neighborhood Services (DNS) has submitted a request to reclassify one position of Neighborhood Services Operations Director in Pay Range 1RX as a Deputy Commissioner – Building Inspection in Pay Range 1SX. A new job description was provided and discussions were held with Jezamil Arroyo-Vega, Commissioner – Building Inspection and Sha’Nese Burnell Jones, DNS Human Resources Administrator.

In 2002, a report was submitted and approved reclassifying the Deputy Commissioner – Building Inspection to the lower designation of Chief Operations Officer, citing that due to a retirement of the incumbent, the position would no longer perform the full range of duties as Deputy to the Commissioner and that the title and salary grade should be indicative to the new duties and level of responsibility. At that time, the Department of Neighborhood Services had 173 positions and the Chief Operations Officer was primarily responsible for personnel and disciplinary matters. In 2005, the position was reclassified as the Neighborhood Services Operations Director and to a slightly higher designation to be on par with the Administration and Project Manager in Milwaukee Water Works to better reflect the position’s responsibility to initiate and implement department-wide programs, policies and processes, as well as their duty to represent the department to outside agencies and individuals. Today, the Department of Neighborhood Services has 291 positions department-wide, and requires a position that is dedicated to not only personnel and disciplinary matters, but also heavily involved in maintaining the integrity and accordance with the evolving and complex laws and ordinances in which DNS has to abide by while doing business.

Another added layer of complexity and departmental need was revealed after the Commissioner – Building Inspection vacated the role last year. There was no given authority to another position to act in the capacity of the Commissioner – Building Inspection per State Statute and Milwaukee Code of Ordinances (MCO) in the event of vacancy. Historically, a specific individual was temporarily appointed into that position by the Mayor until the position was filled and that individual retired in 2022. This request is to not only recognize the duties of the position as it has evolved over the years, but also to provide adequate backup to the role of the Commissioner – Building Inspection in the event that the position is vacant or the incumbent is unable to complete the duties specified under State Statute and the MCO.

**Duties and Responsibilities**

This position will assist the Commissioner of the Department in the overall administration of the Department; and in the absence of the Commissioner, performs all acts required by law to be done by the Commissioner. This position will function as the technical advisor to the Commissioner and be responsible for providing leadership and oversight of day to day operations of the divisions within Neighborhood Services. Duties and responsibilities include:

- Assist the Commissioner of Neighborhood Services in the performance of their duties, and, during their absence, perform all acts required by law to be done by the Commissioner.
- Responsible for the oversight and supervision of the Department's Divisions; consults regularly with managers and supervisors in charge to assure smooth operation; and resolve problems and complaints which may arise in the performance of departmental functions.
- Provide administrative oversight and internal coordination of significant projects. Work with staff in other departments to ensure timely execution of those projects involving multiple divisions.
- Plan, develop, and direct the implementation of departmental administrative programs, policies, and regulations as they relate to the divisions.
- Assist in developing the department's organizational goals while collaborating with other leadership members regarding departmental needs.
- Reviews building code variance requests and makes recommendations to the Commissioner.
- Provide management oversight to maintain the ongoing quality control program and assure successful implementation of the career progression. This includes staff development and training necessary to ensure continuity and improve retention.
- Assists in directing staff services and supervision of the department involving personnel, fiscal, management, budget preparation, and public relations.
- Provide direction of building and zoning code development in conjunction with other City and State agencies.
- Maintain an effective working relationship with legislative committees, administrators of other departments, communications/media and other organizations interested in the policies and activities of the department and generally develop methods of informing and gaining the cooperation of the public in departmental programs.
- Perform other duties as assigned.

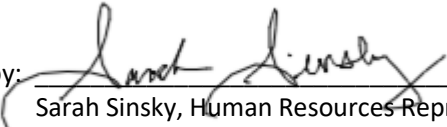
Minimum qualifications include a bachelor's degree in architecture, engineering, construction management, or a closely related field from an accredited college or university; State of Wisconsin Commercial Building Code Certification, Wisconsin UDC (Uniform Dwelling Code) Construction, and UDC HVAC (Heating, Ventilation and Air Conditioning) at time of appointment; and five years' of building code enforcement or comparable technical/specialized experience related to building inspection or building trades, including three years of administrative oversight and staff supervision.

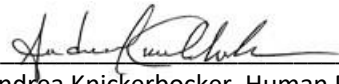
Based on the on the essential functions of this position compared to titles such as City Engineer, Deputy City Attorney, Employees' Retirement System – Deputy Director, Operations Division Director and Water Works Superintendent all within Pay Range 1SX, this report recommends reclassifying one position of Neighborhood


Services Operations Director in Pay Range 1RX (\$140,676 - \$196,940) as a Deputy Commissioner – Building Inspection in Pay Range 1SX (\$149,117 - \$208,755).

**Action Required – Effective Pay Period 13, 2024 (June 9, 2024)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:   
Sarah Sinsky, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director