



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: May 24, 2022

Department of Neighborhood Services

Current	Recommended
Building Codes Court Administrator PR 1GX (\$67,763 - \$94,870) FN: Appointment at any rate in the range with DER/F&P Chair approval. (One Position)	Building Codes Court Manager PR 1IX (\$76,988 - \$107,782) FN: Appointment at any rate in the range with DER/F&P Chair approval. (One Position)

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

The Department of Neighborhood Services (DNS) has requested a classification study of the Building Codes Court Administrator in Pay Range 1GX (\$67,763 – \$94,870). A new job description was provided, and discussions were held with the incumbent, Jennifer Klouda; and her supervisor, Erica Roberts, Commissioner of Building Inspection.

This position works with an Assistant City Attorney to prosecute DNS cases; reviews and approves all orders and citations for prosecution ensuring all legal requirements have been met for successful litigation; oversees and assists in the preparation of legal documents as well as the service of these documents; oversees the inspection process for all court activities; oversees and assists in all activities involved with the Illegal Dumping Program; and provides training and guidance to all DNS staff regarding the issuance and follow-up of orders and citations and their legal requirements. Duties and responsibilities include:

- 35% **Assistance with Prosecution of DNS Cases in Municipal and Circuit Court**
Review and prep all cases prior to all Municipal Court hearings; speak with defendants for the purpose of negotiating plea agreements, answering any questions related to orders and citations, and assisting them with the court process; submit requests for any subpoenas needed for DNS cases and prepare inspectors prior to testifying in court; prepare and file necessary paperwork related to stipulations for plea agreements; and update all case files before, during and after all court hearings.

- 35% **Review and Approval of Orders and Citations for Court Preparation**
Review all citations, orders, and their associated documents to ensure they meet the legal requirements for litigation; provide training and feedback to DNS employees related to the issuance, follow-up and litigation of orders and citations; and update all records before, during and after the litigation process.

- 20% **Oversight of the Illegal Dumping Program**
Receive and document all illegal dumping complaints in the database; assist in the investigative process by researching information using multiple databases, making necessary contacts,

updating the database, and reviewing all citations that result from the investigation; and complete and submit paperwork necessary for all rewards after a successful litigation.

10% **Supervision of Court Staff**

Oversee the preparation and updating of all court related records and documents; notarize documents when needed; and oversee the service of all summons and citations, and reinspections related to court hearings.

Minimum qualifications include a bachelor's degree in Urban Planning, Architecture, Natural Sciences, or a related field; three years of experience at the level of a District Code Enforcement Supervisor or higher with two years of experience with Municipal Court procedures; and a Commercial Building Inspection Certification, UDC (Uniform Dwelling Code) Construction Inspection Certification and a Fire Inspector Certification or equivalent. It is expected that an employee in this position will obtain a certification in the Wisconsin UDC Electrical and UDC Plumbing codes within one year of appointment. Equivalent combinations of education and experience may be considered. These requirements have not yet been reviewed by the Staffing Division.

This position was studied in 2010 when it was reallocated from Salary Grade 08 to Salary Grade 10. In 2012, as part of the restructuring of the Salary Ordinance, the pay range was changed from Salary Grade 10 to the current Pay Range 1GX (\$67,763 - \$94,870) with no change in pay. The reallocation in 2010 was due to a reorganization that changed the Court Section to a Division with the position reporting directly to the Commissioner of Building Inspection. As a result, the position has more authority to recommend and implement department wide changes to processes and procedures to improve the effectiveness of prosecution efforts.

The department indicated that this position has evolved and taken on higher level duties and responsibilities. Changes in the position include the following:

- **Overseeing the Illegal Dumping Program** - includes reviewing complaints, documenting the information, researching information using multiple databases, preparing follow-up paperwork, and building relationships with other agencies to actualize the program.
- **Preparing Stipulation Agreements for Court Hearings** – includes preparing the documents and following up with defendants as necessary to ensure documents are received by the defendant, signed, and returned timely so it can be filed with the court.
- **Being the First Reviewer of Court Referrals and Citations** – includes being the first person to review court referrals and citations for accuracy and completeness; reviewing the Inspector's work and, if necessary, returning the order or citation to the supervisor noting areas that need correction.

These changes require knowledge of requirements necessary to successfully litigate illegal dumping cases, knowledge of court processes and legal requirements for stipulation agreements, and the ability to effectively communicate this information to defendants. Originally this position was to receive court referrals and citations that had been vetted by the supervisory staff, but that responsibility has been given to this position which requires a broader knowledge base of all DNS Divisions. It is also noted that this position has supervisory responsibility for two positions of Special Enforcement Inspector, one position of Program Assistant II, one position of Office Assistant III, and one temporary position of Office Assistant II.

The department has requested this position be reclassified to Building Codes Court Manager in Pay Range 1IX (\$76,988 - \$107,782). Other DNS Division Managers in this pay range include Building

Construction Inspection Division Manager and Special Enforcement Manager. The requested title seems appropriate as it reflects the Division Manager status. The changes listed above support an increase to a higher level and we agree with the requested level of Pay Range 1IX (\$76,988 - \$107,782). The other DNS positions in this pay range have a larger staff but the position under study has a broader department-wide impact with the processing of court cases. The position under study has also taken on managing the Illegal Dumping Program, the preparation of plea agreements for court hearings, and is the first reviewer of court referrals and citations.

We therefore recommend one position of Building Codes Court Administrator in Pay Range 1GX (\$67,763 - \$94,870) be reclassified to Building Codes Court Manager in Pay Range 1IX (\$76,988 - \$107,782). We further recommend that the position continue to have recruitment flexibility at any point in the range with approval by DER and the Chair of the Finance and Personnel Committee.

Action Required – Effective Pay Period 14, 2022 (June 26, 2022)

In the Salary Ordinance:

Under Pay Range 1GX, delete the title “Building Codes Court Administrator (2) (18)”

Under Pay Range 1IX, add the title “Building Codes Court Manager (1) (10)”.

In the Position Ordinance:

Under Department of Neighborhood Services, Court Division, delete one position of “Building Codes Court Administrator (X) (Y)” and add one position of “Building Codes Court Manager (X) (Y)”.

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