



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Jamie Graff, Police Chief
Shanon Swaney, Human Resources Director
Date: February 5, 2024
Re: Code Enforcement Classification

Staff have completed a review of the Code Enforcement Officer position and classification. This included a review of work products and progress the position made from its inception in June of 2022 to its vacancy in December of 2023, current outstanding caseload, potential caseload, review of current Code Enforcement processes and procedures, and review of other municipalities' Code Enforcement programs.

In completing this review, staff determined that a part-time position with a well-qualified candidate would better meet current needs. Staff also believe a re-alignment of the position is warranted moving its supervision from Planning to the Police Department.

We are confident that with a skilled Code Enforcement Officer under the Police Department's supervision, 20 hours per week will be sufficient to begin to implement a successful Code Enforcement program. The Police Department will work closely with the Code Enforcement Officer to monitor the program and will come back to

this body should an additional part-time position or a re-classification to full-time be warranted.

The Police Department will provide better access to resources, databases, and collaboration with law enforcement officers which will further help the success of the position. The Police Department's approach of education, respect, fairness, and integrity will also help support the success of the program.

Staff Recommendation:

Re-classify the full-time Code Enforcement Officer position to a part-time Code Enforcement Officer position at 20 hours per week.

Re-classify the Code Enforcement Officer position from exempt to non-exempt in pay grade 11.

Staff are also seeking permission to fill a part-time Code Enforcement Officer due to the position being currently vacant.

