

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 06/12/07

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Resolutions for the creation of Job Specifications for Code Compliance Manager

**BACKGROUND / DISCUSSION:**

The creation of these job classes was requested by the Environmental Service Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2007  
Funding Source: 3410286-01101-51000

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 05/24/07

CITY CLERK DEPT.  
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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Code Compliance Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **17300**. The Grade is **PM 128**.

**PASSED AND APPROVED this 12th day of June, 2007.**

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: May 24, 2007

By: \_\_\_\_\_  
Secretary

07 JUN -4 PM 3:36  
CITY CLERK DEPT.

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
J. ALEXANDRO LOZANO, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
PRESI ORTEGA, JR., DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

6/17

### HUMAN RESOURCES DEPARTMENT

**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director  
**SUBJECT:** New Job Specifications  
**DATE:** May 17, 2007

The Human Resources Department recommends Civil Service Commission approval of the job classification items listed below. See attached proposed job specifications.

| <u>TITLE</u>                             | <u>CODE</u> | <u>GRADE</u> |
|--|-------------|--------------|
| PROPOSED Code Compliance Manager         | 17300       | PM 128       |
| PROPOSED Solid Waste Landfill Supervisor | 17740       | GS 52        |

The creation of the proposed job classes was requested by the Environmental Service Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

The proposed job specifications were written in the standard style and format and were reviewed by the Environmental Services Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grades shown above establish an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated and refer the matter to the Commission for approval."*

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07 JUN -4 PM 3:35



JOHN COOK  
MAYOR

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## HUMAN RESOURCES DEPARTMENT

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for these positions as soon as possible.

Attachment (*Proposed Job Specifications*)





**JOB SPECIFICATION**  
**CODE COMPLIANCE MANAGER**

Code 17300  
Grade PM: 128

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**General Purpose**

Under direction, organize, direct and coordinate the review, inspection and enforcement activities of the code compliance division of environmental services department related to code and ordinance compliance for the city.

**Typical Duties:**

Oversee the daily operations of inspection and enforcement of zoning, environmental and nuisance abatement codes and ordinances, in order to ensure public health, safety and welfare. Involves: Respond to and investigate complaints of violations related to city regulations, codes and ordinances for signs, zoning, property maintenance, nuisances, outdoor lighting, and licensing. Oversee code revisions in coordination with other city departments. Assist in preparing new language for permitting, licensing and other procedures. Update licensing procedures and fees. Modify and streamline policies and procedures outlined in Municipal Code. Enforce codes and ordinances. Prepare correction notices, stop work, and citations. Provide testimony in City-initiated legal cases and lawsuits against the city; provide expert testimony in civil cases regarding city codes and ordinances; train and prepare staff in proper courtroom techniques for presenting testimony.

Maintain public records and files and ensure uniform application of codes and regulations. Involves: Ensure that inspectors maintain current certifications in compliance with state requirements for enforcement and inspection related to zoning, licensing, property maintenance, environmental and nuisance codes regulations, and registration and licensing of contractors. Provide assistance to inspectors, developers, architects, engineers, contractors, home and business owners to resolve issues in field or technical guidance related to codes and regulations. Liaison between home and business owners, inspectors, neighborhood associations and contractors and other divisions to resolve issues. Perform field inspections or investigations to ensure uniform application of codes and regulations. Prepare and provide staff training to ensure current application of codes and new methods of inspection, investigation and enforcement.

Provide administrative support. Involves: Develop objectives and timelines for the division. Provide monthly reports based review of progress. Monitor expenditures and project anticipated needs of the division based on the Environmental Services Department goals and objectives. Participate in partnering efforts with other city departments or divisions. Provide input and technical support to various City boards, committees, commissions, City Council, City management and Mayor. Respond to media, television and newsprint requests for information. Respond to Open Record Requests. Handle telephone calls requesting information or filing complaints. Route complaints to appropriate section or individual. Handle the more sensitive or highly political investigations and cases. Conduct speaking engagements at citizens groups, City Representatives meetings with the public. Research changes in codes and regulations.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.



**JOB SPECIFICATION**  
**CODE COMPLIANCE MANAGER**

Code 17300  
Grade PM: 128  
CITY CLERK DEPT.

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**Knowledge, Skills, and Abilities**

- Application of comprehensive knowledge of codes, ordinances, and standards, related to inspection and enforcement of municipal code and state and federal rules and regulations.
- Application of comprehensive knowledge of architectural and engineering practices related to public and private sector building, zoning, and construction services and programs.
- Application of good knowledge of administrative, budgetary, and supervisory, policies and practices.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.
- Calculation of long and short term budgetary projections for Inspection and enforcement division projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, codes, ordinances and standards.
- Interpretation of building plans, blueprints and diagrams specific to a variety of codes and regulations.
- Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.
- Safe operation and care of motor vehicles or assigned city owned equipment.

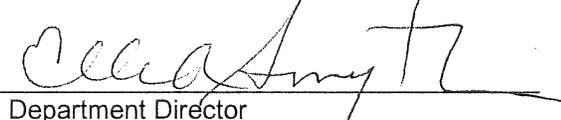
**Other Job Characteristics:** Occasional exposure to hazardous conditions, unstable terrain, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections. Occasional exposure to irate members of the public. Driving through city traffic.

**Minimum Qualifications**

**Education and Experience:** A Bachelor's Degree and four (4) years of management or supervisory level experience in a code enforcement program.

**Licenses and Certificates:** Certification by Texas Department of Health as a Code Enforcement Officer required within 6 months of appointment. Valid U.S. drivers license.

  
Human Resources Director

  
Department Director