

PERSONNEL COMMITTEE AGENDA REQUEST

Sponsor:

Personnel Committee

Board of Supervisors Meeting Date:

December 5, 2019

Staff Lead:

Janelle Downes, Director

Department:

Human Resources

Topic:

A request to increase a part-time permanent Zoning Inspector position to a full-time permanent position with the Department of Community Development.

Topic Description:

This request to convert the existing part-time permanent zoning inspector position (0.53 FTE) to a full-time permanent position (1.0 FTE) within the Development Services Division of the Department of Community Development.

The zoning inspector is responsible for receiving and inspecting complaints of zoning violations, and handling all enforcement activities to bring the violators into compliance. The current workload for this position exceeds the ability to address all zoning complaints in a timely manner, as well as the ability to bring the problem properties into compliance with the ordinances.

The zoning inspector position is currently filled. Converting the position from part-time to full time will not include any basic IT start-up costs as the equipment and software necessary for the position is already in place. No additional space, computer software or equipment is required for the requested conversion. The position already has a dedicated vehicle.

Requested Action of the Board of Supervisors:

Consider for adoption.

Fiscal Impact Analysis:

Cost with benefits is \$73,766. Funding will be covered through the Assistant Director vacancy.

Identify any other Departments, Organizations or Individuals that would be affected by this request:

Community Development