

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
Dept: City Manager
Subject: APPOINTMENT: BUILDING INSPECTOR SUPERVISOR

From: John D.R. Clark
Dept: Human Resources
Date: November 27, 2007

OBJECTIVE

To request City Council approval to appoint a new Building Inspector Supervisor at Step "F" of the salary range.

DISCUSSION

The current Municipal Code allows the City Manager to appoint new employees at any of the first three steps of the established salary range. The City Council, by minute order, can approve the hiring of an employee at any step in the salary range.

The Community Development Director is requesting Step "F" placement for a highly qualified Building Inspector Supervisor candidate who brings over 20 years of building inspection, including almost 17 years of municipal building inspection experience with the City of Westminster.

The candidate also has continued his education in the building inspection field and holds numerous licenses and certifications from the International Code Council and is a licensed California state contractor. He appears to be an excellent fit for the current vacancy in the Building Services Division, where many of this position's responsibilities require familiarity with the state law and inspection regulations.

The Building Division has four vacant positions, and the City's Chief Building Official is set to retire December 4, 2007. Continuing the division's good customer service requires the appointment of seasoned professionals.

FISCAL IMPACT

None anticipated, as the Community Development Department has included this position in its Fiscal Year 2007-08 budget request.

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COMMUNITY VISION IMPLEMENTATION

Effectively meeting the City's inspection needs supports the Community Development Department in meeting the Neighborhood Improvement goals of the 2005 – 2010 Strategic Plan.

RECOMMENDATION

It is recommended that the City Council:

- Approve appointment of a Building Inspector Supervisor candidate at Step "F" of salary range M179.

JOHN D.R. CLARK
Director of Human Resources

By: CAMILLE M. KEHOE
Human Resources Analyst