



APPROVED  
BY THE CITY COUNCIL

OCT 25 1994

OFFICE OF THE  
CITY CLERK

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DEPARTMENT OF  
HUMAN RESOURCES

PERSONNEL SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

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October 14, 1994

City Council  
Sacramento, California

Honorable Members in Session

**SUBJECT: NEW EXEMPT MANAGEMENT CLASSIFICATION - CODE ENFORCEMENT  
MANAGER**

**LOCATION AND COUNCIL DISTRICT:**

City.

**RECOMMENDATION:**

It is recommended that the City Council amend Resolution 94-008 to establish the new exempt management classification of Code Enforcement Manager with a salary of \$4,261.75 - \$5,180.07 per month and to add the classification to management. It is also recommended that Resolution 94-160 be amended to add the appropriate conflict of interest disclosure categories for the new Code Enforcement Manager classification. Since this new classification is the result of combining two previous sections, it is further recommended that the Neighborhood Services Manager, the Assistant Neighborhood Services Manager, and the Housing Administrator classifications be abolished since they are no longer needed.

**CONTACT PERSON:**

Bronda Silva, Supervising Personnel Analyst, 264-5824.

**FOR COUNCIL MEETING OF:**

October 25, 1994.

## **SUMMARY:**

This report recommends salary placement and designation of exempt management status for the new Code Enforcement Manager classification. The new classification is proposed from the need to have a manager oversee the newly combined sections of nuisance abatement/neighborhood improvement and housing and dangerous buildings. The primary responsibility of the classification is to manage, plan, organize, and supervise the activities of the combined sections. Program management responsibilities include, but are not limited to: develop and implement citywide program goals, objectives, policies, and priorities; monitor, evaluate, and recommend changes to improve and streamline the programs; implement changes; coordinate functions activities with fire, police, SHRA, county environmental health, building inspections, and other agencies as appropriate; and develop systems to measure service demands and make recommendations regarding the allocation of resources between the service areas. These functions were previously performed by the Neighborhood Services Manager, the Assistant Neighborhood Manager, and the Housing Administrator classifications but will now be under the Code Enforcement Manager who will then report to an Area Team Manager.

## **COMMITTEE/COMMISSION ACTION:**

None.

## **BACKGROUND INFORMATION:**

The Neighborhood Services Department was formed on April 1, 1993 and was organized into four geographic areas in order provide neighborhood-oriented service delivery. Next, the Area Team Managers were hired to work in conjunction with elected officials and in collaboration with the community, advisory bodies, and other government entities to develop comprehensive strategic plans. In addition to the overall responsibility of providing service to an assigned geographic area, each Area Team Manager was assigned a citywide functional responsibility.

Area 1 was assigned the task of combining one previous division and one previous section from the Planning and Development Department into one section. Specifically, the former Neighborhood Services Division which oversaw nuisance code enforcement and neighborhood improvement and the former Housing and Dangerous Building section which directed the administration of the City's housing and dangerous building codes have now been combined into one section. The title of Code Enforcement Manager is proposed since both the nuisance and the housing and dangerous building functions deal with the enforcement of codes, albeit in different areas. In addition, the same or comparable titles were found in some of the City's survey cities (Anaheim and Oakland).

It is recommended that the salary range for the Code Enforcement Manager be established at \$4,261.75 - \$5,180.07 per month. The proposed salary range lines up with several division heads such as Revenue Manager, Systems and Programming Manager, and the Risk Manager as well as lining up with the Assistant Building Inspections Manager. It is also recommended that the new classification be designated as exempt management which is consistent with other City classifications at the same organizational level.

It is also recommended that the conflict of interest disclosure categories of 1, 2, 3, and 4 be added to the Neighborhood Services Department for the new Code Enforcement Manager classification.

Since the two former sections were headed by other City management classifications, it is necessary to abolish three management classification. It is therefore recommended that the Neighborhood Services Manager, the Assistant Neighborhood Services Manager, and the Housing Administrator classifications be deleted.

**FINANCIAL CONSIDERATIONS:**

No additional funds are requested. The position will be funded with existing resources such as from the reallocation of a vacant position in the Neighborhood Services Department.


**POLICY CONSIDERATIONS:**

These recommendations are consistent with the current policy for establishing new exempt management classifications.


**MBE/WBE EFFORTS:**

Not applicable.

Respectfully submitted,

  
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Bronda Silva  
Supervising Personnel Analyst

Approved:

A handwritten signature in black ink, appearing to read "Donna L. Giles", written over a horizontal line.

Donna L. Giles  
Director of Human Resources

A handwritten signature in black ink, appearing to read "William H. Edgar", written over a horizontal line.

William H. Edgar  
City Manager

# RESOLUTION NO. 94-626

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## AMENDING RESOLUTION 94-008 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 94-008 IS AMENDED AS FOLLOWS, EFFECTIVE OCTOBER 29, 1994.

### Section 1.

Exhibit A, Salary Schedules, Schedule #01, Management, is amended by:

- a. The addition of the classification of Code Enforcement Manager with a monthly salary range of \$4,261.75 - \$5,180.07.
- b. The deletion of the classification of Neighborhood Services Manager with a monthly salary range of \$4,496.27 - \$5,465.20.
- c. The deletion of the classification of Assistant Neighborhood Services Manager with a monthly salary range of \$3,494.40 - \$4,247.36.
- d. The deletion of the classification of Housing Administrator with a monthly salary range of \$3,677.27 - \$4,469.92.

### Section 2.

Exhibit B, Employer - Employee Relations Policy, is amended by the:

- a. Addition of the Code Enforcement Manager classification to Management.
- b. Deletion of the Neighborhood Services Manager classification from Management.
- c. Deletion of the Assistant Neighborhood Services Manager classification from Management.
- d. Deletion of the Housing Administrator classification from Management.

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended by the:

- a. Addition of the Code Enforcement Manager classification.
- b. Deletion of the Neighborhood Services Manager classification.
- c. Deletion of the Assistant Neighborhood Services Manager classification.
- d. Deletion of the Housing Administrator classification.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_ 6

**RESOLUTION NO. 94-627**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**AMENDING RESOLUTION 94-160 RELATING TO THE CONFLICT OF INTEREST CODE FOR THE DEPARTMENT OF NEIGHBORHOOD SERVICES**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

That Resolution 94-160, Exhibit A, relating to Conflict of Interest is hereby amended to add the following designated classification and disclosure categories in the Department of Neighborhood Services:

<u>Designated Classification</u>	<u>Disclosure Categories</u>
Code Enforcement Manager	1, 2, 3, 4,

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_ 7