



Legislation Text

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DATE: January 4, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Chris Bridgewater, Director BNS

SUBJECT:

Consideration of Resolution 2015-102, a Resolution Amending the Table of Organization for the Building and Neighborhood Services (BNS) Department (01/12/16 WS)

Purpose

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning amending the Table of Organization for the Building and Neighborhood Services (BNS) Department to add a Permit Tech position (pay grade D) and delete a Planning Associate position (pay grade D) and to add one Inspector I position (pay grade D) and delete an Inspector III position (pay grade F).

Background

Starting July 2014, the Planning Associate position was transferred from the Planning Department to BNS in order to move the addressing function to BNS and to balance workloads. At that time the job description was not adjusted, but over time the duties of that position have come to closely resemble those of the Permit Tech job description and the overall duties of addressing have been absorbed by the Permitting section as a whole. The duties of both positions are and were of similar scope and pay grade, and this change would serve to make the section more cohesive and responsive in providing service. The position is currently vacant and it is staff's intent to modify the organization chart (changing the Planning Associate position to a Permit Tech) as a part of the hiring process.

Additionally, one Inspector III position is being changed to an Inspector I position to reflect hiring an Inspector (Electrical) at an entry level. This is based on the candidate's experience and level of current certification. Depending on the needs of the City for inspection services, this position may be increased back to an Inspector II or III position in the organizational chart in future budget cycles.

Financial Impact

No financial impact is anticipated. One position change, Planning Associate to Permit Tech, is within the same pay grade (Pay Grade D). The other change, Inspector III to Inspector I, is a move from a pay grade F to pay grade D.

Recommendation

Staff recommends changing the organizational chart.