

One-rdg. \_\_\_\_\_  
P. Hrngs. \_\_\_\_\_  
Pgs. 4  
Filed: 09-18-18

Sponsored by: Fisk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

COUNCIL BILL 2018- 235

GENERAL ORDINANCE \_\_\_\_\_

AN ORDINANCE

1 AMENDING Chapter 2, Section 2-92 of the Springfield City Code, known as the Salary  
2 Ordinance, relating to the salary rate and pay grade for job titles primarily  
3 within Building Development Services, as contained in the Professional,  
4 Administrative and Technical Salary Schedule, by adding three new job  
5 titles, and by deleting one job title.  
6  
7

8 WHEREAS, Building Development Services, in collaboration with the Springfield  
9 Fire Department, is proposing to add the job title of Fire Protection Review Specialist, at  
10 a Professional, Administrative and Technical ("PAT")9 salary grade, to alleviate backlog  
11 of Fire Marshal duties and increase efficiency in providing timely fire protection system  
12 plan reviews, with an emphasis on fire code compliance, and field inspections of fire  
13 sprinkler and fire alarm systems; and  
14

15 WHEREAS, Building Development Services is proposing to add the job title of  
16 Code Administrator, at a PAT11 salary grade, to assume supervision and management  
17 duties of Land Use and Housing Inspectors, as well as monitor state statutes and  
18 propose updates to all codes and ordinances under the charge of enforcement by the  
19 department, and is proposing to delete the job title Code Administrator PAT12; and  
20

21 WHEREAS, in order to restructure Building Development Services toward  
22 efficiency of services and create a position having responsibility for intake and  
23 processing of plan review submittals, the department is proposing to add the job title of  
24 Development Specialist PAT7; and  
25

26 WHEREAS, it has been determined through evaluations conducted by Human  
27 Resources that the recommended salary grade assignments for these job titles are  
28 consistent with the level of responsibility associated with these recommended positions.  
29

30 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
31 SPRINGFIELD, MISSOURI, as follows, that:

32  
33 NOTE: Language to be added is underlined. Language to be removed is

34 **stricken.**

35  
36 Section 1 - Chapter 2, Section 2-92 of the Springfield City Code, known as the  
37 Salary Ordinance, relating to salary rates and pay grades for various job titles within the  
38 City service as contained in the Professional, Administrative and Technical (PAT)  
39 Schedule is hereby amended by adding the following three job title(s), and by deleting  
40 the following one job title, said changes to be effective upon the passage of this  
41 Ordinance:

42  
43 Proposed Job Title and Salary Grade  
44 (Titles to be Added)

Classification	Grade
<u>Fire Protection Review Specialist</u>	<u>PAT 9</u>
<u>Code Administrator</u>	<u>PAT 11</u>
<u>Development Specialist</u>	<u>PAT 7</u>

51  
52 Proposed Job Title and Salary Grade  
53 (Titles to be Deleted)

Classification	Grade
<del>Code Administrator</del>	<del>PAT12</del>

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56  
57  
58  
59 Section 2 – This Ordinance shall be in full force and effect from and after  
60 passage.

61 Passed at meeting: \_\_\_\_\_

62  
63  
64  
65  
66 \_\_\_\_\_  
67 Mayor

68 Attest: \_\_\_\_\_, City Clerk

69  
70 Filed as Ordinance: \_\_\_\_\_

71  
72  
73 Approved as to form: Rhonda Lewsader, Deputy City Attorney

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75  
76 Approved for Council Action: Jason R. Hage, City Manager  
77

## EXPLANATION TO COUNCIL BILL 2018-235

FILED: 09-18-18

ORIGINATING DEPARTMENT: Building Development Services

PURPOSE: To establish three new job titles and delete one existing job title.

BACKGROUND: In collaboration with the Springfield Fire Department, Building Development Services (“BDS”) has relied on Fire Marshals to review and comment on pre-development and project submittals for permit approval and enforcement of the International Fire Code. The Fire Marshals’ involvement has increasingly hindered their ability to perform priority duties such as annual building compliance inspections for high hazard and assembly uses, investigation of fire occurrences, bomb squad training and response activities, as well as service complaint inspections. Therefore, a new FTE position was approved in the Fiscal Year 2018-2019 budget for BDS to increase efficiency and complete the fire protection system plan review, pre-development reviews with emphasis on fire code compliance, and field inspections of fire sprinklers and fire alarm systems. Staff recommends that the job title of Fire Protection Review Specialist, PAT-9, within BDS, be established for this position, and that the position assume the duties of this assignment which will also aid the Springfield Fire Department to better focus on other priority duties.

Historically, the current job title of Code Administrator, PAT-12, was utilized in a different role that had a much broader scope of responsibility and warranted a higher level salary grade; however, based on the department’s current structure and the position’s proposed responsibilities supervising and coordinating land use and housing inspections, it is recommended that the currently vacant Code Administrator position be reclassified to the PAT-11 salary grade to better address the level of personnel supervision and service demands for this assignment.

Currently, the Land Use and Housing Inspectors are under the direct supervision of the department Director. This requires daily involvement, scheduling and direction of inspector activities by the Director, in addition to the Director’s other departmental priorities. The Code Administrator will assume supervision and management duties of these inspectors. Other essential duties will include monitoring state statutes and proposing updates to all codes and ordinances under the charge of enforcement by the BDS department.

Lastly, the department proposes reallocating the existing vacant position of Development Coordinator, PAT-9, and underfilling the position as a Development Specialist, PAT-7, to focus on the critical functions of intake and processing of plan review submittals. This restructuring within BDS will gain efficiencies in the services provided while being fiscally responsible.

Funds to support the above recommendations were projected and approved in the Fiscal Year 2018-2019 Budget; therefore, no budget adjustment is necessary. The costs

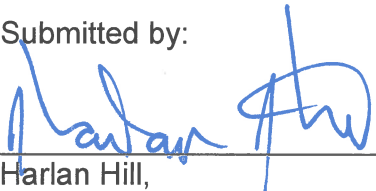
associated with the new positions of Fire Protection Review Specialist and Code Administrator were included in the Council approved Fiscal Year 2018-2019 Budget funded by “one-time money” for part of Fiscal Year 2018-2019. On-going funding for these positions will be included in the next Fee Study presented to Council for final approval in January 2019.

The fiscal impact associated with the previously budgeted positions for Building Development Services is approximately \$185,503 annually.

REMARKS: Building Development Services and Human Resources respectfully request this Council Bill be approved to establish three new job titles, including the Fire Protection Review Specialist, at a PAT-9 salary grade; the Code Administrator job title at a PAT-11 salary grade; and the Development Specialist, at a PAT-7 salary grade. Additionally, the Code Administrator, PAT-12 job title will be deleted. Based on job evaluations conducted by Human Resources, it has been determined the requested salary grade assignments are appropriate for each job classification.

The Building Development Services Department and Human Resources Department recommend approval of this Council Bill.

Submitted by:



Harlan Hill,  
Director of Building Development Services

Approved by:



Jason Gage, City Manager



Darla Morrison,  
Director of Human Resources