



1 City of Racine, Wisconsin
2 COMMON COUNCIL

3 **AGENDA BRIEFING MEMORADUM (ABM)**

4 **COMMITTEE:** Finance and Personnel **LEGISLATION ITEM #:**

5 **AGENDA DATE:** January 24, 2022 Finance and Personnel Committee
6 February 1, 2022 Common Council

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8 **DEPARTMENT:**

9 **Prepared By:** Matthew Rejc, Assistant Director of City Development

10 **Reviewed By:** **DRAFT**

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12 **SUBJECT:**

13 **Communication sponsored by Mayor Mason on behalf of the Assistant Director of Human Resources**
14 **to adjust the titles and pay grades for various positions in the City Development Department.**

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16 **BACKGROUND & ANALYSIS:**

17 **The City Development Department proposes retitling the Assessment Technician position as Assessor**
18 **II and increasing the pay grade from “G” to “H” commensurate with the volume and complexity of the**
19 **expected workload. The 0.5 FTE Assessment Technician position was recently vacated in the**
20 **Assessment Division of the City Development Department, and a qualified full-time Assessment**
21 **Technician from the Communication, Administration, and Project Management Division was**
22 **reassigned to Assessment Division to fill the vacancy. However, the workload in the Assessor’s Office**
23 **after the recent City Development reorganization is assessment work and requires a licensed**
24 **“Assessor II” per the Wisconsin Statutes and Department of Revenue. The transferred staff member**
25 **has passed the Assessor II exam and is licensed to perform the necessary work. Staff request that the**
26 **Assessment Technician position be converted to a 1.0 FTE Assessor II position based in the Assessment**
27 **Division.**

28 **Staff also request authorization to fill the 1.0 FTE vacancy created by the move from the**
29 **Communication, Administration, and Project Management Division to the Assessment Division at pay**

30 grade "G". The work associated with this position is currently being completed by contracted staff
31 working on a temporary basis.

32 Staff also recommends increasing the pay grade for the Building Inspector III position from "I" to "J".
33 Over the past several years, inspectors in the Building Division of the City Development Department
34 and new hires have received pay raises such that this higher-level position is now compensated below
35 the less advanced inspector positions. The compensation for the Building Inspector III position is no
36 longer commensurate to the volume and complexity of the work undertaken by that position.

37 Additional funding as necessary to accommodate these changes will stem from the two unfilled
38 Seasonal Code Compliance Inspector positions in the Building Division of the City Development
39 Department. The Seasonal Code Compliance Inspector positions have not been filled since 2020, and
40 the positions are now unnecessary given the positions recently created in the Neighborhood
41 Enhancement Division of the City Development Department.

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43 **BUDGETARY IMPACT:**

44 Sufficient funding exists in the City Development budget to accommodate these proposed changes.
45 No additional funding is requested by the Department of City Development.

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47 **RECOMMENDED ACTION:**

48 To approve the request as presented by staff.

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