

Special Meeting

March 14, 2008  
12:45 p.m.

A special meeting of the Municipal Civil Service Commission convened on Friday, March 14, 2008, at 12:56 p.m. with Grady Pettigrew and Jeffrey Porter in attendance.

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*RE: Request of the Civil Service Commission staff to revise the specification for the classification Assistant Director (Community and Neighborhood Development)(U), and retitle it to read Assistant Director (Building Regulations and Compliance)(U) (Class Code 0168).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Assistant Director (Community and Neighborhood Development) (U) and retitle it to read Assistant Director (Building Regulations and Compliance) (U) in anticipation of a reorganization of work within the Development Department and the need to have a classification that would be very involved in the realization of a citywide one-stop-shop for building regulations and compliance activities.

It was recommended that the definition be revised to reflect that an incumbent in this classification would assist the Department Director in the direction of building regulations and compliance activities for the City. Some of the programs and activities associated with this job would include building licenses and permits, zoning, construction inspection, plans examination, and engineering plan reviews; many of these activities cut across departmental boundaries. Given the major responsibility and its broad scope, the proposed classification would potentially command a higher pay grade assignment than what is currently assigned to the Department Assistant Director (U), Class Code 0052, which would necessitate the creation of a separate classification.

Because the current classification of Assistant Director (Community and Neighborhood Development) (U) is vacant and the work no longer exists for the department, it was recommended that this classification be revised and retitled as proposed to fulfill the current and pressing need for the department.

A motion to approve the request was made, seconded, and passed unanimously.

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The Commission adjourned its special meeting at 1:00 p.m.

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 Grady L. Pettigrew, Jr., President

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 Date