


INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll 
Human Resources Director

DATE: March 28, 2017

SUBJECT: Building Division Job Evaluation and Position Changes

BACKGROUND:

The Building Division has had difficulty recruiting for the position of multi-certified Building Inspector/Plans Examiners. Coupled with the increase in building in Indian River County, current plans reviews and inspections are taking longer than the target service completion date of three weeks. The new online employment application system, NEOGOV, has improved the quality of our candidate pool and Indian River County has received applications from well qualified Building Inspectors/Plans Examiners. However, the requested salary levels are above our budgeted amounts and would result in salary compression of existing multi-certified employees. Director of Community Development Stan Boling and Building Official Scott McAdam requested Human Resources evaluate the compensation levels of the current Building Inspector/Plans Examiners for competitiveness.

As a result of this review it was recommended the positions of Building Inspector or Plans Examiner I, Building Inspector or Plans Examiner II and Sr. Building Inspector or Plans Examiner be upgraded to be competitive with the labor market and to recruit and retain qualified inspectors as follows:

- Building Inspector or Plans Examiner I = Inspector or Plans Examiner with only 1 certification/license
Upgrade from grade N-18 minimum salary of \$42,080 - **to grade N-20 minimum salary of \$46,414**
- Building Inspector or Plans Examiner II = Inspector or Plans Examiner with minimum of 2 certifications/license
Upgrade from grade N-20 minimum salary of \$46,414 - **to grade N-22 minimum salary of \$51,161**
- Sr. Building Inspector or Plans Examiner = Inspector or Plans Examiner with minimum of 5 or more certifications/license and demonstrated on the job experience in multiple certifications
Upgrade from grade N-22 minimum salary of \$51,161 – **to grade N-23 minimum salary of \$53,719**

An across the board pay adjustment of \$4,500 (not to exceed the pay grade maximum) would be granted to employees who qualify as a Building Inspector or Plans Examiner II or Sr. Building Inspector or Plans Examiner. Employees holding single certification as a Building Inspector or Plans Examiner I would not receive a pay adjustment.

In addition to the recommended upgrades, the budgeted vacant position of Building Support Specialist in pay grade N-08 was recommended to be eliminated and replaced with a Building Administrative Assistant in pay grade N-13. This is necessary to relieve the Building Official of routine administrative tasks and improve the delivery of services in the division.

These changes will position the Building Division to be able to recruit and retain qualified inspectors and manage the increased work load in the Division, reducing the wait time for our customers.

The recommended changes have been authorized by the County Administrator under the administrative authority granted by Administrative Policy AM-303.1 effective March 31, 2017.

ANALYSIS:

The budgetary impact for the current fiscal year is approximately \$38,000. The budgetary impact of the changes in the next fiscal year would be approximately \$75,374.

FUNDING:

Funding for the additional expense is available through a budget amendment utilizing current Building Division revenues.