

## MEMORANDUM

DATE: July 22, 2003  
TO: The Board of Supervisors  
FROM: Douglas H. Murrow, Director of Code Compliance  
SUBJECT: Request For Change To Inspector Position

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For two years the Code Compliance Division has used a 32 hour per week inspector position to fulfill part of its inspection work load. A previously approved 40 hour Inspector position became vacant and a particular individual, who had been working on an on-call basis with Code Compliance, was available but did not wish to work 40 hours per week. At that time additional staff resources were necessary to assist in residential plan review and, therefore, staff requested eight hours of the position to be transferred to a part-time plan review position. The situation with the particular individual has now changed and he will not be available for continued employment at the same number of hours. Staff is requesting a change in the current part-time permanent (32 hours) inspector position to a full-time permanent (40 hours) position.

This request is being made for two primary reasons. First is that inspections work load continues to climb and better customer service could be provided with a full-time permanent inspector position. The training requirements for a part-time position is the same as a full-time position and if that training is to be provided it would be more efficient to utilize a full 40 hour position. Staff also anticipates that it will be easier to fill a full-time permanent position in the current job market.

Attached is a resolution that would authorize a change in the current part-time permanent position to a full-time permanent position with an increase in eight hours of work time. In addition, the resolution authorizes the transfer of \$15,000 from operating contingency to cover the cost increases needed for salaries and fringes.

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Douglas H. Murrow

CONCUR:

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John T. P. Horne

DM/JTTH/adw  
insposit.mem

Attachment