

Memorandum



CITY OF DALLAS

DATE June 7, 2019

TO Honorable Members of the Government Performance & Financial Management Committee:
Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson, Lee M. Kleinman,
Philip T. Kingston, Tennell Atkins, Kevin Felder

SUBJECT **Department of Code Compliance Services Vacancies – FY2019**

The purpose of this Memo is to respond to the inquiries raised at the Government Performance & Financial Management City Council Committee meeting held on Monday, June 3, 2019.

Question #1 (Councilmember Tennell Atkins, District 8): Why has the Code Compliance Services (CCS) Department not filled approximately 30 Inspector positions in the current 2019 Fiscal Year (FY)?

Response: Since October 1, 2019, CCS has had an authorized personnel strength of 389 full-time employees (FTE's) with a total of 337 FTE's positions filled during the first quarter of FY 2019.

The recruitment data indicates that the department has a current vacancy rate of 14% and a 7% attrition rate. The number of employees lost in the first quarter of FY 2019 to date are due to internal city promotions, resignations, retirements, transfers or terminations.

Of the vacant positions, a total of thirty-one (31) are expected to start June 2019, including:

- Code Inspector II (9 positions)
- Code Inspector I (11 positions)
- Job reclassifications (11 positions/ Community Clean Initiative)

Of these, nine (9) are internal promotions which in turn will create additional Code Inspector one (I) vacancies and will continue to impact our department's ability to be fully staffed. Advertisement of these positions are posted, and recruitment efforts are underway. They are expected to be filled by Wednesday, June 19, 2019, per Human Resources.

An internal department review revealed delays in the recruitment process are attributed to a combination of variables including ongoing turnover, job reclassifications, changes in CCS executive leadership, and coordination of the Code Compliance Training Academy.

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Question #2 (Councilmember Kevin Felder, District 7): What is the starting pay for a Code Compliance Inspector One (I)?

Response #2: The following represents the compensation for our Code Officers.

Classification	Minimum	Midpoint	Maximum	Average Salary
Code Inspector I	\$27,523.00	\$39,859.00	\$52,195.00	\$39,138.00
Code Inspector II	\$34,289.00	\$49,670.00	\$65,051.00	\$49,606.00
Code Inspector III	\$37,718.00	\$54,636.00	\$71,554.00	\$56,025.00

Conclusion

The Department of Code Compliance Services continues to coordinate all hiring efforts with Human Resources while evaluating and providing recommendations to improve the recruitment process. In addition, the Department will continue to monitor staffing levels to reduce vacancy timelines and improve customer service. We will explore posting the Code Enforcement Officer classifications continuously, as well as ways to expedite the licensing and training of new recruits to speed deployment of officers to the field.

Please contact me or Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer, if you have any questions or concerns.



Carl Simpson, Director
Department of Code Compliance Services

- c: T.C. Broadnax, City Manager
- Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
- Elizabeth Reich, Chief Financial Officer
- Jack Ireland, Director, Office of Budget
- Nina Arias, Director, Human Resources
- Lynetta Kidd, Assistant Director, Department of Code Compliance Services
- Andrew Espinoza, CCEA, CBO, MCP, Assistant Director, Department of Code Compliance Services
- Donna Lee, Executive Manager, Department of Code Compliance Services