



## MEMO

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**TO:** Human Resources Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** July 6, 2021

**SUBJECT:** Request to Over Hire – Public Works HVAC Inspector

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The Department of Public Work's current Table of Organization includes eight Building Inspectors. We recently received notification that one of our Inspectors is planning to retire September 1, 2021, after 37 years of service with the City.

This position conducts over 1,000 inspections and issues over 800 HVAC permits annually. The position is also responsible for HVAC plan review and is a consultant to prospective developers.

In order for us to have a successful transition of the duties, we acknowledge the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 30 day over hire period of the Inspector position.

The financial impact for this proposal is approximately \$8,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the expected lower salary of the new hire and other vacancies throughout the Department.

C: Jay Ratchman, Human Resources Director  
Kurt Craanen, Inspections Supervisor