

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

ESTABLISHING PAY LEVEL FOR CODE
ENFORCEMENT DIRECTOR WILLIAM WARD

In the year Two Thousand Ten.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, after a comprehensive interview process, William Ward has been selected
by Mayor Kiss as the City’s new Director of Code Enforcement; and

WHEREAS, the Human Resources Department has reviewed Mr. Ward’s relevant
experience for this position and determined that he should be placed at step 8 for the Code
Enforcement Director position; and

WHEREAS, the Code Enforcement Director position was reviewed as part of the
Gallagher Flynn Market Analysis of Salaries and Benefits of Non-Union positions (“Gallagher
Flynn Analysis”), which recommended that the scale commence at a salary of \$60,000 instead of
the current \$57,170.43; and

WHEREAS, based on Mayor Kiss’s request, the Board of Finance recommended at its
December 21 meeting that Mr. Ward be placed at the equivalent of step 8, or \$67,256.60, of a
compensation range commencing at \$60,600, the equivalent of a grade 21 position; and

WHEREAS, Human Resources Director Susan Leonard is in support of this salary grade
and placement; and

WHEREAS, Section 5.4.a. of the City’s Personnel Policy provides that “a Department
Head or management employee may be compensated outside the limits of the City’s
compensation plan based on the recommendation of the Finance Board and a finding by the City

38 ESTABLISHING PAY LEVEL FOR CODE
39 ENFORCEMENT DIRECTOR WILLIAM WARD
40

41
42 Council either that particular circumstances within the City require that the person holding the
43 position be compensated outside the plan or that the individual assuming the position has specific
44 expertise or qualifications that are essential to the operation of the Department;” and

45 WHEREAS, Mr. Ward’s selection as the new Code Enforcement Director occurred after
46 the completion of two search processes and the involvement of numerous residents and other
47 stakeholders, while the Code Enforcement Office has had an interim director for approximately 8
48 months; and

49 WHEREAS, based on the need for hiring a new Code Enforcement Director, and Mr.
50 Ward’s qualifications for this position, the Council finds that the criteria of Section 5.4.a of the
51 City’s Personnel Policy are met;

52 NOW, THEREFORE, BE IT RESOLVED that Mr. Ward be compensated at the
53 equivalent of Grade 21 and Step 8, or \$67,256.60, on the compensation scale as outlined in the
54 Gallagher Flynn Analysis for the Code Enforcement Director position, and receive annual step
55 increases according to the attached salary scale marked “proposed.”