



CITY OF PARK RIDGE

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DATE: March 22, 2017
TO: Joe Gilmore, Acting City Manager
FROM: Jim Brown, Community Preservation and Community Development Director
RE: **Plans Examiner/Inspector (John Scalfani)**

This is not justification for a new position, but rather a memo to clarify a position that has existed for some time, and for which there appears to be some misunderstanding. John Scalfani is not an on-call employee, and records I have indicate he never held that status. At some point, confusion appears to have arisen, and Mr. Scalfani's name became associated with slots held by on-call employees Mr. Chiappi, Mr. Herman, and Mr. Hitchcock (now no longer used by this department.)

John Scalfani began employment with the City on 07/26/2013 as a part-time employee. His status was changed to full-time employee from 02/17/2014 to 12/25/2015, at which time he reverted to part-time status. Since then his status as either a part-time or a full-time employee has changed several times. At no time was he ever an "on-call" employee. He has been working a part-time schedule since my arrival here, and indeed, has been working a part-time schedule for some time. (His schedule is to have Wed off.) He has routinely worked from between 4.0 to 6.0 hours per day on the other four days of the workweek.

Mr. Scalfani is an essential piece of CP&D's operations. His skills are broad, and he is used in a variety of roles: he does plan review for zoning-related issues, for flatwork, accessory structures and electrical work. He conducts field inspections for these areas, and often investigates zoning, or building-related complaints in the field. He also routinely assists at the front counter, answering customer inquiries and fielding complaints. Moreover, he routinely meets with residents and contractors to review their building project concepts and plans.

His versatility means he is the ideal person to provide vacation relief for other inspectors or even assist when an administrative person is on vacation.

The Finance Department should revise all documents that list Mr. Scalfani as filling an on-call position and adjust pay and benefits numbers accordingly, i.e. budget for a 29-hour workweek.

Three-Year Fiscal Impact (Estimate)

	FY18 Budget	FY19	FY20
Salary	\$ 31,548	\$ 31,942	\$ 32,342
Pension	\$ 5,417	\$ 5,485	\$ 5,553
Benefits	\$ -	\$ -	\$ -
Other	\$ 950	\$ 950	\$ 950
Total	\$ 37,915	\$ 38,377	\$ 38,845