

October 18, 2001

Honorable Mayor and Members of
The Hermosa Beach City Council

City Council Meeting of
October 23, 2001

Review and Approval of Class Specification for Code Enforcement Officer
--

Recommendation

Staff recommends that the City Council approve the class specification for Code Enforcement Officer.

Background

A new full-time position in the Community Development Department was approved in the 2001/2002 fiscal year budget. This position replaces a part-time temporary position budgeted during the previous year. As there was no existing class specification for Code Enforcement Officer a new specification has been developed.

Analysis

The attached class specification for Code Enforcement Officer has been developed by reviewing the duties to be performed by this position and by surveying other local agencies for comparable classifications.

There has been a need in the Community Development Department to enforce building and zoning code violations and respond to residents' complaints. Previously, this duty was shared with other planning and building staff. Under this previous arrangement, it has been difficult to follow up on these violations and work towards bringing the properties into compliance. A part-time Code Enforcement Officer was brought in last year to begin clearing the backlog. This year the position was budgeted as a full-time position in order to meet the ongoing volume of work and ensure that the cases are brought to resolution either through prosecution or voluntary compliance.

The Civil Service Board reviewed and approved this proposed specification at their meeting of October 17, 2001. Following review and approval by the City Council, staff will begin a recruitment and examination to fill the vacant position.

Respectfully Submitted:

Concur:

Michael Earl
Personnel & Risk Management Director

Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

CODE ENFORCEMENT OFFICER

DEFINITION

Under direction of the Community Development Director or designee, inspects properties to ensure compliance with zoning and building codes and ordinances; interacts with the public to investigate and respond to citizen and business complaints and violations; performs other related duties as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Inspect residential, commercial, and other properties to determine the status of compliance with City codes and policies; coordinate work with the City Prosecutor as required; answer complaints and citizen requests for enforcement of City ordinances covering activities or circumstances related to signing, building occupancy, nuisances, housing conditions, construction, land use, dumping, zoning violations, sanitation, refuse storage, property maintenance, and other conditions; conduct regular field inspections; meet with owners, tenants, contractors, developers, etc. to review and explain code requirements and violations, or potential violations; prepare documents, photographs, and other records as needed.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of applicable laws, standards, and regulations related to various land use, nuisance, public safety codes and inspection techniques and some knowledge of code enforcement principles, practices and methods as applicable. Must have the ability to prepare, organize, and maintain field data, reports, and systems; analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions; communicate effectively with others orally and in writing; establish and maintain effective working relationships with citizens, employees, supervisors, and the general public; effectively handle stressful situations and deal with difficult or angry people.

Education and Experience: High school graduated or equivalent. Experience in code enforcement, inspection or investigation activities involving substantial public contact is desired.

License/Certificates: Possession of a valid Class C California driver's license with a safe driving record is required and must be maintained during the course of employment.

Approved by the Civil Service Board: October 17, 2001
Approved by the City Council :