

**RESOLUTION NO. 2019-035**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
AUTHORIZING AND APPROVING THE POSITION TITLE, SALARY RANGE AND  
ASSOCIATED JOB DESCRIPTION FOR SENIOR CODE COMPLIANCE OFFICER**

**WHEREAS**, staff developed a new position title and job description for the Senior Code Compliance Officer and consulted with the Rohnert Park Employees' Association (RPEA) regarding this position which will be placed in the RPEA unit; and

**WHEREAS**, Rohnert Park Employee Association (RPEA) had no objection to the job description; and

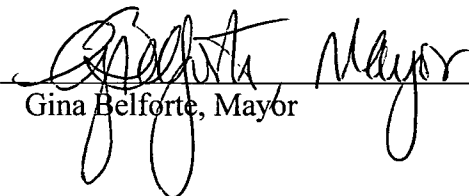
**WHEREAS**, staff recommends placing the Senior Code Compliance Officer in existing RPEA salary range 89.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the position title, salary range and associated job description for Senior Code Compliance Officer which is attached hereto as Exhibit "A" and incorporated by this reference.

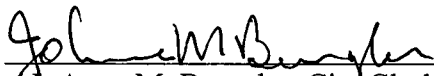
**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the City of Rohnert Park.

**DULY AND REGULARLY ADOPTED** this 9<sup>th</sup> day of April, 2019.

**CITY OF ROHNERT PARK**

  
\_\_\_\_\_  
Gina Belforte, Mayor

**ATTEST:**

  
\_\_\_\_\_  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

ADAMS: Aye MACKENZIE: Aye STAFFORD: Aye CALLINAN: Absent BELFORTE: Aye  
AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

**City of Rohnert Park**

**SENIOR CODE COMPLIANCE OFFICER**

**DEFINITION:**

Under direction, plans, organizes, assigns, supervises and coordinates the work of technical staff assigned to enforce various codes and ordinances relating to building construction, substandard and dangerous buildings; housing; health; grading and drainage; zoning and land use; CEQA (California Environmental Quality Act); performs or assists in field inspections and investigations of major and/or complex code enforcement projects; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Code Compliance Officer is responsible for the supervision, work assignment, and work priorities of Code Enforcement personnel. The incumbent, within the guidelines of State and County codes, laws, ordinances and regulations, including those related to CEQA, exercises considerable initiative and independent judgment in the investigation and resolution of complex code violation projects, including coordination with multiple departments and outside agencies, administrative abatement and judicial proceedings.

**SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by the Building Official.

**ESSENTIAL JOB FUNCTIONS:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing a variety of field and office work in support of the City's code enforcement program; oversee the enforcement of City regulations and ordinances including building and zoning codes.
- Establish schedules and methods for providing code enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives, as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in implementation and monitor work activities to ensure compliance.
- Prepare and recommend revisions to City codes and ordinances.
- Participate in the selection of code enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the preparation and administration of the code enforcement program budget; submit budget recommendations; monitor expenditures.
- Oversee and participate in receiving and responding to citizen complaints and reports from other agencies and departments on alleged violations of City zoning

and related municipal codes; oversee and participate in conducting investigations including to investigate the most difficult and complex complaints of violation of City codes, ordinances, and regulations; conduct interviews with complainant, witnesses, property owners, and potential violators; operate photo, video, and equipment under various conditions.

- Oversee and participate in inspecting properties for violations; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue citations as necessary.
- Oversee and participate in the maintenance of accurate documentation and case files on all investigations, inspections, violations, citations, enforcement actions, and other job related activities; prepare abatement cases.
- Oversee and participate in coordinating, referring, consulting, and preparing documentation and evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required; prepare and present abatement cases to the Hearing Officer.
- Oversee and participate in the abandoned vehicle abatement program; perform field inspections to monitor program; coordinate the removal of vehicles as appropriate.
- Receive and process building permit applications; inspect plans to ensure compliance with applicable codes and ordinances.
- Serve as a resource and coordinate actions with other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide information and interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter and on the telephone; organize, prepare, and conduct presentations to various groups including City Council, community meetings, and neighborhood groups; respond to questions, complaints, and inquiries.
- Oversee and participate in the preparation of a variety of written reports, memoranda, and correspondence related to enforcement activities.
- Input and retrieve a variety of information using a Code Compliance Database.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporate new developments as appropriate into programs.
- Perform related duties as required.

**CITY EMPLOYEES ARE EXPECTED TO:**

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible

- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

### **QUALIFICATIONS AND REQUIREMENTS**

Any combination of work experience and education which would provide an opportunity to acquire the knowledge and abilities listed. Normally, this would include:

#### Experience:

- Five years of experience performing duties involving code enforcement, with at least two additional years supervising Code Compliance Officers; or
- A minimum of ten years of journey or higher level experience in local code enforcement, building, zoning and land use, or environmental health inspection in a governmental agency, including at least five years as a lead worker.

#### Education:

- Academic courses in code enforcement, zoning and land use regulations, investigative techniques and methods, construction and/or building inspection, public health, planning, environmental studies, business administration, business law, supervision, public relations and biological and physical sciences.
- Successful completion of supervisory training is highly desirable.

### **Licenses/Certificates**

#### Certifications:

The following certifications and license are required upon appointment and must be maintained throughout employment:

- PC 832 Powers of Arrest (POST Certified)
- Code Enforcement Certification from an approved and accredited organization (in accordance with California Health and Safety Code, Section 18949.25-18949.31)

#### License:

- Valid California Class C driver's license and a good driving record

#### Knowledge of:

- Operations, services, and activities of a municipal code enforcement program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, building, and related areas.
- Principles of supervision, training, and performance evaluation.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.
- City services and organizational structure as they relate to code enforcement.

- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.

**Ability to:**

- Tactfully and effectively apply policies, procedures, codes and regulations pertaining to building inspection
- Read and interpret City codes
- Apply technical knowledge of Code Compliance Officer Certification through continuing education programs
- Research and analyze records, property history, files, maps, and documents
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both verbally and in writing, sometimes in adversarial situations
- Establish and maintain cooperative and effective working relationships

**WORKING CONDITIONS**

Incumbents are required to perform light lifting and carrying, stand, walk, stoop, reach, bend, climb or crawl to perform inspections; incumbents may also be required to work at heights on scaffolding or ladders, or work on uneven surfaces. Vision sufficient to read small print, computer screens and printed documents, to distinguish colors and operate assigned equipment. Acute hearing is required when responding to phone calls or providing customer service. Incumbents may be required to work at both indoor and outdoor environments; travel from site to site; construction site environment; individuals may be exposed to noise, dust and inclement weather conditions. Incumbents may be required to travel within City boundaries; operate City vehicles (if available); or operate personal vehicles and obtain mileage reimbursement.

**FLSA Status:**           **Non-exempt**  
**Employee Unit:**      **Rohnert Park Employees' Association (RPEA)**  
**Approved By:**  
**Date Approved:**