

RESOLUTION NO. 2018-037

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB
DESCRIPTION FOR A CODE COMPLIANCE OFFICER I/II IN THE DEVELOPMENT
SERVICES DEPARTMENT**

WHEREAS, under the terms of its Joint Exercise of Powers Agreement (JEPA) with the Federated Indians of the Graton Rancheria, the City receives recurring contributions as “Casino Mitigation”; and

WHEREAS, in the Fiscal Year 2017-18 budget, the City Council approved using some of this funding, particularly the “community investment” funding in order to provide a second code compliance officer in the Development Services Department; and

WHEREAS, the City currently has a single position for Code Compliance Officer that is equivalent to a “Code Compliance Officer I” according to standard industry practice; and

WHEREAS, staff has conducted an assessment of the needs of the City’s code compliance program and the staffing practices of similar agencies and concluded that a broader job description that encompasses both the Code Compliance Officer I and the Code Compliance Officer II, while differentiating the unique roles, provides the best strategy for allowing the City to grow a focused and experienced code compliance division; and

WHEREAS, staff developed a new job description for the Code Compliance Officer I/II and consulted with the Rohnert Park Employees’ Association (RPEA) regarding these positions which will be placed in the RPEA unit; and

WHEREAS, RPEA had no objection to the job description, and

WHEREAS, staff recommends retaining the Code Compliance Officer I/II – Level I in the RPEA salary range 81; and

WHEREAS, staff recommends placing the Code Compliance Officer I/II – Level II in existing RPEA salary range 87.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for Code Compliance Officer I/II which is attached hereto as Exhibit “A” and incorporated by this reference.

DULY AND REGULARLY ADOPTED this 27th day of March, 2018.

CITY OF ROHNERT PARK

Pam Stafford

Pam Stafford, Mayor

ATTEST:

JoAnne M. Buergler
JoAnne M. Buergler, City Clerk

ATTACHMENT: Exhibit "A"

AHANOTU: AYE BELFORTE: AYE MACKENZIE: Absent CALLINAN: Absent STAFFORD: AYE
AYES: (3) NOES: (0) ABSENT: (2) ABSTAIN: (0)

EXHIBIT 'A'
CODE COMPLIANCE OFFICER I/II

DESCRIPTION

DEFINITION:

Performs skilled field inspection and investigative work in the enforcement of zoning, housing, and other related codes and regulations governing the use of buildings and structures; conducts nuisance inspections and posts notices as appropriate; assists in the review of zoning and abatement codes and laws; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Code Compliance Officer I: The Code Compliance Officer I is the entry level class in the code compliance series. Under general supervision, the Code Compliance Officer I is responsible for performing inspections and enforcing a broad range of related codes while maintaining a professional demeanor and discretion in interactions with the public. The Code Compliance Officer I's is distinguished from the Code Compliance Officer II in that the assigned cases are generally less complex and more supervision and direction is provided.

Code Compliance Officer II: The Code Compliance Officer II is a lead worker in the investigation of complex violations and citizen requests involving a combination of zoning, housing, and other related codes and regulations governing the use of buildings and structures. The Code Compliance Officer II maintains a caseload of more detailed and complex cases, and may lead the Code Compliance Officer I and administrative support staff in the training and performance of their work. The Code Compliance Officer II is considered a full-range inspector, skilled in making inspections, and enforcing codes and regulations in a broad range of related codes. The work requires independence and discretion in field inspections, both in person and over the phone. Depending on qualification the Code Compliance Officer II duties may overlap with those of the Building Inspector by performing inspections to ensure compliance with building codes and regulations and informing citizens of permit requirements.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Building Official. The Code Compliance Officer I may be supervised by the Code Compliance Officer II. Direction may also be provided by other management or professional engineering and planning personnel.

Essential Job Functions

Depending upon assignment, duties may include, but are not limited to, the following:

- Ensures compliance with applicable laws, ordinances and municipal codes to ensure the health, safety and welfare of the public
- Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence,

communicates with others; prepares, reviews, and maintains forms, files and other necessary records.

- Keeps informed of changes and new legislation pertaining to municipal codes and related regulations.
- Interprets codes and regulations.
- Conducts field inspections to check for code violations, including: zoning, ordinances, weed abatement, and business licensing.
- Investigates nuisance complaints and photographs violations as appropriate.
- Posts compliance notices and meets with owners.
- Explains required inspections and construction requirements.
- Issues Stop Work Orders, posts Notices to Vacate and issues citations and fines.
- Advises owners on matters related to investigations and resolves complaints.
- Responds to complaints, prepares warning letters to negligent owners or contractors, and carries negligent cases through prosecution in situations of non-compliance.
- Looks for construction or alterations being performed without proper building permits.
- Prepares notices, reports and various related correspondence.
- Maintains records and files of inspections made and actions taken.
- Coordinates activities with other departments and outside agencies.
- Develops and implements programs to provide information and education to the community.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.
- May be assigned as a disaster service worker in the event of a disaster or emergency.

Duties for the Code Compliance Officer II may also include the following:

- Prepares detailed and complex reports and correspondence involving multiple code violations; makes oral and written presentations in administrative hearings on more complex enforcement cases and may represent the Department at abatement and other public hearings.
- Investigates complaints related to construction without permit; substandard housing; dangerous buildings; grading and drainage violations; zoning and land use violations and code related to the installation and repair of sewage disposal systems without permit; performs permit accessibility reporting to meet State & Federal mandates.
- Provides oversight and guidance to Code Compliance Officer I and administrative staff
- Develops and, as appropriate, delivers training to City staff.

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

Experience and Education:

For the Code Compliance Officer I any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way of obtaining the required qualifications is:

- A high school diploma or GED and
- Two (2) years of municipal experience in code enforcement, building or planning.

For the Code Compliance Office II any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way of obtaining the required qualifications is:

- A high school diploma or G.E.D.; and
- Five (5) years of municipal experience in code enforcement, building or planning.

LICENSE OR CERTIFICATE:

- Possession of a valid California Class C Driver's License by date of appointment
- The Code Compliance Officer I must be able to obtain within 1 year of hire and maintain both a Code Enforcement/Compliance and a PC 832 Powers of Arrest P.O.S.T. Certification.
- The Code Compliance Officer II must have obtained both a Code Enforcement/Compliance and a PC 832 Powers of Arrest P.O.S.T. Certification as a prerequisite for hire and must maintain these certifications throughout employment.

Knowledge of:

- Modern principles, practices and methods used in various inspection and seizure warrant procedures
- Applicable federal, state and local laws, codes, ordinances and regulations, including those related to building construction and zoning
- Methods and techniques of scheduling work assignments
- Negotiation and conflict resolution techniques
- Interviewing and public speaking techniques
- Occupational hazards and standard safety practices
- Basic principles of mathematics and recordkeeping

SKILL TO:

- Operate an office computer and a variety of word processing and software applications, including inspection tracking systems

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

ADDITIONAL INFORMATION

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.