

RESOLUTION NO. 2015-035

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT
PARK APPROVING ELIMINATION OF THE TEMPORARY PART-TIME
CONTRACT CODE COMPLIANCE OFFICER AND THE CREATION OF A
REGULAR FULL-TIME CODE COMPLIANCE OFFICER POSITION; AND
ASSOCIATED JOB DESCRIPTION AND SALARY
RANGE IN THE DEVELOPMENT SERVICES DEPARTMENT**

WHEREAS, staff has conducted an assessment of current staffing needs and costs associated with providing code compliance services to the City and determined that the position requires staffing on a regular, full-time basis to provide consistent service to the community at the most reasonable cost, and

WHEREAS, staff recommends eliminating the temporary part-time contract Code Compliance Officer position and creating a regular full-time Code Compliance Officer in order to more effectively utilize resources and provide consistent service, and

WHEREAS, staff developed a job description and consulted with the Rohnert Park Employees' Association (RPEA) regarding the elimination of the temporary part-time contract Code Compliance Officer position and the creation of a regular full-time Code Compliance Officer position to be placed in the RPEA unit, and

WHEREAS, staff recommends the regular full-time Code Compliance Officer position be placed in the RPEA unit, based on the nature of the duties of this position, and

WHEREAS, staff recommends placement of the regular full-time Code Compliance Officer position in salary range 81 in the RPEA unit, and

WHEREAS, staff recommends approval of the creation of the regular full-time Code Compliance Officer position job description and placement in salary range 81.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the temporary part-time contract Code Compliance Officer and the creation of a regular full-time Code Compliance Officer, associated job description and salary range, which is attached hereto as Exhibit "A" and incorporated herein by this reference.

DULY AND REGULARLY ADOPTED this 24th day of February, 2015.



CITY OF ROHNERT PARK

Amy O. Ahanotu, Mayor

ATTEST:

JoAnne M. Buerger, City Clerk

BELFORTE: AYE MACKENZIE: AYE STAFFORD: ABSENT AHANOTU: AYE CALLINAN: AYE
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

"EXHIBIT A"

City of Rohnert Park

CODE COMPLIANCE OFFICER **RPEA Salary Range 81**

DEFINITION

Under general supervision, 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

The **Code Compliance Officer** is the journey level class responsible for performing the full scope of assigned duties. Incumbents are considered full-range inspectors, 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.

SUPERVISION RECEIVED/EXERCISED

Supervision is received from the Director of Development Services. May provide direct or indirect supervision to support staff and/or contractors.

ESSENTIAL FUNCTIONS

(These duties are a representative sample; position assignments may vary)

- Ensures compliance with applicable laws, ordinances, and municipal codes to ensure the health, safety and welfare of the public
- 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 citations for non-compliance
- 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 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

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

Experience/Education

Sufficient experience and education to successfully perform the duties of the **Code Compliance Officer**. A typical way to obtain the required qualifications is to have:

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

License/Certificate

- Possession of a valid California Class C Driver's License by date of appointment

In addition, individuals must obtain within one year of hire, and maintain throughout employment:

- A Code Enforcement/Compliance Officer Certification from an accredited professional organization; and
- A PC 832 Powers of Arrest P.O.S.T. Certification.

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

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movements in the performance of daily duties. The position also requires near and far vision, color and peripheral vision, and depth perception when inspecting work and operating assigned equipment; and acute hearing is required when providing phone and personal service. The need to lift, carry, pull, and push tools, supplies, and other equipment weighing 25 pounds or more is also required.

Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools/equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

FLSA Status: Non-Exempt
Employee Unit: Rohnert Park Employees' Association
Approved By:
Date Approved:

Salary Survey - Code Compliance Officer
 Comparator Cities (10/31/14)

Comparator City	Title	Notes	Step 1 Hourly	Top Hourly
Belmont	Code Enforcement Officer	lower than Building Inspector and Construction Inspector	\$33.40	\$40.59
Danville	Code Enforcement Officer	lower than Building Inspector and Public Works Inspector	\$24.85	\$34.04
Martinez	Code Enforcement Inspector	same range as Building Inspector II and Construction Inspector	\$30.76	\$37.39
Pacifica	Code Enforcement Officer	no other inspection positions	\$30.80	\$40.38
Pleasant Hill	City Code Investigator	same range as Building/Construction Inspector	\$31.14	\$40.26
Rohnert Park	Code Compliance Officer		\$28.25	\$34.34
Cotati	n/a	duties performed by Building Inspector	\$27.00	\$32.82
Orinda	n/a	duties performed by Public Works Inspector	\$32.89	\$40.14
Rio Vista	n/a	duties performed by Building Inspector	\$24.97	\$30.35
Windsor	n/a	duties performed by Building Inspector (currently vacant position; no salary range assigned)	\$0	\$0
mean			\$30.19	\$38.53
			-6.42%	-10.88%
median			\$30.80	\$40.26
			-8.27%	-14.71%

Rohnert Park - Internal classifications	Top Hourly	relationship
Code Enforcement Officer	\$34.34	0.00%
Purchasing Agent	\$34.34	0.00%
Public Works Inspector	\$36.05	-4.74%
Building Inspector	\$37.86	-9.30%
Deputy Chief Building Official	\$39.75	-13.61%
Deputy City Engineer	\$52.08	-30.78%

Salary Survey - Code Compliance Officer
Local Cities (10/31/14)

Local City	Title	Step 1 Hourly	Top Hourly
Novato	Code Enforcement Officer	\$26.65	\$32.40
Petaluma	Code Enforcement Officer	\$27.70	\$33.67
Santa Rosa	Code Enforcement Officer	\$32.33	\$39.25
Rohnert Park	Code Compliance Officer	\$28.25	\$34.34
	mean	\$28.89	\$35.11
		-2.22%	-2.19%