

Attachment B

Full-Time Code Enforcement Officer I Salary Structure and Job Description

CODE ENFORCEMENT OFFICER I



Class Code:
400023

Bargaining Unit: Professional & Technical Association

CITY OF NEWPORT BEACH
Established Date: Jan 15, 2013
Revision Date: Jul 30, 2014

SALARY RANGE

\$28.58 - \$40.22 Hourly
\$2,286.14 - \$3,217.30 Biweekly
\$4,953.31 - \$6,970.83 Monthly
\$59,439.74 - \$83,649.90 Annually

DEFINITION:

To assist in the enforcement of various sections of the Newport Beach Municipal Code relating to property maintenance, zoning, health and safety, specified building codes, noise, water conservation & water quality, business regulations, nuisances, and traffic/street issues; identify, inspect, and assist violators in correcting violations of the City's codes and ordinances; seek voluntary compliance or issue Notices of Violations or citations; and perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Code Enforcement Officer – Trainee: This is the training level position in the Code Enforcement Officer series and is distinguished from Code Enforcement Officer I by the limited scope and complexity of duties performed. Incumbents initially perform work under close supervision and work is observed and reviewed both during performance and upon completion. Upon supervisor recommendation and satisfactory performance in the Code Enforcement Officer Trainee position, the incumbent may progress to the Code Enforcement Officer I after minimum qualifications for the position are met.

Code Enforcement Officer I: This is the entry level position in the Code Enforcement Officer series and is responsible for performing the full range of code and water quality enforcement activities. This level is distinguished from the Code Enforcement Officer II in that the more complex duties and responsibilities are not assumed at this level, nor is functional and technical supervision exercised.

SUPERVISION RECEIVED AND EXERCISED: The Code Enforcement Officer Trainee receives general direction and close supervision from the Code Enforcement Supervisor while learning job related tasks. The Code Enforcement Officer I receives general supervision from the Code Enforcement Supervisor.

ESSENTIAL DUTIES:

The following essential functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below, to address business needs and changing business practices:

- With courtesy and tact, enforce Newport Beach Municipal Codes relating to property maintenance, zoning, specified building codes, nuisances, public rights-of-way, water quality

and conservation, health and safety;

- Conduct field inspections and surveys of residential, industrial and/or commercial properties to determine compliance with appropriate codes, ordinances, regulations and conditions of approval for discretionary permits; perform National Pollution Discharge Elimination Systems compliance inspections as required; conduct routine follow-up inspections to verify compliance;
- Issue Notices of Violation, Administrative Citations and letters to property owners/tenants and businesses whose properties are not or may not be in compliance with current codes, ordinances, regulations and conditions of approval for discretionary permits;
- Initiate contact with property owners, tenants and defendants and respond to inquiries from property owners and the public regarding compliance with zoning regulations, property maintenance standards, regulatory practices and current code enforcement cases; respond to citizen complaints regarding potential code violations;
- Serve as liaison and educator to the community, including residents, visitors, and businesses in order to increase voluntary and cooperative compliance with City codes, ordinances, and regulations;
- Assist and represent the City in prosecution of violations, including direct testimony in court or before an Administrative Hearing Officer;
- Meet with City staff and legal counsel regarding complaints; coordinate activities with other code enforcement staff and department personnel;
- Maintain accurate, complete records of complaints, inspections, violations and citations; prepare written reports detailing code enforcement activity
- Participate in available training and instructional classes and seminars;
- Regularly and predictably attend work; and
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Code Enforcement Officer Trainee:

Basic principles and practices of public program administration and municipal government operations;

Effective customer service skills and techniques;

Record keeping principles and practices; and

Modern office procedures, methods and computer equipment.

Code Enforcement Officer I (in addition to the Knowledge required for Code Enforcement Officer Trainee):

State and municipal requirements as they relate to the Newport Beach Municipal Code and City, State and Federal Codes, permits, laws, and regulations as they relate to the protection of surface water quality, storm water, and water conservation; and

Principles, practices, methods and techniques of the various aspects of code enforcement including some familiarity with proper due process.

Ability to:

Enforce the Newport Beach Municipal Code, including land use, development and property maintenance;

Apply City, State and Federal Codes, permits, laws, and regulations as they relate to the protection of surface water quality, storm water, and water conservation;

Learn principles, practices, methods and techniques of the various aspects of code enforcement including proper due process;

Research City records and determine conditions that apply to the development and use of private property; Drive a vehicle legally and safely under various conditions;

Exercise good judgment in a variety of situations;

Diffuse tense or stressful situations and gain cooperation through discussion and persuasion;

Communicate clearly and concisely, both orally and in writing;

Appear for work on time;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures; Accept constructive criticism; and

Establish and maintain cooperative working relationship with those contacted in the course of work.

This position may be required to work nights, weekends, holidays, and overtime hours as needed.

EXPERIENCE & EDUCATION AND LICENSE/CERTIFICATE:

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Code Enforcement Officer Trainee: Six months experience involving heavy public contact, including general compliance, investigatory, or enforcement experience. Municipal government experience desirable.

Code Enforcement Officer I: One year responsible work experience enforcing building, zoning, use permits, and related codes. Code enforcement experience in municipal government highly desirable.

Education: Equivalent to completion of the twelfth grade. College level course work in criminal justice, science, business or public administration desirable; a Bachelor's degree is

highly desirable.

License/Certification: Due to the performance of some field duties which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Possession of Penal Code Section 832 certification within twelve months of hire.

Please Note: Candidates deemed most qualified, as reflected in their application materials, will be invited to continue in the recruitment process. The prospective candidate must successfully complete a thorough background review, including being fingerprinted by the Newport Beach Police Department. The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature, date, surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.

Disaster Service Worker: In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.