

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave— Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement—Miscellaneous employees are members of the Public Employees' Retirement System. **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am

to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s). Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

VETERAN'S PREFERENCE: Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employment Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.
cs 03/14

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

(Not Civil Service, 40 hours/week)

CODE ENFORCEMENT
OFFICER

Salary:
\$3022-3174-3332-3499-3674 biweekly
\$6547-6877-7219-7581-7960 monthly

*Full benefits as provided by the California
Public Employees' Pension Reform Act of
2013 (PEPRA)*

FINAL FILING DATE:
Thursday, February 9, 2017

Oral Interviews:
TBA

Résumés are not accepted in lieu of
a City of Daly City application.

To apply online, visit:

www.calopps.org

INFORMATION

DEFINITION

Under minimal supervision of the Director of Economic and Community Development or designee, through public education and enforcement, the Code Enforcement Officer seeks compliance with City Municipal codes, ordinances, conditions of approval and resolutions in planning, zoning and related areas. This is a working supervisory position that has the responsibility of managing the Code Enforcement Unit while monitoring specific cases. Coordinates joint code enforcement activities with other City divisions and agencies. Establishes and maintains a citywide monitoring system for code enforcement cases. Attends training to achieve and/or maintain Code Enforcement Officer certification. Performs related work as required.

EXAMPLE OF DUTIES

Investigates reported violations of municipal codes, ordinances and resolutions and, as necessary, pursues voluntary compliance or direct enforcement. Educates the public regarding code requirements. Conducts field inspections, gathers supporting evidence, maintain case files and, as necessary, prepares reports regarding violations. Effectively creates and administers a management protocol that quickly and fairly resolves code enforcement matters. Prepares compliance schedules for violators that help lead them to full compliance with respect to the severity and circumstances of the case. May prepare and present information to the Planning Commission, City Council, Administrative Hearing Board and courts of law. Coordinates joint code enforcement activities Citywide. Collects and maintains statistics on citywide code enforcement activities and prepares reports for staff, Council and others. Speaks before neighborhood and civic groups about the Code Enforcement Program, its goals and objectives. Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the enforcement of nuisances in the building, zoning, and related codes. The Officer shall regularly report back to their direct supervisor the activities of the Code Enforcement Unit with

recommendations and suggestions on how to resolve and improve operations.

MINIMUM QUALIFICATIONS

Knowledge of: Basic law enforcement and investigation techniques. Municipal codes, ordinances and resolutions related to planning and zoning. Effective and efficient techniques of public education, field inspections for code compliance, gathering and analyzing evidence and data, preparing and presenting reports. Fully trained in all procedures and policies related to standard code enforcement processes and best practices.

Ability to: Read, understand and interpret laws, regulations, ordinances, resolutions and other documents associated with enforcement duties. Recommend appropriate City policies for code enforcement; assist in drafting ordinances and policies as appropriate. Communicate effectively, both verbally and in writing. Prepare and make verbal presentations to small and large groups. Prepare factually clear, concise and complete written reports and correspondence. Work cooperatively with the public, City officials and co-workers.

Highly developed customer service skills that facilitate tactful interaction with the public to gain voluntary compliance with City codes and with City staff and outside agencies. Identify code violations; exercise proper judgment in determining the degree of compliance with various laws and determine appropriate course of action. Assist City staff with interpretation and application of the Code as it relates to planning issues. Coordinate enforcement and inspection functions with other City departments. Organize and execute a system to monitor and record City joint code enforcement activities. Follow established work procedures and practices. Work a varied schedule, independently and with initiative. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Possession of a Bachelor of Arts or Science Degree in Urban Planning, Public Administration, or related degree. Additional

education and training in writing, public speaking and areas related to code enforcement desirable. An additional three (3) years of full-time, relevant, municipal code enforcement experience may be substituted for the Bachelors Degree.

Experience: A minimum of six years of full-time, relevant, municipal code enforcement experience, including public contact experience, requiring field investigation, public speaking and enforcement of planning and zoning codes.

Certification: Possess, or obtain within 12 months from hire date, current certification as a Code Enforcement Officer from the California Association of Code Enforcement Officers). Certification as a Housing Inspector from the International Conference of Building Officials (ICBO) is desirable. PC 832, Module A (California Commission on Police Officer Standards and Training) or similar police training is desirable. ICBO certificate and/or training are highly desirable.

License: Possession of a valid Class C California Driver's License.

City of Daly City Prequalification Questionnaire for Code Enforcement Officer

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015

OR apply online at: www.calopps.org

1) Do you possess a valid Class C California Driver's License?

Yes
No

2) Do you possess a Bachelor of Arts or Science Degree in Urban Planning, Public Administration, or related degree?

Yes
No

3) Do you possess a minimum of six (6) years of full-time, relevant, municipal code enforcement experience, including public contact experience, requiring field investigation, public speaking and enforcement of planning and zoning codes?

Yes
No

4) Do you possess or can you obtain within 12 months from hire date, current certification as a Code Enforcement Officer from the California Association of Code Enforcement Officers)?

Yes
No

Signature:

Date:

City of Daly City Supplemental Questionnaire for Code Enforcement Officer

Please respond to the following questions and attach to your application:

1. Describe your experience managing and supervising code enforcement programs and staff. Include the number of employees and budget you managed.
2. What is your preferred approach to supervision, leadership and teamwork? Please describe approaches and specific examples for each.
3. What is your approach to resolving a code enforcement case from the time it comes in as a complaint to when the case is closed?