



2220 Magnolia Street, Ceres, CA 95307 Phone: (209) 538-5772 or (209) 538-5747



## CITY OF CERES

***ANNOUNCES A CAREER OPPORTUNITY FOR***

# Code Enforcement Officer

\$3,843 –\$4,671 Monthly (paid biweekly)

2.5% COLA & Equity increase, July 1, 2019

2.5% COLA & Equity increase, July 1, 2020

*City of Ceres offers a generous benefits package*

APPLY: [www.CalOpps.org/city-of-ceres](http://www.CalOpps.org/city-of-ceres)

OPEN: Thursday, November 8, 2018

CLOSED: Sunday, December 2, 2018

*(Or until 125 applications are received, whichever occurs first)*





## THE POSITION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

## ESSENTIAL DUTIES

- ◆ Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- ◆ Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- ◆ Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; 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 administrative and parking citations and notices of violation as necessary.
- ◆ Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- ◆ Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- ◆ Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- ◆ Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- ◆ Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
- ◆ Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; 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.
- ◆ Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- ◆ Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
- ◆ Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- ◆ May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- ◆ Perform related duties as required.

## QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

- ◆ Operations, services, and activities of a municipal code compliance program.
- ◆ Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- ◆ Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- ◆ City services and organizational structure as they relate to code compliance.
- ◆ Legal actions applicable to code enforcement compliance.
- ◆ 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.
- ◆ Geographic features and locations within the area served.

### **Ability to:**

- ◆ Independently perform a full range of municipal code enforcement and compliance duties.
- ◆ Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- ◆ Inspect and identify violations of applicable codes and ordinances.
- ◆ Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- ◆ Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- ◆ Investigate complaints and mediate resolutions in a timely and tactful manner.
- ◆ Prepare accurate and detailed documentation of investigation findings.
- ◆ Maintain complex logs, records, and files.
- ◆ Research, compile, and collect data.
- ◆ Prepare clear and concise technical reports.
- ◆ Make oral presentations and testify in court
- ◆ Work independently in the absence of supervision.
- ◆ Read County Assessors maps and property profiles.
- ◆ Read and interpret legal documents and descriptions.
- ◆ Understand and follow oral and written instructions.
- ◆ Type and enter data accurately at a speed necessary for successful job performance.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

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

#### **Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

#### **Experience:**

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

#### **License or Certificate:**

- ◆ Possession of a valid California Driver License.
- ◆ Successful completion of P.O.S.T. 832 P.C. course within six months of hire.
- ◆ Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CACEO.

## QUALIFICATIONS (Cont.)

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- ◆ **Environment:** Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- ◆ **Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
- ◆ **Vision:** See in the normal visual range with or without correction.
- ◆ **Hearing:** Hear in the normal audio range with or without correction.

### BENEFITS PACKAGE

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, eg. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

**Volunteer Benefits:** The City contributes an additional \$100 per month through a qualified Section 125 plan to the employee's Flexible Spending Account (FSA - for unreimbursed medical expenses or daycare), Retiree Health Savings (RHS) or Health Savings Account (HSA), as applicable.

**Miscellaneous Benefits:** Employee Assistance Program, voluntary options for Deferred Compensation (457), Short-Term and Long-Term Disability, Voluntary Life and AD&D coverage, 96 hours of sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

- ◆ The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.

### APPLICATION & SELECTION PROCESS

#### EXAMINATION PROCESS

Those applicants who most closely meet the employment qualifications will be contacted via email regarding next steps in the recruitment process. Candidates who achieve a top ranking score will be invited to an Oral Panel Interview and Written Assessment Test. Candidates who achieve a passing score on the tests will be certified on an employment Eligibility List and may be contacted for a second in-person selection interview.

#### SELECTION PROCESS

Offers of employment are subject to successful completion of an extensive background check, fingerprint clearance, and a physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 verification form designated by the USCIS.

## EQUAL OPPORTUNITY EMPLOYER

### **The City of Ceres Complies with the Americans with Disabilities Act**

The City considers all reasonable accommodations for the disabled to participate in employment, programs and facilities. Please notify Human Resources in writing and in advance of any/all testing to request special accommodations during the recruitment and examination processes. Written medical verification may be required to determine appropriate accommodations.

