

CITY OF SIMI VALLEY

CODE COMPLIANCE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, interprets and enforces municipal and regulatory codes; administers, manages and implements compliance programs; and responds to citizen inquiries and complaints concerning potential code violations.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Code Compliance Officer series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Code Compliance Officer in that the latter provides supervision and training of compliance staff.

REPRESENTATIVE DUTIES

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

1. Enforce municipal and regulatory codes and ordinances; assist the residential, commercial and industrial community in compliance with municipal codes.
2. Manage various code compliance programs including but not limited to zoning, animal regulations, trash abatement, trash accumulation, property maintenance, temporary signs, special events and weekend enforcement cases.
3. Schedule and conduct field inspections for code violations; take photographs for evidence; prepare due process letters to persons with violations; prepare appropriate follow-up procedures; maintain accurate investigative records.
4. Perform legal investigation and preparation regarding code violation issues; gather evidence and interview witnesses; prepare investigative code compliance reports to file with the City Attorney's Office; assist City Attorney's Office in preparing court actions; testify in court as needed.
5. Receive and respond to citizen inquiries and complaints concerning alleged code violations; respond to requests and collaborate with other departments/agencies for case resolutions.
6. Prepare staff reports and public nuisance abatement contracts for City Council review; communicate with contractors and consultants to resolve contract/agreement issues; monitor compliance with applicable ordinances.
7. Process violations using administrative remedies; recommend issuance/withdrawal of Civil Fines Assessment; attend and provide information for municipal code appeals hearings as necessary.

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8. Establish and maintain various logs for code compliance programs, cases and equipment; compile analytical and statistical information; research parcel and zoning maps, historical records, and permit information; assist in the coordination and preparation of ordinance revisions as necessary.
9. Operate and maintain a variety of code compliance equipment including portable and mobile radios, cellular phones, tablets, digital cameras and City vehicles.
10. Participate in the preparation for the code compliance program budget; submit budget recommendations.
11. Attend meetings and conferences regarding code compliance issues as needed; maintain awareness of code revisions, trends, and innovations in the code compliance field; present code compliance issues to compliance staff and to the public.
12. Work in partnership with City departments to achieve peaceful and voluntary resolution of issues on properties within the City.
13. As necessary, provide cross training in methods, procedures, and techniques for the Code Compliance section.
14. Assist customers at the public services counter.
15. Conduct community outreach and educational campaigns involving community presentations, special event participation, and engaging community members at public meetings, as well as, producing pamphlets, letters, and other educational materials.
16. Prepare legal documents including but not limited to inspection/abatement warrant requests, declarations, warrant returns, and lien recordations.
17. Perform night, weekend, and holiday work as needed.
18. 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:

Principles and practices of land use regulations including zoning issues, various permit types, conditions, and Municipal Code authorities affecting ongoing compliance.
Principles and practices of City municipal codes and regulations, and building codes.
Methods and techniques of code enforcement.
Principles and practices of court procedures and legal actions.
Methods and techniques of field inspections and investigation.
Laws of arrest and search/seizure.
Principles and practices of research, analysis and report preparation.
Modern office procedures, methods and equipment including computers and related software applications.
Operational characteristics of compliance equipment and tools.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform code enforcement.

Plan and prioritize caseload.
Operate code enforcement equipment and vehicles.
Prepare formal complaints for City Attorney's Office.
Prepare and participate in Administrative Hearings.
Gather and prepare evidence for civil remedies.
Interpret and explain various codes to the public.
Manage stressful situations.
Analyze complex problems, and identify and implement solutions.
Think clearly and respond tactfully in emergency situations.
Research and analyze information.
Cross train compliance staff.
Operate office equipment including computers and applicable software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Respond to requests and inquiries from the general public.
Manage sensitive and confidential issues.
Work independently in the absence of supervision.
Manage tasks and deadlines including working additional hours that may include nights, weekends, and regular days off as needed to accomplish objectives by the deadline.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Prepare clear and concise reports. 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 the completion of the twelfth grade supplemented by college level course work in planning, public administration or a related field.

Experience:

One year of work experience involving a high level of public contact including some experience working 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, or ability to obtain within one month of hire, an appropriate, valid driver's license.
Possession of, or ability to obtain within the probation period, a PC 832 certification.
Possession of, or ability to obtain within the probation period, a California Law Enforcement Telecommunications System (CLETS) certificate.
Possession of residential building inspection certificate highly desirable.

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: Office and field environment; travel from site to site; exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

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Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying; bending, stooping, kneeling; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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