

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Code Enforcement Manager  
**ALLOCATION:** Community Development Services Agency  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 2016

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### **JOB SUMMARY:**

Under administrative direction, plan, manage, organize, and supervise the day-to-day activities of the Code Enforcement Division of the Community Development Services Agency (CDSA); establish policies and procedures related to enforcement of the county's land use regulations to safeguard public health, safety, and general welfare of the community; respond and resolve public complaints; work with the Board of Supervisors to maintain the relevant portions of the County's ordinance code; work with legal counsel to prosecute cases; develop and administer the budget; perform full range of code enforcement duties; and performs related work as assigned.

This is the advanced management level in the code enforcement series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Community Development Services Agency Director and is characterized by a substantial amount of management and administrative duties in support of department functions. Assignments are presented in terms of board practice, precedents, policies and goals. This class is distinguished from CDSA Director in that the latter has overall management responsibility for the departmental activities and functions and establishes the agency's vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Manage day-to-day operations of the Code Enforcement Division; plan, administer, review and evaluate division and program effectiveness and modify accordingly.
- Establish and implement goals, objectives, policies, procedures and work standards related to the enforcement of the County's land use regulations; implement policy and procedural changes as required.
- Supervise, assign, plan, review and evaluate the work of assigned staff; implement policies, procedures and work standards in support of County and departmental initiatives; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Participate in complex fiscal accounting activities for assigned budgets; administer AVA program; review, monitor and analyze the activity of assigned revenue and expense accounts; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Interpret and apply a variety of laws, ordinances, and regulations; plan, organize and carry out investigations for the enforcement of land use, zoning, grading and nuisance abatement codes, laws and regulations; ensure division functions comply with applicable federal, state and local laws, regulations, rules and ordinances.
- Receive and resolve public complaints; ensure that policies and procedures are administered equitably; ensure open cases are processed as expeditiously and effectively as possible.
- Prepare reports and ordinances for consideration by the Board of Supervisors to maintain county ordinances at a high level of effectiveness.
- Confer with and represent the County in meetings with community agencies, local, state and federal agencies, other County departments and professional organizations; advises and provides assistance to the Board of Supervisors, CDSA Director, County Administrator, legal counsel and other County personnel regarding issues related to code enforcement.
- Maintain records of the County's code enforcement efforts, including the status of cases, funding levels and cost recovery activities.

- Conduct investigations; determine the nature and extent of code violations; verify legal ownership; work with property owner to resolve problems and obtain compliance; conduct field investigations to ensure compliance with land use; and prepare or direct of preparation of investigative reports.
- Prepare abatement bid requests, coordinating bidding processes and managing contract performance; coordinate and perform follow up inspections to ensure compliance is achieved; prepare written reports to be reviewed by executive management and legal counsel for civil or criminal charges; issue citations to violators; prepare affidavit and inspection warrants.
- Prepare cases for Board of Supervisors hearings and action, summarizing evidence gathered and present testimony.
- Monitor changes in legislation that may impact the enforcement of land use regulations; evaluate the impact of such changes and make appropriate policy and procedure modifications.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; make presentations before the Board, committees, the public, etc.
- Perform the full scope of building code enforcement, including: performing the more complex building code enforcement work; writing and issuing citations/warrants; performing investigations; collecting and preserving evidence; preparing legal documents; testifying in court; and preparing comprehensive reports.

**Important:**

- Serve as CDSA Director on a relief or as-needed basis in matters related to code enforcement.
- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles, techniques, and practices of effective program management and administration.
- Principles, practices and procedures related to the code enforcement activities.
- Applicable federal, state and county laws, statues, regulations and ordinances including state and county vehicle abatement, zoning and land use, building and health, safety and general public welfare.
- County and department policies and procedures.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of code enforcement; investigation and inspection methods, and public relations techniques in code compliance activities.
- Safety practices, legal liabilities and responsibilities.
- Interviewing and interrogation principles, techniques and methods, including extracting information from people who are reluctant to cooperate.
- Effective research and report preparation.
- Methods of arrest and restraint.
- Civil and criminal court rules and hearing procedures, public hearings and appeals, legal terminology, arrest laws and rules of evidence.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Geographic features and locations within Yuba County.

**Skill in:**

- Project management.
- Planning, administrating and evaluating code enforcement activities.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Using initiative and independent judgment within established policy and procedural guidelines.

- Overseeing and performing complex problem definition and resolution activities.
- Preparing and effectively presenting evidence before the Board of Supervisors and in court.
- Providing for the training and professional development of staff.
- Planning and conducting investigations and enforcement actions for state and county land use and nuisance abatement laws, codes, ordinances, and regulations.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Make effective public presentations.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Impartially enforce regulations with firmness and tact.
- Explain complex rules and programs so others can easily understand them.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform field inspections on complex cases.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work within a team framework, both as a leader and a member.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Accept criticism and deal calmly and effectively with high stress situations.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.
- Occasional bending, stooping, squatting, climbing, reaching above or at shoulder level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work is performed both in office and in the field at various residential, commercial and public buildings, as well as vacant land.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; dissatisfied and potentially hostile individuals.

- The work may work extended hours, weekends, holidays, evenings or irregular hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess a P.O.S.T. 832 PC certificate or have the ability to obtain within one year of appointment.
- Possess a valid certification as a Code Enforcement Officer issued by the California Association of Code Enforcement Officers (CACEO) or similar certification as determined by the appointing authority.
- Maintain professional development and continuing education activities as required.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor’s Degree from an accredited college or university with major coursework in Business or Public Administration, Engineering, Planning, Civil or Criminal Law or a closely related field and five years of experience performing field inspections or investigations with at least two years in a supervisory capacity. *Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, professional work experience as defined above in a California governmental agency.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_