

## CLASS SPECIFICATION

Yuba County

September 2005

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**CLASS TITLE:** Community Development Specialist I/II/III/IV

**FLSA STATUS:** Non-exempt

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### **JOB SUMMARY:**

This position assists the various divisions within the Community Development Department by responding to the numerous questions posed by the public at the front counter, phone, emails, and correspondence. Inquiries vary from routine to relatively complex and cover every function of Community Development including Building, Planning, Environmental, Housing, and Code Enforcement. Performs related work as assigned. This is a flexibly staffed series to the level for which the position is recruited.

### **CLASS CHARACTERISTICS:**

The position would typically be recruited at the I-level with sufficient ability and qualifications to research and interpret routine technical inquiries by the public for one or two major Community Development functions. As the individual gains experience and education they would field the more complex inquiries over a broader range of functions. At the IV-level, the incumbent would be expected to address the most complex questions for every major function within Community Development. Inquiries may include but not limited to zoning, setbacks, wells, septic tanks, parcel numbers, well testing, permits, inspections, forms, deadlines, codes, eligibility, qualifications, fees, etc.

### **EXAMPLES OF DUTIES:**

#### **Essential:** (Depending on the level assigned)

- Listens to the request from the public to clearly identify their need for information.
- Communicates effectively and is responsive and courteous especially when before the public.
- Research various technical documents, policies, rules, regulations, codes, etc. to ensure accurate information.
- Interprets County, State, and Federal codes and regulations; explain standards, policies and procedures to property owners, construction professionals, business developers and members of the public.
- Confers with and provides information to land and business owners, developers, residents, contractors and the public; constantly represents the department and the County while at the 'front counter'.
- Develops knowledge and skills by attending courses, training seminars, professional meetings, and interacting with other Community Development Specialist and other Community Development staff.

#### **Knowledge of:** (Depending on the level assigned)

Principles and practices of building design, construction and inspection.  
Uniform building, mechanical, electrical and plumbing codes.  
County codes and standards applicable to building design and construction.  
Codes, regulations, rulings and hearing procedures for all functions.  
Computer applications related to the work.  
Arithmetic and basic mathematical calculations.  
Record keeping and report preparation practices and techniques.  
Standard office practices and procedures, including filing and the operation of standard office equipment

#### **Skill in:** (Depending on the level assigned)

Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

Interpreting, explaining and applying complex requirements, rules and regulations.  
Representing the County at the counter and in meetings with groups and individuals.  
Interpreting various plans, specifications, and related documents.  
Analyzing situations quickly and objectively and determine proper course of action.  
Reviewing plans and design specifications for basic compliance with standards.  
Organizing own work, setting priorities and meeting critical deadlines.  
Using initiative and independent judgment within established procedural guidelines.  
Maintaining accurate records and files.

**Ability/Physical Requirements:**

- Strength and stamina to stand at the counter for prolonged periods of time.
- Mobility to work in typical office setting and use standard office equipment.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate effectively in person and over the telephone.

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

**Licensing and Certification:**

- Depending on the level and area of assignment, possession of various ICBO Certificates or their equivalent (Residential Combination and Commercial Combination Inspector Certificates).
- Maintain professional development and continuing education activities for ongoing certification as required by position.

**Background:** The minimum and preferred requirements for this position are described below:

**Community Development Specialist I**

**Minimum:** Equivalent to graduation from high school and four years of related administrative or technical customer service experience that requires interpretation of laws, codes, and regulations in a building, environmental, engineering or planning setting. Must possess; or obtain within one year of appointment, at least one required ICC Certification (Building, Electrical, Mechanical, or Plumbing); or six college units related to Community Development. The Department Head must approve all college level courses.

**Preferred:** Same as the Minimum for the II level.

**Community Development Specialist II**

**Minimum:** In addition to the minimum qualifications at the **Community Development Specialist I level**, six (6) college units related to Community Development Department **OR** one (1) ICC Building, Mechanical, Electrical or Plumbing Certificate and at least one year equivalent to the Community Development Specialist I for a total of five years of related experience. Must possess or obtain a total of at least two required ICC Certifications (Building, Electrical, Mechanical, or Plumbing); or twelve college units related to Community Development, as approved by the Department Head, within one year of appointment.

**Preferred:** Same as the Minimum for the III level.

**Community Development Specialist III**

**Minimum:** In addition to the minimum qualifications at the **Community Development Specialist I level**, twelve (12) college units related to Community Development Department **OR** two (2) ICC Building, Mechanical, Electrical or Plumbing Certificates and at least one year equivalent to Community Development Specialist II for a total of six years of related experience. Must possess or obtain a total of at least three required ICC Certifications (Building, Electrical, Mechanical, or Plumbing); or eighteen college units related to Community Development, as approved by the Department Head, within one year of appointment.

**Preferred:** Same as the Minimum for the IV level.

**Community Development Specialist IV**

**Minimum:** In addition to the minimum qualifications at the **Community Development Specialist I level**, eighteen (18) college units related to Community Development Department **OR** three (3) ICC Building, Mechanical, Electrical or Plumbing Certificates and at least one year of experience at a level equivalent to Community Development Specialist III for a total of seven years of related experience. Must possess or obtain a total of all four required ICC Certificates (Building, Electrical, Mechanical, or Plumbing – or equivalent); or twenty four college units related to Community Development, as approved by the Department Head, within one year of appointment.

**Preferred:** In addition to the minimum qualifications at the **Community Development Specialist IV level**, possession of additional ICC certificates and/or an Associate Degree related to building, urban planning, architectural studies, drafting, environmental technology, engineering field, or a closely related field, and additional years of related experience equivalent to the III level.

**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.**