

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 04/20/09		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Code Enforcement Officer.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (04/15/09), Culver City Employees' Association on 04/15/09			
Department Approval: Serena Wright (04/13/09)		City Attorney Approval: Carol Schwab (by H. Baker) (04/15/09)	
Chief Financial Officer Approval: Jeff Muir (04/15/09)		City Manager Approval: Jerry B. Fulwood (04/16/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Code Enforcement Officer. <u>BACKGROUND</u> Prior to FY 2007-2008, Code Enforcement Officers and Code Enforcement Analysts were assigned to the City Attorney's Office. However, as part of the City Manager's reorganization plan, these positions were reassigned to the Community Development Department and became part of the newly created Enforcement Services Division. The Code Enforcement Officer vacancy prompted Human Resources staff to evaluate the manner in which this position was filled. A review of the existing classification specification for Code Enforcement Officer was conducted by Human Resources staff, the Code Enforcement Services Manager, and the Community Development Director. As a result, a revised Code Enforcement Officer classification specification (Attachment 1) is attached for your approval. The revised classification specification has been reviewed by the Culver City Employees' Association (CCEA) and approved by the Civil Service Commission at the April 1, 2009 meeting. A copy of the draft minutes from the Civil Service Commission Meeting is attached for the Council's information. <u>DISCUSSION</u> In preparing for the recruitment process for the Code Enforcement Officer, one of the concerns raised was the likelihood of recruiting candidates that possessed the			

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knowledge, skills and abilities that would be necessary to perform the duties of the job successfully based on the existing language contained in the classification specification. The rationale for the revisions is listed below.

Essential Job Duties

This section was revised for clarity and to elaborate on some of the duties and responsibilities associated with this position (e.g. testifies in court and at nuisance abatement hearings, provides general zoning, housing, and property maintenance information to local and government agencies).

Minimum Knowledge, Skills and Ability

As a subject matter expert with over fifteen (15) years of experience in code enforcement, the Enforcement Services Manager recommended additional items be included in the Knowledge section. A review of similar Code Enforcement Officer classification specifications in other cities revealed that the ability to “learn” basic land use, zoning, sign, nuisance and related codes and ordinances is not appropriate for this level of position. For a candidate to be effective as a Code Enforcement Officer, they would already need to possess knowledge of these areas upon hire. Therefore, the reference to “learning” was eliminated from the sections on Knowledge and Skill and Ability.

License and Certificates

Language requiring the possession of a valid Penal Code Section 832 Peace Officers Standards and Training certificate within one year of hire into the classification was added, given the enforcement services responsibilities associated with this classification. Because this classification issues citations, incumbents are legally required to obtain this certificate within one (1) year of hire into the classification. Therefore, language that reflects this requirement has been added. Incumbents will only be required to complete Module 1 (Laws of Arrest) and Module 3 (Officer Safety).

Training and Experience

This section was revised to clarify the type of experience that a candidate would need to be successful in the job. Candidates with more closely related experience will be identified by including language that specifies experience “performing code enforcement or public inspection services.” This would lead to greater candidate success in the performance of their duties and result in cost savings to the department as it would reduce the amount of training that the candidates would need.

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Physical Requirements and Working Conditions

This section was revised to specify that candidates may be required to work evenings and weekends and travel within and out of city boundaries to attend periodic meetings.

FISCAL ANALYSIS

There is no fiscal impact for this item.

ATTACHMENT

1. Revised Classification Specification for Code Enforcement Officer
2. Draft Minutes from the April 1, 2009 Civil Service Commission Meeting

MOTION

That the City Council:

Approve the revised classification specification for Code Enforcement Officer.