

MEETING DATE: 04/20/09

AGENDA ITEM: Approval of the Revised Classification Specification for Code Enforcement Analyst.

ATTACHMENT

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1. Revised Classification Specification for Code Enforcement Analyst	1 – 3
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ATTACHMENT 1



CODE ENFORCEMENT ANALYST

DEFINITION

Occupants of this classification are in the classified service. This classification performs a wide variety of paraprofessional administrative tasks in code enforcement, including inspections, evaluations, compliance processes, and enforcement of land use, zoning, occupancy, nuisance, and related provisions of the Municipal Code.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from Code Enforcement Officer in that this classification requires the ability to perform administrative tasks, an understanding of land use policies and programs, and the ability to exercise greater independent judgment in the performance of assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Positions in this class report to the Enforcement Services Manager. Responsibilities may include the direct supervision of clerical positions ~~administration~~ administrative support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Inspects property to assess compliance with land use requirements of the Municipal Code and other applicable local and federal laws. Reports findings and determines corrections required, and issues compliance citations. Assures corrections are made to violations of the above provisions. Maintains complete and accurate logs and records and prepares routine reports of compliance efforts which describe problems and their resolutions.
2. Works cooperatively and effectively with residents and property owners, and with City staff the ~~Community Development Department staff, specifically the Building Safety and Planning Divisions,~~ to achieve and maintain compliance with land use requirements.
3. Responds to public requests for information in a professional, courteous and knowledgeable manner. Establishes rapport with public contacts and effectively communicates land use information and code interpretations. Keeps complainants informed of the status of their complaints.
4. Prepares factual and complete staff reports about land use compliance matters. Makes presentations to the Planning Commission and City Council as required.

Revised April 2009
Revised July 2007
November 1998

5. Maintains current and thorough working knowledge of code provisions and department programs and their requirements. Interprets and applies code provisions.
6. Assists Code Enforcement Officers as necessary.
7. Consistently makes efficient use of time performing assigned inventory, inspection and compliance tasks in a proactive manner.
8. Creates draft legal documents, for the review of the professional legal staff, to be recorded against real property.
9. Conducts research about policy and operations pertinent to the department.
10. Assists in budget preparation and review. Gathers and analyzes data for the budget including financing, staffing and organizational levels.
11. Keeps supervisor informed of problems and issues about which the supervisor may not be aware, and assists with the supervision of clerical personnel administrative support staff.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of city and regional planning and redevelopment; budgeting; supervision.
- Municipal codes and other applicable local and federal laws, government administrations and codes.
- Laws related to residential, commercial, and industrial land use.
- Research techniques, legal reference material and report presentation.
- Legal terms, documents and their processing; filing a variety of legal documents.

Skill and Ability to:

- Read, learn, and apply code requirements relating to land use and other code provisions.
- ~~Determine measurements in the field using appropriate devices.~~
- Apply investigative and corrective techniques to assess and achieve compliance with codes.
- Analyze a variety of administrative issues and make sound procedural recommendations.
- Interpret and make decisions in accordance with laws, regulations, and policies.
- ~~Communicate clearly and concisely, both verbally and in writing.~~
- Prepare and present comprehensive but clear and concise reports.
- Establish and maintain effective working relationships with the public, fellow employees, and Council and Commission members.
- Communicate tactfully in applying, and interpreting, and explaining codes related to land use.
- ~~Carry out complex verbal and written instructions.~~
- Efficiently plan and organize time to produce effective results.
- Maintain and organize filing systems.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license, ~~if assigned to drive.~~ Possession of valid P.C. 832 P.O.S.T. certificate within one year of date of hire into classification.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Two (2) years of college level coursework and ~~three (3)~~ four (4) years performing code enforcement or public inspection services, including one (1) year of paraprofessional administrative duties in municipal government or a legal office environment. Additional administrative work experience in a local government may be considered in-lieu of education on a year for year basis. Some supervisory experience is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

ATTACHMENT 2

*****UNOFFICIAL MINUTES EXCERPT*****

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

April 1, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 7:03 P.M.

Present: Chair Michael Whitaker
Vice Chair Sharon Zeitlin
Commissioner Sandy Stivers
Commissioner Richard Ochoa
Commissioner Dan Gallagher

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Action Items

Item A-3

Revised Classification Specification and New Open & Competitive Recruitment Bulletin: Code Enforcement Analyst

Mary Ortiz gave an overview of the staff report.

After discussion by Commissioners, it was decided to also add
the language regarding obtaining the P.C. 832 certification, by
the end of the probationary period, to the section on Licenses
and Certificates and the recruitment bulletin.

MOVED BY COMMISSIONER STIVERS, SECONDED BY COMMISSIONER OCHOA,
AND UNANIMOUSLY CARRIED, TO APPROVE, WITH REVISIONS, THE
REVISED CLASSIFICATION SPECIFICATION AND NEW OPEN & COMPETITIVE
RECRUITMENT BULLETIN FOR CODE ENFORCEMENT ANALYST.