

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**CODE COMPLIANCE OFFICER - 1356**

**DEFINITION:**

Under general supervision, to conduct field investigations in the enforcement of City codes and regulations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from Field Representative in that incumbents of that class are primarily responsible for complaint resolution and enforcement of less complex City Codes and ordinances, whereas Code Compliance Officers are responsible for the enforcement of more complex City codes and ordinances. In addition, duties of this classification include performing in-depth investigations of code violations which often require subjective judgment; issuing violation notices and or citations; conducting extensive research to determine property ownership; preparing comprehensive reports for administrative hearings and court appearances; testifying at hearings and in court; conducting formal meetings to mediate formal disputes; and occasionally conducting administrative hearings.

**\* EXAMPLES OF DUTIES:**

- Investigates complaints of excessive noise, off-street abandoned vehicles, off-street illegal parking, excessive towing charges, water waste or theft, unsightly litter, illegal dumping, illegal storage, small animals, temporary signs, rooming house and high occupancy issues, news racks, news bins, fire hazards, and unabated graffiti;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- Enforces violations, false load declarations, and improper disposal of waste in accordance with Miramar Landfill regulations, abandoned personal property, and transient camp abatement;
- Recognizes and may cite violations of building and zoning codes and related issues and refers to staff, as appropriate;
- Determines if code violations exist;
- Explains and interprets governing codes;
- Researches property ownership;
- Searches files and records to obtain data required in the conduct of inspections and/or investigations;
- Collects and documents evidence;
- Explains violation and corrective measures required, and encourages voluntary compliance;
- Issues citations or notices of violation;
- Sets up and follows through on abatement schedules and procedures;

**\* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Reinspects property for compliance;
- Prepares case materials for hearings and legal proceedings and testifies in court;
- Initiates, organizes, and coordinates clean-up activities;
- Serves as a court witness;
- Maintains records and prepares reports and correspondence;
- Meets with community groups and coordinates with City departments to provide equipment, tools, and other materials needed for self-help projects.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience investigating complaints from the public, which must include reviewing or interpreting data and/or the responsibility for complaint resolution; **OR** one year of full-time experience in the enforcement of codes and ordinances; **OR** successful completion of 30 semester/45 quarter college-level units, which must include a minimum of 15 semester/22.5 quarter college-level course work in criminal justice and/or administration of justice; **OR** a combination of education and experience as specified above equaling one year.