

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### CODE COMPLIANCE OFFICER

##### DEFINITION:

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

##### DISTINGUISHING CHARACTERISTICS:

This class 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 class 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, excessive towing charges, water waste or theft, unsightly litter, illegal dumping, newsracks, newsbins, and fire hazards;
- Conducts field inspections of various businesses and properties for compliance with applicable codes and regulations;
- 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 the 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 the 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;
- Reinspects property for compliance;
- Prepares case materials for hearings and legal proceedings and testifies in court;
- Initiates, organizes, and coordinates clean-up activities;
- 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 Announcement for updated minimum qualifications.

One year of experience investigating and responding to complaints from the public which includes reviewing or interpreting data and the responsibility for complaint resolution; **OR** one year of experience in the enforcement of codes and ordinances. Possession of a valid California Class C Driver's License.

- \* **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.