

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### CODE COMPLIANCE SUPERVISOR

##### DEFINITION:

Under direction, to supervise subordinates engaged in the investigation and enforcement of special ordinances and regulations relating to licensing/pawn shops, litter and weed abatement, and water loss/theft prevention; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Supervises subordinates engaged in field investigations in response to citizen complaints and inquiries regarding licensing/pawn shops, litter and weed abatement, and water loss/theft prevention;
- Receives complaints and assigns investigations to subordinates;
- May assist in the investigation of the more sensitive and complex complaints;
- Conducts ride-along inspections;
- Supervises the preparation of case material where legal action is required;
- Prepares statistical reports and correspondence;
- Reviews and recommends procedural changes;
- Develops and writes procedural manuals;
- Develops training programs for subordinates;
- Mediates and resolves employee complaints and grievances;
- Selects, trains, and evaluates the work performance of subordinates;
- Performs other related duties.

##### 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.

Two years of experience in the enforcement of County, Federal, State, or Municipal Codes which must include field investigations, inspections, and the responsibility for complaint resolution, and the authority to issue citations and/or revoke licenses. 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.